

NHSC Covid-19 Control Measures for use of GAA Meeting Rooms

Consider outdoor or virtual meetings and training whenever possible. If it is essential to attend a meeting or officer training in person indoors, this should be conducted in accordance with the following guidelines

Meeting Rooms

- ✓ Adhere to Government limit of 50 people in any indoor area from 29th June to 20th July
- ✓ Assess the number of people allowed in a meeting room in accordance with social distancing rules - maintain 2 metre social distance at all times (review in line with government guidance)
 - Consider numbers for boardroom, theatre, tables, standing and other types of set up
 - Highlight assessed capacity on signage and do not exceed agreed capacity
 - Consider customising a larger room such as a hall for larger meetings or training
- ✓ At the beginning of every meeting or training session the meeting organiser should communicate relevant health and safety advice and provide details of control measures in place to attendees including self-responsibility
- ✓ Ensure signage is in place upon entry to rooms highlighting key Government advice in respect of Covid-19
- ✓ Ensure hand sanitiser is always available and replenished regularly (a fixed unit would be preferable on entry/exit of the meeting space)
- ✓ Keep meeting rooms well ventilated during use
- ✓ Avoid self-service tea/coffee breaks, condiments should be serviced in individual single use sachets

Cleaning & Disinfection Protocol

Clean down room after use with attention to:

- Tables, chairs, and light switches
- Equipment such as laptops or watercoolers
- Ensure cleaning equipment such as disinfectant wipes are readily available

Other Considerations

- ✓ Although face coverings are not mandatory strongly encourage their use where possible
Have a stock of disposable masks available as back up
- ✓ Meeting organiser to maintain record of attendees for contact tracing purposes
- ✓ Pay particular attention to individuals with special needs particularly those who may be classified as high risk in relation to Covid-19
- ✓ Keep meetings and training sessions as brief as possible and allow adequate time between different meetings for cleaning and ventilation

For third party use and advice consult [pg.25 on Fáilte Irelands guidance on meetings & events](#)

Important Note:

This guidance should be used only in conjunction with a venue specific risk assessment. Under no circumstances should Covid-19 control measures compromise any existing Health & Safety measures

Sample Sign:

