



GAIETY SCHOOL  
OF ACTING

The National Theatre School of Ireland

## COVID 19 Policy Statement

The Gaiety School of Acting is committed to providing a safe and healthy workplace for all our workers, students and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors, employees, tutors and students are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our workers
- provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all workers and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a contact log to help with contact tracing
- have all workers and students undergo an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for workers and students to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All managers, supervisors, employees, tutors and students will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s) - Maeve Whelan, Rebecca Dolan or Niamh Murtagh.

## Responsible Persons for Performing Tasks

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed. Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of worker representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
  - training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

## Responsible Persons Task Register (Non-Exhaustive)

1	Tasks (non-exhaustive list)	Responsible Person(s)	Signature
2	Person responsible for overall implementation of the plan	Maeve Whelan	
3	Identification and training of worker representative	Maeve Whelan	
4	Planning and Preparing to Return to Work (Checklist No.1)	CRT Team	
5	Control Measures (Checklist No.2)	Niamh Murtagh	
6	COVID-19 Induction (Checklist No.3)	CRT Team	
7	Dealing with a Suspected Case of COVID-19 (Checklist No.4)	CRT Team	
8	Cleaning and Disinfection (Checklist No.5)	CRT & FOH Team	
9	Employee Information	Maeve Whelan	

	(Checklist No.6)		
<b>10</b>	Worker Representative(s) (Checklist No.7)	Niamh Murtagh & Rebecca Dolan	
<b>11</b>	Return-to-work forms	CRT Team	
	Other:		

## Employer Information

Employer Name:	The Gaiety School of Acting
Workplace Address:	The Gaiety School of Acting, Essex Street West, Temple Bar, Dublin, D08 T2V0
Director / Senior Manager in the Workplace:	Patrick Sutton & Eric Weitz/Maeve Whelan
Worker Representative:	Rebecca Dolan
Type of Business:	Arts/Educational
Number of Workers:	52
Worker Representative:	Niamh Murtagh
Number of Workers who Deal Directly with the Public:	<b>52</b>
Phone:	01-6799277
Email:	info@gaietyschool.com

## Step 4 - Checklists

### a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Workers have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they enter the workplace.

a1) Students have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-study form will be used to assess students' health before they return to study.

Further Information

- [Checklist No. 1 - Planning and Preparing](#)
- [Return to Work Form](#)

## **b) Control Measures**

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities. Measures which must be complied with include:

- Hand hygiene / Hand sanitising
  - Respiratory hygiene
  - Physical distancing
  - Minimising contact
  - Considering at-risk workers and students
  - Visiting Contractors / Others
- Studio and classroom etiquette

Further Information

- [Checklist No.2 - Control Measures](#)

## **c) COVID-19 Induction / Familiarisation**

Workers need to be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All workers will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of workers:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread

- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

Attendance at a COVID-19 induction will be recorded and records kept.

Further Information

- [Checklist No.3 – COVID-19 Induction](#)

#### **d) Dealing with a Suspected Case of COVID-19**

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

We have assigned a manager and put in place an isolation team to manage this situation, and provided them with information on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the workforce and procedures to be followed to enable them to safely leave the premises.

Further Information

- [Checklist No.4 - Dealing with a Suspected Case of COVID-19](#)

#### **e) Cleaning and Disinfection in the Workplace**

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned twice daily.

- Welfare facilities and communal areas will also be cleaned twice daily.
- If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.
- Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.
- Cleaning staff will be given information and instruction in relation to the new procedures.

Further Information

## [Checklist No.5 – Cleaning and Disinfecting](#)

### **f) Workers Responsibilities in the Workplace**

Aside from the usual day to day responsibilities that workers must comply with, the introduction of COVID-19 into society brings new challenges that workers need to be aware of so that the Return to Work Safely Protocol can be implemented effectively.

Workers must keep themselves updated on the latest advice from the Government and the HSE. They must also cooperate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

Further Information

[Checklist No.6 – Workers](#)

### **g) Workers Representatives**

We will appoint a worker representative(s) for each workplace or each work area to ensure that COVID-19 measures are followed. Worker representative(s) will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. We will tell workers who their worker representative is.

Good communications channels in the workplace are essential for all stakeholders. Managers, supervisors and workers, should engage with the worker representative(s), to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

Further Information

- [Checklist No.7 – Workplace Representatives](#)