**Updated NHSC Covid-19 Control Measures for use of GAA/LGFA Meeting Rooms, Sept 16th 2020**

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

Meetings can only be held in Controlled Environments with a named event organiser.

**Level 2** - GAA Covid Advisory group are recommending that on a Risk minimisation basis the only indoor meetings that should be held in Level 2 Counties are:

* Disciplinary Meetings (max of 14 personnel)
* Club Executive meetings (max of 14 personnel)
* County Management meetings (max of 14 personnel)
* Officer Training (max of 20 personnel)

No indoor meetings should be held in Counties at **level 3 or above**. Advice on meetings should a county achieve level 1 status will be provided as required.

**Meeting Rooms**

* Attendees should be asked to confirm they do not have any symptoms or a temperature in excess of 37.5c before attending.
* 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](https://failtecdn.azureedge.net/failteireland/Guidelines-for-Re-opening-Hotels-and-Guesthouses.pdf)

**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:***

