

## Kit Box List

Surgical gloves

Masks/face shield

Tissues

Hand sanitizer

Anti-bacterial wipes

Disinfectant spray

Paper towel

Disposal waste bags

Labels and markers

Stationery – notepad and pens

Label the Bag as suspected Covid -19 waste which needs to be kept for 72 hours before disposing of

## Laminated Guidelines for Suspected Case

- If someone gets symptoms at an event or meeting they should contact the Covid co-ordinator/**designated person**
- The Covid-19 Co-ordinator/designated person will:
  - Immediately separate the person displaying or complaining of the symptoms from other attendees discreetly. **They should be asked to proceed to the isolation area.**
  - Ask this person to wear a face covering if possible or provide them with a facemask.
  - The Covid-19 co-ordinator managing the situation should try to maintain at least 2 metres from the person with symptoms and should wear a face covering and wash their hands regularly.
  - Provide the ill person with tissues and hand sanitizer.
  - The waste from an isolation room or first aid scene with suspected Covid-19, **must be double bagged and the waste kept for 72 hours before it can be put into the waste disposal**
  - If they are well enough to go home arrange for them to be transported home by a family member as soon as possible, do not allow the person to take public transport and **advise them to inform their GP of their symptoms**
  - **If they are too unwell or advise is required** Contact 999 or 112 or their GP and inform them that the person is suspected Covid-19 case.
  - If it is a suspected case, all attendees should **restrict their movement for 14 days or until further information is available. We would recommend that you follow [HSE guidelines](#) around suspected cases.**

- **Notify the venue management of the suspected case.**
- The Covid Co-ordinator will then take the following steps:
  - If it is a negative test, all persons will be contacted that they can resume activities.
  - If it is a positive test, the HSE will assume control.
  - Contact tracing is initiated if applicable
  - The Covid coordinator will liaise with National Co-ordinators as required
  - The Covid coordinator will supply the list of attendees from the [MY CG Covid Health Questionnaire](#) if applicable
  - The Covid coordinator should advise the Executive committee and National Covid Officer without disclosing any personal information, anonymity at all times must be respected as per GDPR
  - The HSE will guide on the appropriate instance response thereafter.