

Guidelines for Science Week Delivery

SFI Discover Programme Science Week Call 2020

Version 1.0

Date 07 July 2020

Note:

This document has been prepared to provide guidance. At all times official Government Guidance and Public Health Guidelines must be complied with. Therefore, this is a living document which will evolve to reflect any new Government advice, restrictions, or protocols as they emerge. These guidelines have been developed in line with the Government's Roadmap for Reopening Society and Business and the Return to Work Safely Protocol, based on the latest health guidance available from the Department of Health and the HSE. The links to the latest guidelines will be included throughout the document.

Disclaimer:

The information contained within these operational guidelines can change from time to time. It must not by itself be relied upon in determining obligations or other decisions. Users of this document must independently verify any information on which they wish to rely. It is expected that all Festival and Event organisers will have familiarised themselves with the Return to Work Safely Protocol and implemented all relevant requirements. The purpose of this document is to provide a reference point to the official guidelines. Science Foundation Ireland does not assume legal or other liability for any inaccuracy, mistake, misstatement, or any other error of whatsoever nature contained herein. The information accessible in this document has been compiled from many sources that are not controlled by Science Foundation Ireland. Due to the evolving nature of the COVID-19 pandemic, this document will be subject to change. Science Foundation Ireland has endeavoured to attribute copyright or other intellectual rights to the rightful owners where such course has been appropriate. Where any attribution has been missed or overlooked Science Foundation Ireland, on being informed, will correct this omission.

Introduction

According to the Government's Roadmap for Reopening Society and Business, "festivals, events and other social and cultural mass gatherings" will be permitted "only in accordance with both indoor and outdoor numbers and where social distancing can be complied with"¹. In line with the roadmap, and provided that additional restrictions are not in place, Science Week Festivals and Events would be permitted to take place in November 2020 provided maximum attendee numbers and social distancing can be adhered to. We recognise that the situation is evolving continuously and rapidly, and therefore this document will be a living document and should the advice change, this document will be updated to reflect this.

While Science Foundation Ireland has attempted to cover all relevant issues, you must bear in mind that this is a non-exhaustive document and it may not cover all situations you may encounter. As circumstances change, any procedures you implement must be monitored to ensure they remain up to date and in line with the Government's Public Health advice. This document aims to be helpful in providing a summary of various guidelines available related to the delivery of Festivals and Events, namely the Return to Work Protocol and the Fáilte Ireland Activity Providers Guidelines. It is expected that organisers read these documents in full.

Science Week 2020

Science Week 2020 will adopt a blended approach where events which can take place provided it is safe to do so, in line with the guidelines. Alternative approaches will be part of the programme including events delivered through digital channels. While not all events are translatable to digital delivery, there is an opportunity to be creative with the delivery of the more traditional activity and this may broaden the reach of Science Week. The delivery of Science Week content through digital means should support the Call objective of broadening the reach of the Festivals and Events and increasing participation from communities which are underrepresented in STEM sectors. Digital media and virtual events may remove some of the barriers underrepresented sectors face in attending a Science Week Event, but also can act as a barrier in terms of access to technology. This is something to be cognisant of in the development of activity plans and the target audiences.

[Best practices and lessons learned from the Arctic Science Summit Week 2020 are available here.](#) This document may be of interest and is a good example of a festival outlining the first-hand experience of the ASSW2020 organisers changing to a digitally delivered programme. Several awardees and partners within the Science Week community have also experienced this and hopefully the meeting with your fellow awardees assisted you to meet and share good practices and experiences to date.

As outlined in the award notification letter your project has been deemed fundable based on the proposed events in the application and fundable to the maximum amount as outlined in your award notification. At the time of the call deadline, it was unclear whether the COVID-19 restrictions would have an impact during Science Week. Considering announcements by typical Science Week venues,

¹ [Roadmap for reopening society and business](#)

including some colleges, theatres, and libraries for example, that the likelihood of public access is low during the Autumn, SFI is seeking further planning details from Festival and Event organisers in advance of releasing funding.

An Adjusted Project Plan will be required prior to the issue of funding and the associated Letters of Offer. A template is provided. This adjusted plan should be considered by the applicants in line with the restrictions and phasing currently in place. To be clear, SFI is not requesting awardees to submit new events/programme details but rather to provide details of the feasibility of delivering the approved activity in your original application, in either the same or an alternative way. Applicants are asked to provide rationale for proceeding with the delivery method they propose. It is accepted that planning to deliver programmes/events in a means that is compliant with the official guidance may impact the numbers that may be engaged. This should be detailed in the provided template.

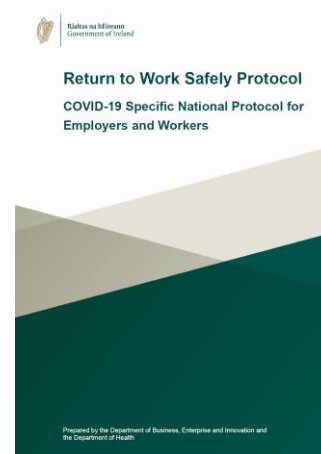
Applicants may need to reallocate funding from one area within the proposed budget to another to facilitate programme/event delivery using an alternative method. Details of this should be included in the provided Adjusted Budget Template. Please note no additional budget should be requested. Applicants must clearly outline the reallocation of any budget. Applicants are also advised to seriously examine and minimise the risk of expenditure that will be lost if further restrictions arise. This should be addressed in the contingency section of the Adjusted Project Plan template and highlighted in any adjustments to the budget.

Return to Work Protocol

The Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol should be used by all workplaces to adapt their workplace procedures and practices to comply fully with the COVID-19 related public health protection measures identified as necessary by the HSE ².

It sets out in very clear terms for employers and workers the steps that they must take before a workplace reopens, and while it continues to operate.

Steps for Employers and Workers to Reduce Risk of Exposure to COVID-19 in the Workplace outlined in the Return to Work Protocol include the below noteworthy steps relevant to Science Week planning. While each lead organisation will have their independent protocol, the co-ordination of Science Week Festivals and Events brings together many team members from multiple organisations. The project lead should ensure that the below steps are consulted and adhered to.



[Return to Work Protocol available here.](#)

² [Return to Work Protocol](#)

Develop and/or Update the COVID-19 Response Plan

- Develop or amend policies and procedures for prompt identification and isolation of project team who may have symptoms of COVID-19, as appropriate
- Develop, consult, communicate, and implement changes to project organisation or policies
- Implement COVID-19 prevention and Control measures to minimise risk to team members
 - Hand Hygiene
 - Respiratory Hygiene
 - Physical Distancing

Fáilte Ireland Guidelines

Fáilte Ireland has developed various guideline documents for the cultural and hospitality sectors, the Activity Providers guidelines are most relevant to the delivery of Science Week Festivals and Events. The key actions from these guidelines include:

- **Action Plan**

Creating an Action Plan will help to clarify what is required to overcome the threat of COVID-19 and give you and the team members and attendees confidence that they are safe.

In developing the Action Plan, the organising team must familiarise themselves with the latest guidelines from the following:

- Health Services Executive (HSE)
- Health and Safety Authority (HSA)
- Irish Government Departments
- World Health Organisation (WHO)



[Fáilte Ireland Guidelines available here](#)

Information from these sources will help to shape your plan of action. You must also:

- Complete a risk assessment to identify what operational changes you need to make in Festival or Event.
- Review of all standard operating procedures (SOPs) to define and note what you are changing.
- Create a communication plan to inform team members and attendees of what you are changing, what you need them to do and how you expect everyone to act and behave.
- The HSA provides templates, checklists, and advice on the Return to Work Safely Protocols. [Please see here for more information.](#)

- **Team Member and Attendee Health**

The health and safety of everyone is the number one priority. The following steps will help ensure everyone remains fit and well: physical distancing, providing hand sanitisers, site signage, and information on what to do if a team member or an attendee becomes unwell.

- **Team Members and Their Responsibilities.**

The effective delivery of the operational Action Plan depends on how all team members act. Paying attention to the following issues is especially important: hand hygiene and face coverings, COVID-19 training, team member welfare facilities and timekeeping.

- **Physical Distancing**

The organisers need to meet Public Health advice on maintaining physical distancing of 2 metres* between people. This is particularly important for crowd management at reception or arrival areas, and during activities. *Physical distancing of 2 metres does not apply to members of the same household.

- **Attendee Pre-Arrival/Arrival**

Communications with attendees prior to the event and on arrival provide an opportunity to reassure attendees of the rigorous procedures in place. When they book, attendees should receive

a digital welcome and safety information briefing. This will outline all the protocols in place and explain how attendees must behave while attending the event. A digital briefing avoids the need to speak to people at length as a group at the location. Clear and very visible queuing arrangements must be put in place at all queuing points. This must highlight the recommended 2 metre physical distancing.

[Fáilte Ireland's guideline documents for the cultural and hospitality sectors are available here.](#)