



## **Dingle Literary Festival - Covid19 Response Plan**

This document is intended to establish practical guidance that is available at the time of writing on how to manage festival activity and operating practices during the coronavirus (COVID-19) pandemic. This document is designed to prevent the spread of COVID-19 among committee members, volunteers, visiting crew and guests. It addresses risks to both committee members and visitors to the Dingle Literary Festival and response to suspected\confirmed cases, correct measures to be undertaken and manage operations following a suspected\confirmed case.

The document is a living document, with current advice issued by the National Public Health Emergency Team (NPHE). As the advice issued by NPHE continues to evolve, this document and the measures the committee need to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change.

**Dingle Literary Festival Covid19 Compliance Officer – Irene Flannery 086 1662562**

**Latest Update: 30 September 2020**

### **Committee Members:**

Sheila O'Reilly  
Peter McKay  
Camilla Dinkel  
Debbi Lewang  
Siobhán Prendergast  
Nicholas McLachlan  
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Mia Colleran  
Máire Uí Shíthigh  
Irene Flannery

Members to follow the public health advice and guidance, as well as any specific direction from the Dingle Literary Festival Covid19 Compliance Officer or specific direction from any of the venues used to conduct festival-related activity.

Committee members to adopt good hygiene practices as outlined in this document, such as **frequent hand washing, respiratory etiquette and physical distancing** to protect themselves and their colleagues against infection and should seek professional healthcare advice if unwell.

Most of the events taking place in this year's Dingle Literary Festival will be online. Specific situations in which there is increased risk has been identified and the Dingle Literary Festival committee will mitigate the risk of spread through identification of risk areas and the implementation of appropriate action to reduce the spread of the virus.

### **Possible Risk Areas:**

- Face-to-face Festival Committee Meetings
- Actual Events in specified venues (live and/or recorded as part of the Dingle Literary Festival Itinerary)
- Interactions with guests, \*crew, volunteers and committee members outside specified venues
- Transport of guests, \*crew, volunteers or committee members

*\*crew refers to persons employed by Dingle Literary Festival committee to carry out works or tasks required for the running of events including but not limited to technical support personnel.*

### **Increase Awareness**

Committee members to be aware of the following:

- What is Coronavirus (Covid19)
- Symptoms of Covid19
- How to prevent the spread of the virus
- What to do if someone becomes ill

### **What is Coronavirus?**

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) Coronavirus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

### **Common symptoms of coronavirus include:**

- A fever (high temperature – 38 degrees Celsius or above)
- A cough – this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties

- Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

There are other symptoms that people have experienced such as fatigue, headaches and nausea that should be considered if experienced with any of the above symptoms.

**Source:** <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Coronavirus is spread in sneeze or cough droplets. To infect you, it must get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces).

Members to keep this in mind to help remember necessary measures to protect themselves and others from the virus.

### **To prevent the spread of COVID-19:**

- Clean your hands often. Use soap and water, or an alcohol-based hand rub.
- Maintain a safe distance from others, at least 2m
- Wear a mask when physical distancing is not possible.
- No handshaking or hugging
- Do not touch your eyes, nose or mouth.
- Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze.
- Dispose of tissues in a closed bin
- Stay home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention.

**Source:**

<https://www2.hse.ie/conditions/coronavirus/protect-yourself-and-others.html>

### **What to do if someone becomes unwell during a Dingle Literary Festival event/activity**

If someone becomes unwell (showing symptoms of Covid19) at a specific public venue, attending committee member to alert venue staff/management and follow the response plan as set by the venue.

In the event that someone becomes unwell while on a location outside a venue, the unwell person should be isolated from other people and provided with a mask if available. Committee member present to call for assistance from **Dingle Medical Centre 066 9152225** or **SouthDoc 1800 335999** (for afterhours service) and await appropriate instruction.

Committee member to contact Dingle Literary Festival Compliance officer by phone:

**Irene 086 1662562**

Committee member to record the names and contact details (address, mobile number) of all people working in the same place as the unwell person, or who have come into close contact with the unwell person. These details to be passed on to the Compliance officer 086 1662562.

It is recommended that all Dingle Lit committee members input the phone numbers of Dingle Medical Centre and SouthDoc into their phones for quick access in the event of someone becoming unwell.

## **Meetings**

Dingle Literary Festival committee to continue to conduct meetings as much as possible using online remote means. Where face to face meetings are necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must always maintain physical distancing.

Face to face meetings held in public premises such as hotels, conference rooms or other public meeting spaces must adhere to the Covid19 guidelines of the premises. Committee members and guest attendees to be made aware of any specific directions pertaining to that premises.

Face to face meetings held at private houses to be limited to **6 people indoors** or up to **15 people if held outdoors**. At all times, members from different households should sit 2m apart. Reminders for best practice to prevent the spread of Covid19 to be made known at meetings and attendees to be made aware of the risks relating to meeting in person and the measures required to mitigate these risks:

- Sanitize hands on entering the meeting room
- Hand sanitizer, paper towels and waste disposal bin to be made available at meetings.
- The room should allow for physical distancing of at least 2m between members of no more than 3 different households. The room should always be well ventilated with fresh air passing through the space.
- No hand-shaking or physical contact between committee members
- Sharing of pens, pages, keypads and other items is not permitted at meetings. Paperwork relevant to festival meetings will be sent by email to committee members.

- Committee members are advised to bring their own beverages/drinks if required, to meetings.
- For contact tracing purposes, any group of people who spend more than two hours together in an enclosed space may be considered close contacts of each other. When social distancing is not possible, any group of people who spend more than 15 minutes together or live in the same household may be considered close contacts of each other. Records of names and contact numbers for those attending meetings in person to be kept for up to 14 days.
- If someone becomes unwell during a meeting, such as cough, fever, difficulty breathing, a predetermined person to accompany that person, keeping a distance of at least 2m if possible, to an area as far as is reasonable from other attendees and phone for assistance from his/her GP, Dingle Medical Centre 066 9152225 or SouthDoc 1800 335999. The unwell individual should be provided with a mask if available while awaiting medical assistance.

### **Actual Events (live and during recording of events)**

Events taking place in public buildings such as hotels, places of business and cultural centres to have a Covid19 Response plan in place. Dingle Lit Compliance officer will be aware of policy and procedures of specific premises. Committee members, their guests, crew, volunteers and attendees fall under the remit of the premises. Premises identified for Dingle Literary Festival 2020 actual activities are fully compliant with the current guidelines to reduce the spread of the coronavirus. Any specific directions will be made known to the Dingle Lit Covid Compliance officer who will inform committee members, guests, crew, volunteers and attendees of same.

**Dingle is currently ranked as LEVEL 2** as per Government guidelines published on 15<sup>th</sup> September 2020 and updated on 23<sup>rd</sup> September 2020.

<https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>

At Level 2, the majority of areas of economy and society, for example: schools, restaurants, pubs and gyms, are open. In order to keep people safe, you will be asked to limit the number of people you meet at this level.

### **Organised indoor gatherings :**

These are controlled environments with a named event organiser, owner or manager. Dingle Lit events will comply with individual venue protocols as per LEVEL 2 guidelines.

Up to 50 patrons are permitted and in pods or groups of up to 6 if appropriate, with arrangements to ensure no intermingling of groups.

Up to 100 patrons are permitted for larger venues where strict 2 metre seated social distancing and one-way controls for entry and exit can be implemented.

For very large purpose-built event facilities (for example: stadia, auditoriums, conference or event centres) specific guidance will be developed with the relevant sectors to take account of size and different conditions for larger events.

<b>Name of premises</b>	<b>Covid19 Policy and Response Plan in place</b>	<b>Covid19 Compliance officer/lead manager</b>	<b>Any specific directions for the premises</b>
Dingle Benners Hotel	Yes	Mr. John Foley 066 9151638	
Dingle Creativity and Innovation Hub	Yes	Deirdre de Bhailís 087 2618180	
Ionad an Bhlascaoid, (The Blasket Centre), Dún Chaoin	Yes	Lorcán Ó Cinnéide 066 9156444	
<b>Writer's Trail Venues</b>	TBC		

Actual events, recordings and other activities held outside of specific premises will follow the guidelines outlined above to prevent the spread of Covid19, including outdoor activities:

- Hand hygiene and sanitizing before, during and after events
- Maintain a social distance of 2m when possible from others. If people need to be closer to carry out tasks, face coverings to be worn.
- Respiratory etiquette to be adhered to at all times
- Predetermined person on site to notify local professional healthcare services if someone becomes unwell during festival activities
- For contact tracing purposes all persons working together for a period of 2 hours or more should have their details recorded.

### **Transport of guests, committee members, crew and volunteers:**

- Shared car journeys are not recommended for festival activities
- When necessary, committee members should wear mask if transporting someone from another household in their car
- Hand hygiene and respiratory etiquette to be maintained during car journeys
- Car journeys of longer than 15 minutes duration should be carried out by registered taxi service with a Covid19 policy and response plan in place.

### **For Attendees of live events:**

The committee of Dingle Lit would like to reassure attendees that all locations for events in our festival programme will be compliant with current government public health guidelines in order to protect the health and safety of attendees, guests, staff, crew and volunteers.

The following measures will be in place.

- Contact tracing
- Restricted capacity in each venue in line with government guidelines
- Contactless ticketing
- Social-distanced queueing and social-distanced seating arrangements (currently 2m)
- Extensive COVID-19 signage
- Hand sanitizer dispensers at entrances and exits
- Face coverings are mandatory for indoor events

### **What to do if a suspect case occurs - Checklist**

#### **Before Events/Activities:**

Appoint dedicated committee member to manage prevention measures at all events and activities, eg., COVID19 Compliance Officer

Predetermined committee member to be appointed if COVID19 compliance officer is not present at an event/activity

<b>What to do when a suspected case occurs</b>	Tick ✓
Alert venue staff/management of suspect case and follow the response plan of the venue	
If outdoors or in a private setting, isolate suspected case from others, provide unwell person with a mask if available and alert local health care professionals (Dingle Medical Centre 066 9152225 or SouthDoc 1800 335999 for further instruction.	

Accompanying member to wear mask and maintain 2m distance from unwell person if possible and safe to do so. If unwell person requires close contact attention while awaiting medical assistance, member to wear mask and ensure access to hand washing/sanitizing during and after giving assistance.	
Dispose of tissues/towels used by suspected case in sealed bag/container	
Keep log of persons in contact with unwell person	
Cleaning of area where unwell person was working if outside a public venue	
Assessment of incident and record of risk assessment and action taken	
Provide information to HSE on request	