



Macra na Feirme

Rebooting Macra na Feirme RoadMap Sept 2020



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Summary

Dear Members,

This year has been a very difficult time for all members and clubs, despite the challenges posed by complying with the guidance to protect lives of Macra members, their families and communities. The steps we outline here, are balancing inclusion, activities and public health guidance.

This roadmap has been designed to ensure that activity can return while ensuring the safety of all members. This roadmap is based on guidance from HSE, Department of Children and Youth Affairs and our values.

While the national roadmap allows for an increase in activity, the risk of the spread of COVID-19 is still very real and will continue to endanger the lives of many people. All guidance is based on the government guidance to reduce social contact. The principles of good practice such as 2m social distancing, handwashing, cough etiquette and disinfection of materials between users must be followed in all activity.

In line with this the following directions will be applied regardless of stage in the roadmap;

1. ALL CLUBS AND COUNTIES MUST HAVE TRAINED COMPLIANCE OFFICERS – TRAINING WILL BE PROVIDED
2. FOLLOW DIRECTIONS BY TRAINING DEVELOPMENT OFFICERS AND COMPLIANCE OFFICERS
3. ANYONE SHOWING SYMPTOMS SHOULD NOT ATTEND EVENTS – IF THEY DO, THEY SHOULD BE ASKED TO LEAVE IMMEDIATELY
4. FOCUS ON ACTIVITIES WHICH REDUCE RISK IN PARTICULAR BY HOLDING EVENTS OUTSIDE WITH SOCIAL DISTANCING
5. DESIGN WITH YOUR TDO A PROGRAM OF ACTIVITY WHICH REDUCES PHYSICAL CONTACT – DO NOT HAVE EVENTS IN PUBS OR BARS
6. ENSURE MEMBERS HAVE THE ABILITY TO ATTEND ALL MEETINGS VIRTUALLY
7. HOST MEETINGS OUTDOOR WHERE POSSIBLE
8. MASKS SHOULD BE WORN WHEREVER MEETING INDOORS

Introduction

It is important to note that this guidance is intended to be a living document and will be updated by National Office as Government advice is updated. This document is a guideline to assist with returning to Macra activity.

This guidance document ‘Rebooting Macra na Feirme Roadmap’ is prepared in the broader context of the Government’s *Resilience & Recovery 2020-2021: Plan for Living with COVID-19*, the Return to Work Safely Protocol and consultation with the Department of Children and Youth Affairs.

This document and any future updates of the ‘Rebooting Macra na Feirme Roadmap’ should be read in conjunction with these documents and any future public health announcement in relation to COVID-19.

This is Version 2 of the Macra na Feirme Roadmap 18th September. At this point there is detailed guidance available in Republic of Ireland from the Office of the Chief Medical Officer (CMO), Dept of An Taoiseach and the Dept of Health. The CMO has been specific with their information for now but guidance is evolving. The Department of Children & Youth Affairs are also monitoring their guidance, and have indicated a possible future update as public health guidance also evolves. Once approved public health guidance emerges from the CMO Macra na Feirme will update this roadmap to reflect any changes.

This roadmap includes a sequence of actions for Macra na Feirme to consider at each of the levels set out in the Government’s *Resilience & Recovery 2020-2021: Plan for Living with COVID-19*.

The purpose of this document is to provide guidance to staff and volunteers to allow the groups work through the phased reopening of Macra na Feirme locally.

Macra na Feirme’s roadmap is grounded in the over-riding principles below:

- **Safe** – informed and guided by public health guidance and assessment of risk
- **Logical** – sequential series of actions building upon progress made
- **Evidence Based** – uses the national government guidance and data
- **Fair** – respects human dignity, autonomy and supports equality
- **Open and Transparent** – decisions are clear, well communicated



This is a guidance document and is built on some of our core strengths and being flexible in our planning:

Social Distancing: Following Social Distancing Protocols and Government restrictions at all times while trying to maximise Macra na Feirme for the benefit of our members.

Voluntary: It will be voluntary for all members, coaches, judges and adults. Members will be able to start participating when they and you feel it is safe and right to do so.

Small groups: With an abundance of caution in mind, activities and competitions should return in small groups to minimise close contacts. As the guidance evolves, the size of a small groups will become larger. As of Level 2, small groups up to a max of 50 people indoors and 100 people outdoors, provided that trained COVID compliance officers are in place and risk assessments, social distancing, hand sanitizing, pre-event self-declaration and contact tracing are completed and undertaken.

Outside: We will emphasise outside activities over the Autumn. Trained COVID compliance officers are required for outdoor events too along with risk assessments, social distancing, hand sanitizing, pre-event self-declaration and contact tracing are completed and undertaken.

Youth and Adults: Before we can have new style indoor meetings consider how you will continue with the online environment to create a new blended Macra model to further reduce the risk of viral spread.

Level	Maximum Group Size Inside	Maximum Group Size Outside
1	100	200
2	50	100
3	Online	Online
4	Online	Online
5	Online	Online

What we can do

Level 1



- Outdoor events prioritised** (up to 200)
 - Farm Walks
 - Hill Walks
 - Sports nights (limited to 15 for contact sports)
 - Water sports
 - Outdoor Meetings encouraged where possible

- Indoor meetings** with appropriate measures limited to 100 may return subject to approval of pre-event risk assessment

Level 2



- Outdoor events prioritised** (up to 100)
 - Farm Walks
 - Hill Walks
 - Sports nights (limited to 15 for contact sports)
 - Water sports
 - Outdoor Meetings permitted

- Indoor activities**
 - Small meetings allowed of maximum of 50 subject to approval of pre-event risk assessment
 - Activities where 2 m distancing can be ensured

Level 3,4,5



- Return to online activities

- Additional supports will be offered by Macra National Office

Overarching Guidance

Any re-opening of Macra activities must have regard to current Government advice relating to the management of the COVID-19 pandemic. This is summarised in the following table:

Core Concepts	
What we can each do	What we can do together
<ul style="list-style-type: none"> • Frequent handwashing; cough and sneeze etiquette, avoid touching eyes, nose and mouth, regularly cleaning and disinfecting surfaces. • Keep a safe distance of 2 metres from other people, especially those not among your close contacts. • Minimise your number of close contacts as much as possible & keep a record of your daily contacts. • Wear a face covering when using public transport, in retail settings or any other indoor setting where physical distancing cannot be maintained. • Follow advice on restricting the number of visitors to private homes . • Know and self-monitor for the symptoms of COVID-19. If you have symptoms, self- isolate and contact your GP without delay. • Stay informed of the current situation through trusted information sources and follow official public health advice. • Avoid all non-essential travel overseas & reduce non-essential travel. 	<ul style="list-style-type: none"> • Ensure that gatherings of people are kept to a minimum, and in any event limited to the maximum numbers set out in the prevailing public health advice. • Maintain physical distancing at all gatherings. • At gatherings take all reasonable steps to ensure that a record of those attending is kept in order to facilitate rapid contact tracing. • Businesses, organisations and workplaces should continue to adhere to public health advice and guidance relevant to their sector and should develop dedicated plans for all levels.
Principles underpinning Approaches to Reducing Measures	
<ul style="list-style-type: none"> • No assurance that it is safe to reduce social distancing measures and stricter measures will have to be reintroduced if there is a strong upsurge of infections. • Reductions of measures will be robustly and continuously monitored in terms of adherence and effect. • Approaches to reducing measures will evolve as information becomes available and will be in line with international learning and experiences, especially from countries ahead in terms of their outbreak. • Reducing measures are critically dependent on the health service's ability: <ul style="list-style-type: none"> ○ To find new cases by consistently testing & contact tracing ○ To utilise robust information on the disease ○ System capacity & performance ○ To implement mechanisms to protect 'at risk' groups particularly from outbreaks 	

Table 1: Overarching guidance

Key Principles

We have considered these key guiding principles as being important for all Macra members, staff and volunteers to adhere to:

- No member or staff member is pressurised to attend or participate. Individuals have personal responsibility to ensure they keep themselves safe. We may not be aware of someone's personal and family circumstances where anyone, or a loved one, could be in a vulnerable group.
- Members are not expected to attend where they feel unsafe. Volunteer leaders have a responsibility to ensure that all members are considered and included in Macra activity, especially those that may be in at-risk groups.
- Indoor meetings of maximum of 50 may take place in counties in Level 2 or higher. Outdoor meetings with sufficient distancing in uncovered spaces and activities will be prioritised provided they are compliant with public health guidance. All meetings must allow for virtual attendance.
- All meetings are limited to 90 minutes to reduce the risk of spread. Members should not congregate following meetings
- Social distancing and contact tracing are essential steps in restoration of activities.
- COVID-19 awareness training must be undertaken by clubs and competition participants prior to returning to activities including presiding officers. Existing club officers are expected to undertake COVID-19 training as a club COVID-19 officer.
- Risk Assessments must be completed by a COVID Compliance Officer and submitted to your region's TDO at least 5 working days in advance of every type of meeting, event, competition, etc.
- Adequate signage, hand sanitizing stations, hand washing, PPE, etc must be provided at venues.
- Advanced Self-declarations of being non-symptomatic must be completed by all meeting/event/competition attendees.
- 24 hours in advance of event/meeting/competition anyone with symptoms should seek medical advice and self-isolate. Someone presenting at any event with symptoms will be quarantined and asked to leave immediately for medical attention by compliance officers, TDO or any other senior leader/staff member.
- Contact tracing records for all attendees must be maintained.

The Roadmap for Macra clubs, counties and activities

We have considered Indoor meetings, indoor competitions, outdoor activities and social/recreational activities as four categories of programme activities to consider for your group.

Activity priority

Our priority is sustaining a safe returning of club and county activity. We are encouraging clubs and counties to plan activities and engage in competitions that are organised with COVID compliance and safety in mind, while also stimulating member activity. Activities that provide a Macra outlet for members should be prioritised by all.

We recognise that Macra members, clubs, and county executives have struggled since the cancellation and postponement of all activities in March 2020 in response to the guidance at that time. Over the lifetime of the Government's *Resilience & Recovery 2020-2021: Plan for Living with COVID-19*, Macra na Feirme recognise that many of our normal activities and events can proceed in a COVID modified fashion during level 1 and 2. We are actively encouraging clubs and counties to prioritise these activities insofar as possible, subject to public health guidance.

Meeting guidance

Government advice is to minimise our social interactions as far as possible. In trying to sustain and encourage activities, club and county meetings should continue to be held online. Where it is absolutely necessary to have a physical club/county meeting, facilities must be provided to enable others to join online. Officers and staff should not attend more than 2 physical meetings in any given week so as to minimise the risk of them becoming vectors of transmission of COVID. Officers or staff members attending meetings should allow at least three days between physical meetings. COVID-19 can take from 2-14 days for symptoms to become apparent, during which time someone infected could unknowingly pass the virus to others. Therefore, officers and staff attending meetings not in their own club, should leave the maximum number of days possible between travelling to another meeting.

A summary of the guidance is presented in Table 1 below. Details of supports and resources will be published in advance of each Level. All activities should follow this guidance and in particular develop the small group format. Small groups will promote better social interaction and facilitate better management of social distancing and contact tracing.



	Level 1	Level 2	Level 3, 4, 5
Indoor Meeting, e.g. formal club/county meetings, officer meetings, etc.	Meetings of no more than 100 indoors may take place subject to approval of pre-meeting Risk Assessment. Limited to 90 minutes. Masks are mandatory throughout. A virtual attendance option is mandatory. 2m distancing required.	Officer meetings and meetings of no more than 50 may take place subject to approval of pre-meeting Risk Assessment. Limited to 90 minutes. Masks are mandatory throughout. A virtual attendance option is mandatory. 2m distancing required	Return to online meetings.
Outdoor Meetings i.e. in the open, not in open sheds or other venues	Meetings of no more than 200. Masks are mandatory throughout. Meeting must end in cases of rain or other weather changes. Agricultural sheds and similar are not permitted to be used.	Meetings of no more than 100. Meeting must end in cases of rain or other weather changes. Agricultural sheds and similar are not permitted to be used.	Return to online meetings.
Indoor Competitions	Following government guidelines and adapted for the specific facilities. All have to comply with government advice.	Certain indoor competitions may be approved by National Office on case-by-case basis.	Return to virtual activities from own homes. No Indoor competitions to take place.
Outdoor Activities including outdoor social events	Activities with trained compliance officer, and following government advice on contact tracing, social distancing, etc. Group size limited with public health advice (Groups up to 200 including volunteers & staff).	Activities with trained compliance officer, and following government advice on contact tracing, social distancing, etc. Group size limited with public health advice (Groups up to 100 including volunteers & staff).	Return to virtual activities from own homes. No Outdoor Activities to take place.
Festivals and larger scale activities (greater than 100 indoors and 500 outdoors)	No large-scale events.	No large-scale events.	No large-scale events.
International Travel	International travel will not place. Those returning from personal trips should not attend Macra activities of any kind for 14 days.	International travel will not place. Those returning from personal trips should not attend Macra activities of any kind for 14 days.	International travel will not place. Those returning from personal trips should not attend Macra activities of any kind for 14 days.

Table 2: A Summary of Programme Activities Guidance – for Macra na Feirme Clubs, Counties and Festivals

Government Advice

Online meetings

We will continue with meetings online where possible and all meetings should follow the guidelines for including virtual attendance in Macra meetings (see Appendix B). There is advice on how to use various software in this document. As well as the recommended meeting guidelines you could also consider medium term platforms for operating. Groups are using a variety of platforms including: [Microsoft teams](#), [Slack](#), and [zoom](#). Further information on programme support can be found [HERE](#).

Pre-requisite to starting events

Before any events can take place at club, county or regional level, Macra na Feirme will provide COVID-19 training for club members who wish to become COVID-19 Compliance Officers. Each club is expected to have at least two officers trained as Compliance officers who will also support County/Regional activities. The Compliance officer's role is to ensure that contact tracing logs are complete, events and participants are registered with self-declarations completed. The role also includes making sure that sufficient COVID-19 signage is in place at suitable venues, hand sanitizer is available, and that other requirements are adhered to.

Outdoor activities

These activities can be the first to return as social distancing can be used in wide outdoor spaces. The outdoor activities should be geared for moving events like hikes and walks. Online 'returning to group activities' training will be provided for club and county officers and will be advised with regard to its implementation. Outdoor activities with up to 100 people can take place in Level 2.

Indoor meetings

Meeting sizes indoors will be subject to the completion of risk assessment five days in advance, which must be submitted to the Training & Development Officer and approved by the CMT. Meeting size is dependent on National Framework Level in operation. Risk Assessments should be completed for every event. Online platforms must be used to ensure virtual attendance to minimise the risks of virus transmission to at risk members. Meetings should be completed in no more than 90 minutes. Before any in person meeting, a meeting of club or county officers should take place on a separate date to ensure the agenda is brief enough to comply with the time limit. Lengthy discussions should be assigned to online platforms and additional online meetings. As an organisation, we will constantly review the numbers of affected cases in the under 35 age group, and may make amendments to our roadmap as necessary. **Pubs/Clubs and any venue serving alcohol is not suitable for**

any form of meeting.

Before starting back, Groups should ensure that Macra members are fully aware of how to implement social distancing in a group, and also how to comply with pre-event COVID questionnaire and contact tracing requirements. Club and County Officers can make all members aware of proper hygiene around handwashing, cough etiquette and the use of face masks. Online 'returning to group activities' training will be provided for club and county officer where you will be advised with regard to its implementation.

Masks must be worn throughout any indoor meeting. Members unable to wear a mask for a legitimate medical reason should attend all meetings virtually. A full risk assessment should be completed that includes the risk of COVID-19.

Outdoor Meetings

Where a meeting must take place, the recommendation is that groups identify an area outdoors that can be used to minimise the risk of virus transmission. **Covered areas such as sheds are not suitable for use. Meetings should be completed in no more than 90 minutes.** Preparations should be made by officers ahead of the meeting in line with the above advice for indoor meetings.

Before starting back, Groups should ensure that Macra members are fully aware of how to implement social distancing in a group, and also how to comply with pre-event COVID questionnaire and contact tracing requirements. Club and County Officers can make all members aware of proper hygiene around handwashing, cough etiquette and the use of face masks. Online 'returning to group activities' training will be provided for club and county officer where you will be advised with regard to its implementation.

Masks must be worn throughout any outdoor meeting. Members unable to wear a mask for a legitimate medical reason should attend all meetings virtually. A full risk assessment should be completed that includes the risk of COVID-19.

Indoor Competition activities

Indoor competitions can be considered by National Office on a case-by-case basis in Level 2. Venues need to be chosen where social distancing can be maximised, and a risk assessment has been conducted. Activities **must not run** if social distancing and other relevant guidelines cannot be achieved. Further details and training will follow in line with each competition.

Festivals and Large-scale events

Large scale social/recreational will not take place until further notice in line with current public health guidance.

Social Distancing in Macra na Feirme

We all recognise that social distancing in Macra will be a challenge given the nature of competitions and social events organised across the country. However, for the foreseeable future, Macra needs to practice social distancing. The natural way for Macra na Feirme to adjust to this is by promoting and utilising the small team/group system. The small group system is an ideal operating unit for Macra na Feirme but still needs to practice social distancing.

Contact Tracing in Macra na Feirme

Macra na Feirme needs to be able to provide fast and reliable information to public health contact tracing specialists in the event that someone attending a Macra meeting, activity, event, etc. presents later with COVID-19 symptoms. A pre-event questionnaire which outlines the symptoms and asks for self-declarations that members are symptom free must be completed along with a contact tracing log which captures all attendees at events. Further details will follow as our IT systems are developed to meet this challenge.

Inclusion of High-Risk members

The health and safety of members needs to be a primary concern for everyone in Macra na Feirme. To this end, members who are at higher risk need to be fully considered. Decisions should be made so as to include the member as long as the member, their parent/guardian (if under 18) and club/county officers are satisfied that risks can be managed. **All meetings must make preparations to allow members to attend virtually.** Where anyone needs further advice or guidance, contact COVID19@macra.ie

Safeguarding considerations

As Macra na Feirme is entering a new phase of challenges, we need to be ever vigilant to the new safeguarding challenges. To this end, a safeguarding risk assessment should be done in each group so that they can manage the safeguarding environment and maximise the benefit to young people.

National Office

In line with the guidance to work from home across all Level where possible, National Office will remain closed to the public until Level 1. National office staff are working remotely and are fully available to queries, support and all other engagement via email and mobile phone.

The reopening of National Office to the public will be reviewed in the context of compliance with public health guidance. Due to the layout and size of the offices and requirements for social distancing, it will not be possible for everyone to return for the foreseeable future. National office staff are working remotely and are fully available to queries, support and all other engagement via email and mobile phone.

Level	Level 1	Level 2	Levels 3,4,5
All National Office Functions	<p>All staff continue to work from home where possible.</p> <p>Some staff returning on phased and rostered basis.</p>	<p>National Office remains closed to the public.</p> <p>All Staff working remotely with all normal services available.</p>	<p>National Office remains closed to the public.</p> <p>All Staff working remotely with all normal services available.</p>

Table 3: National Office Reopening Plan

Clubs, Counties and Activities

Guiding Principles

All Macra na Feirme activities must be able to undertake the following plans, actions and commitments before holding a meeting, event, competition, etc.

Core Concepts	
What we can in advance	What we can do at the venue
<ul style="list-style-type: none"> • Ensure COVID19 signage is available at the venue. Current HSE approved signage can be downloaded and printed. • Each County must have at least 5 people trained as COVID Compliance Officers by Macra na Feirme. We will recognise prior certification if someone has already undertaken workplace training. Email prior certification to COVID19@macra.ie • All meetings, events and competitions must have a trained COVID Compliance Officer. • Risk Assessments must be undertaken prior to returning to activity. Further information and Training on undertaking risk assessments to follow. • Attendees at events must complete a pre-event questionnaire/self-declaration that confirms if they have been in close contact with a confirmed case, or have symptoms. This should be completed 24hrs prior to the event/meeting. If symptoms change before the event, attendees should be reminded not to attend. • Anyone presenting with symptoms must self-isolate for 14 days and seek immediate medical advice from their GP. 	<ul style="list-style-type: none"> • Follow public health advice. • Place signage in prominent locations to remind and reinforce the importance of public health guidance compliance. • Ensure that handwashing with soap and hot water is available. If not, that hand sanitiser (at least 60% alcohol content) at entrance and exit is available. Note: (sanitizer with 60% content can be flammable so do not leave in car to get hot, it could pose a fire hazard) • Maintain Social Distance. • Support vulnerable young people and maintain solidarity in your community. • Ensure that everyone attending completes the online contact tracing log. If a paper version must be used, it should be completed by one person only, rather than passing paper and pens around a group. • Ensure that doors are open and can be wedged open to ensure minimised touch points. • Ensure that there is a designated isolation area to treat a suspected COVID19 case should one arise at an event. Guidance on the requirements on designated isolation area to follow.
After an event <ul style="list-style-type: none"> • If the online contact tracing log was not used, the compliance officer that recorded attendance must submit an electronic copy of the contact tracing log to the national COVID19 Compliance Officer by email to COVID19@Macra.ie. Submissions must be done within 12 hours of the event finishing. 	

Table 4: Action Plan requirements

Reopening local facilities

Local clubs can consider opening in **Level 2** and should complete a risk assessment before reopening and refer to the guidance referred to in section 1 and specifically in the governments 'Return to Work Safely Protocol'.

Reopening Macra Halls

Macra Halls can consider opening from **Level 2** if they can adhere to the required control measures and comply with HSE/Government guidelines. Supports and guidance for clubs with Macra Halls will be available shortly.

Macra clubs who may operate from premises that they do not own or control should liaise with the owner / operators to ensure all necessary guidance is followed to the satisfaction of both parties.

A risk assessment should be completed prior to re-opening please see sample risk assessment in Appendix A or refer to the governments 'Return to Work Safely Protocol'.

Group Supports for Reopening

Macra na Feirme will provide a support pack to assist groups with reopening. The DCYA / NYCI COVID-19 Induction Online Training for the Phased Resumption of Full Youth Services in the Youth Sector is now available click [HERE](#). Macra na Feirme is recommending that this training is undertaken by all Club and County Officers. This will be detailed in the support pack.

Information Sources

Macra na Feirme clubs are encouraged to ensure the reliability of sources of information on COVID19. Macra na Feirme nationally are relying on Department of Health, Chief Medical Office and Dept of Children & Youth Affairs as the primary sources of guidance.

Macra Agricultural Skillnet Training

We understand the resumption of training courses is important to ensure continued engagement and needs of members and the sector. Training courses will return provided public health guidance allows. A detailed plan for the resumption of Skillnet training is being developed and will be included in future versions of this roadmap.

Land Mobility Service

As a Service we have significant requests and demands for farm visits, as land-owners and young farms want to either look at their options or progress potential farm collaborations. With due care and following safe practice, Land Mobility Facilitators may undertake a limited number of such visits, provided:

- No more than one farm / group on any day.
- The visit time is capped at two hours.
- Maintain hand washing and respiratory hygiene.
- Before and after the visit (and during) hand, person, equipment and vehicle sanitation is practiced.
- The Land Mobility Facilitator must bring sterilization fluid (alcohol content of at least 60%), spray and wipes with him.
- No handshaking or other contact.
- Two metre distances maintained.
- Meeting and discussion confined to farm fields, farm yards or other open spaces.
- Do not enter the farm house or any confined area or accept food, tea or coffee.
- Meeting attendees are contacted in advance of the proposed meet to check that none have any signs of COVID or illness. Meetings are cancelled if there are any concerns or someone has suspected symptoms.
- End the meeting if at any time you, the land mobility facilitator, or any of the party have concerns due to distancing behaviour, respiratory hygiene, or the like.
- Be hyper vigilant and be prepared to self-isolate if necessary.
- Contact tracing records and pre-event questionnaires are to be maintained with details of the venue, attendees, date and time of every meeting.

A farm visit or meet should only be considered where it is not possible to progress using post, phone, email or on-line tools.

National Competitions Calendar

A national competitions calendar for 2020/2021 was approved at the recent AGM and will be included in future versions of this roadmap. The calendar is subject to change in line with public health guidance.

Insurance

Macra na Feirme insurance cover has been continuous through the pandemic covering the virtual Macra activities, programmes and for volunteering to support your local community COVID responses. Normal insurance cover is in place provided groups adhere to the Macra na Feirme roadmap, supplementary advice and guidance from Macra na Feirme and continuing to comply with HSE/Government guidelines.

Financial Advice and Supports

Macra na Feirme is aware of the various financial challenge's some groups are facing and are preparing resources and guidance to assist Macra clubs with getting back to Macra while facing these challenges. These supports will be available in future versions of this roadmap. Clubs and Counties are encouraged to register with their local Public Participation Network who are providing small scale supports to community organisations. PPN's are based on county council boundaries. More information is available [here](#).

Conclusions

The Macra na Feirme 'Rebooting Macra na Feirme Roadmap' is a live document which will be updated on foot of new public health information. The organisation will produce practical supports and guidance to enable clubs get back to Macra activities.

- Attached in appendix A below is a template to assist in completing a risk assessment to return to Macra activities
- Attached in appendix C is a health questionnaire for returning members to complete
- Attached in appendix D is a contact tracing log template
- Click [HERE](#) to access the recommended Induction Online Training for the Phased Resumption of Full Youth Services in the Youth Sector, this is the official [COVID-19 Induction Session for Youth Services](#) produced in partnership by the National Youth Council of Ireland and the Department of Children and Youth Affairs (DCYA).

Appendix A – Risk Assessment Template

Risk Assessment Prompt Sheet
Re: COVID -19 – Social Distancing and Safe meetings
Name of Macra Club/County/Festival/
Person completing assessment
Date completed
Social Distancing is keeping a 2 metre (6 feet) space between you and other people to decrease and interrupt the spread of COVID-19. You should not shake hands or make close contact where possible.
Safe meetings include measures we will take prior to re-opening and whilst open.
The following is a non-exhaustive list of prompts to be considered around the resumption of full Macra na Feirme activity.

Actions prior to opening up		
No.	Action	Completed
1	Consider anticipated crowd capacity. Are facilities adequate, including provision of adequate facilities for refreshments and sanitary requirements?	
2	Is there adequate first aid arrangements, including adequate numbers of first aiders?	
3	Does at least one member of the group have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill?	
4	Is there extreme weather and the need for the organiser to cancel the event/activity?	
5	Is there an adequate supply of water to prevent dehydration?	
6	Are emergency routes of adequate width and clearly signposted?	
7	Are all exits unlocked?	
8	Are all fire-fighting equipment and alarms in full working order?	
9	Has someone carried out a walk-through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate?	
10	Where possible, are barriers or tape and signage used to cordon off any dangerous areas on site and are all persons informed that access to these areas is prohibited?	
11	Is there adequate access for wheelchair and aid users provided?	



COVID-19 Environment Controls				
No	Action	Yes	No	N/A
12	Is there current capacity in the Macra activity to comply with the social distancing requirements? Assess the premises based on the numbers of members that may be in the building safely at any one time If No, consider the following: <ul style="list-style-type: none"> • Introduction of flexible meetings, staggered meetings, change in meeting hours • Alternate meetings to work between physical and virtual 			
13	As far as is reasonably practicable, can non fire doors within internal buildings be left open to avoid the risk of potential contamination?			
14	Is there a documented cleaning schedule in place for each part of the facility?			
15	Are there appropriate hand washing facilities available?			
16	Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand gel			
17	Is there an adequate number of waste bins?			
18	Has appropriate COVID-19 signage been prominently displayed throughout the premises?			

Practice Controls				
19	Has consideration been given to floor markings to demonstrate minimum distancing to encourage social distancing?			
20	Are people aware of respiratory hygiene and cough etiquette?			
21	Do people adhere to respiratory hygiene and cough etiquette?			
22	Are people familiar with hand washing technique/ guidelines?			
23	Are all drinking cups/glasses thoroughly washed and cleaned between each use?			
24	Are waste bins emptied, cleaned and sanitised on a regular basis?			
25	Have people been instructed to clean and sanitise communal equipment?			
26	Is there a protocol in place in the event a member becomes unwell and believes they have been exposed to COVID-19?			
27	Has a sign in sheet been maintained for all in order to facilitate contact tracing if necessary?			

Appendix B – Virtual attendance at indoor meetings

Remote access via virtual platform must be available at all indoor meetings. There are a number of ways this can be enabled but require certain facilities which may require counties and clubs to consider their normal meeting places.

Necessary equipment/facilities

1. Stable Wi-Fi connection or 4G availability
2. Laptop or other device such as modern smartphone capable of videoconferencing
3. For use with a large screen television or projector, a device capable for connecting with screen via a HDMI cable or casting device (eg ChromeCast)

TDOs will continue to facilitate this attendance via establishing zoom meeting. The device used should have both screen sharing and Zoom programme installed.

Specific training will be provided to officers to ensure this process is understandable to all relevant officers.

Appendix C – Pre-Event Return to Macra Questionnaire COVID-19

This questionnaire must be completed by members at least 3 days in advance of returning to Macra na Feirme.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to Macra na Feirme activities.

Name of Member: _____

Event: _____

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days? (i.e. less than 2m for more than 15 minutes accumulative in 1 day)		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in an at-risk group?		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

Appendix D – Contact Tracing Log

To ensure the Safety & Health of everyone, our [online contact tracing log \(https://www.macra.ie/contacttracing\)](https://www.macra.ie/contacttracing) should be used. This contact log should contain details of **all persons** on site in any given day. This includes members, non-members, coaches, mentors, guardians, visitors etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people’s data, the entries should be completed by all those that attended a Macra event. The logs are to be stored in a safe manner and a log that is more than 28 days old is to be destroyed. A paper log should be avoided in preference for the online log, however, as a **last resort the compliance officer at an event should complete this log for each attendee**. No paper and pens should be passed around.

Name	Reasons for being at the meeting?	Mobile Number	Total time in the service	Was 2m distance maintained at all times? Yes /No

Appendix E – Risk Assessment for Macra owned facilities

Risk Assessment Prompt Sheet
Re: COVID -19 – Social Distancing and Safe meetings
Name of Macra Club/County/Festival/
Person completing assessment
Date completed
Social Distancing is keeping a 2 metre (6 feet) space between you and other people to decrease and interrupt the spread of COVID-19. You should not shake hands or make close contact where possible.
Safe meetings include measures we will take prior to re-opening and whilst open.
The following is a non-exhaustive list of prompts to be considered around the resumption of full Macra na Feirme activity.

Actions prior to opening up		
No.	Action	Completed
1	Consider anticipated crowd capacity. Are facilities adequate, including provision of adequate facilities for refreshments and sanitary requirements?	
2	Is there adequate first aid arrangements, including adequate numbers of first aiders?	
3	Does at least one member of the group have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill?	
4	Is there extreme weather and the need for the organiser to cancel the event/activity?	
5	Is there an adequate supply of water to prevent dehydration?	
6	Are emergency routes of adequate width and clearly signposted?	
7	Are all exits unlocked?	
8	Are all fire-fighting equipment and alarms in full working order?	
9	Has someone carried out a walk-through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate?	
10	Where possible, are barriers or tape and signage used to cordon off any dangerous areas on site and are all persons informed that access to these areas is prohibited?	
11	Is there adequate access for wheelchair and aid users provided?	



COVID-19 Environment Controls				
No	Action	Yes	No	N/A
12	Is there current capacity in the Macra activity to comply with the social distancing requirements? Assess the premises based on the numbers of members that may be in the building safely at any one time If No, consider the following: <ul style="list-style-type: none"> • Introduction of flexible meetings, staggered meetings, change in meeting hours • Alternate meetings to work between physical and virtual 			
13	As far as is reasonably practicable, can non fire doors within internal buildings be left open to avoid the risk of potential contamination?			
14	Is there a documented cleaning schedule in place for each part of the facility?			
15	Are there appropriate hand washing facilities available?			
16	Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand gel			
17	Is there an adequate number of waste bins?			
18	Has appropriate COVID-19 signage been prominently displayed throughout the work location?			

Practice Controls				
19	Has consideration been given to floor markings to demonstrate minimum distancing to encourage social distancing?			
20	Are people aware of respiratory hygiene and cough etiquette?			
21	Do people adhere to respiratory hygiene and cough etiquette?			
22	Are people familiar with hand washing technique/ guidelines			
23	Are all drinking cups/glasses thoroughly washed and cleaned between each use?			
24	Are waste bins emptied, cleaned and sanitised on a regular basis?			
25	Have people been instructed to clean and sanitise communal equipment?			
26	Is there a protocol in place in the event an member becomes unwell and believes they have been exposed to COVID-19			
27	Has a sign-in sheet been maintained (or ensure online used) for all in order to facilitate contact			



	tracing?		
Actions prior to opening up a Macra Hall or club owned facility			
No.	Action	Completed	
28	If there was regular flushing/running of all water outlets then there is no need for action otherwise disinfect prior to full use.		
29	Ventilate all rooms.		
30	Ensure all waste collections are still taking place or do they need to be scaled back up.		
31	Check for rodent activity/droppings and set traps if necessary.		
32	Ensure heater/boiler timings have been updated to summer-time.		
33	With respect to kitchen facilities plan for floor markings for use.		
34	Check that dishwashers are not set on eco wash settings (low temperature).		
35	Disinfect milk cartons etc. that come into the premises before they are put in the fridge.		
36	Have designated area for post opening and gloves and letter opener and sanitiser to hand.		
37	Inform first aiders on new protocols in case person becomes unwell or action in event of heart attack (CPR)		
38	Write up a cleaning schedule		

Appendix E– National Office Contact Details

National office has remained open, with limited staff presence, throughout the COVID-19 pandemic. The office is closed to the public. The majority of staff are working remotely. As we move through the phases of the *Resilience & Recovery 2020-2021: Plan for Living with COVID-19*, staff will endeavour to return to the office on a phased and rostered basis. Below is a listing of all staff and their contact email addresses.

Name	Email	Role
Denis Duggan	dduggan@macra.ie	Chief Executive
Derrie Dillon	ddillon@macra.ie	Head of Advocacy, Policy and Membership
Brian Golden	bgolden@macra.ie	Finance Manager
Lisa Reidy	lreidy@macra.ie	Acting Communications and Public Relations Manager
Brigid Quigley	bquigley@macra.ie	Skillnet Training Network Manager
Austin Finn	info@landmobility.ie	Land Mobility Manager
Gillian Richardson	grichardson@macra.ie	Agricultural & Rural Affairs Policy Officer
Una Phelan	uphelan@macra.ie	Skillnet Administrator
Mairead Kowal	mkowal@macra.ie	PA to CEO & President and Competitions Administrator
Fran Hannick	fhannick@macra.ie	Finance Administrator
Audrey McDonnell	amcdonnell@macra.ie	Travel and Events Administrator
Lorraine McDermott	lmcdermott@macra.ie	Member Services Administrator
Rachael Murphy	rmurphy@macra.ie	TDO: Dublin, Kildare, Wicklow & Wexford
Debbie Donnelly	ddonnelly@macra.ie	TDO: Clare, Roscommon, Longford, Galway, Westmeath
Jennifer Arthur	jarthur@macra.ie	TDO: Cavan, Monaghan, Louth, Meath

Macra na Feirme



Macra na Feirme

Jerry Murphy	jmurphy@macra.ie	TDO: Kerry, Carbery, Seandun, Muskerry, Avondhu
Ciara McDonnell	cmcdonnell@macra.ie	TDO: Mayo, Sligo, Leitrim, Donegal
Mick Wall	mwall@macra.ie	TDO: Kilkenny, Nth Tipperary, Sth Tipperary, Limerick, Carlow
Liam Moriarty	lmoriarty@macra.ie	TDO: Laois, Offaly, Imokilly, Waterford
John Carroll	jcarroll@macra.ie	Agricultural Colleges Officer
Patrick Brady	pbrady@macra.ie	Land Mobility Facilitator: North East and Midlands
Michael Larkin	mlarkin@macra.ie	Land Mobility Facilitator: West and North West
Catherine Joy	cjoy@macra.ie	Land Mobility Administrator

Appendix F– National Framework for living with COVID-19

Will paste this in afterwards to keep formatting.

<https://assets.gov.ie/87604/405b1065-055a-4ca8-9513-390ce5298b10.pdf>

National Framework for living with COVID-19



Very low rate of COVID-19 infections
Low R-Number

Very high rate of COVID-19 infections
High R-Number

	Level 1	Level 2	Level 3	Level 4	Level 5
Social & Family Gatherings	 Max: 10 from 3 other households	 Max: 6 from 3 other households	 Max: 6 from 1 other household	No visitors	No visitors
Weddings	 Max: 100	 Max: 50	 Max: 25	 Max: 6	 Max: 6
Indoor Events	Depending on venue size 100 200	Depending on venue size 50 100	No organised events	No organised events	No organised events
Outdoor Events	Depending on venue size 200 500	Depending on venue size 100 200	Gatherings of up to 15	Gatherings of up to 15	No organised events
Sports Training	 Normal training with protective measures	Indoors Pods of 6 Outdoors Pods of 15 	1 Individual only Pods of 15 Non-contact 	1 Individual only Pods of 15 Non-contact 	Individual training only
Matches & Events	100 indoor 200 outdoor 500 stadia	50 indoor 100 outdoor 200 stadia	Except specific exemptions	Except specific exemptions	No events
Gyms, Pools & Leisure Centres	Open with protective measures	Open with protective measures	Individual training only	Closed	Closed
Religious Services	 50 (or sub-groups of 50)	 50 (or sub-groups of 50)	Services move online Funerals 25	Services move online Funerals 25	Services move online Funerals 10
Bars serving food, Cafés & Restaurants	Open with protective measures	Open Groups of 6 from up to 3 households	Range of restrictions up to and including no indoor dining	Outdoor dining only Max: 15 Takeaway/Delivery	Takeaway/Delivery only
Wet Pubs	Open with protective measures	Open Groups of 6 from up to 3 households	Range of restrictions up to and including no indoor service*	Outdoor only Max: 15 persons Takeaway/Delivery	Takeaway/Delivery only
Hotels, Guesthouses B&Bs	Open with protective measures	Open with protective measures	Services limited to Residents only	Existing Guests & Essential Purposes only	Essential Purposes only
Retail & Services	 Open with protective measures <small>Mandatory face coverings</small>	 Open with protective measures	 Open with protective measures	Primarily outdoor Essential retail/services	Essential Retail only
Indoor Cultural Venues	 Open with protective measures	 Open with protective measures	Venues closed Libraries available for e-services/call & collect	Venues closed Online services available	Venues closed Online services available
Workplace	 Staggered attendance <small>Work from home if possible</small>	 Essential Meetings, Induction & Training only	Attend only if absolutely necessary	Essential & other designated workers only	Essential workers only
Domestic Travel	No restrictions	No restrictions	Stay in your county except for work, education & essential purposes	Stay in your county Except for essential work, education & essential purposes	Stay at home Exercise within 5km
Public Transport	 Off-peak hours <small>Cycle or walk if possible</small> <small>Mandatory face coverings</small>	 50% Capacity Peak hours reserved for essential workers and purposes	 50% Capacity Only when necessary	 25% Capacity Avoid public transport	 25% Capacity Avoid public transport
Schools & Childcare	Open with protective measures	Open with protective measures	Open with protective measures	Open with protective measures	Recommendations based on situation and evidence at time
Adult & Higher Education	Open with protective measures	Open with protective measures	Open Escalate all appropriate protective measures / limit congregation	Move online On-site attendance only when essential	Recommendations based on situation and evidence at time
Care Homes	Open with protective measures	Open with enhanced protective measures	Visiting suspended, aside from critical and compassionate circumstances		
Over 70s & Medically Vulnerable	Exercise judgement regarding engaging with others and in activities outside home.				

*Pubs currently remain closed in Dublin

More detailed information is available at gov.ie/COVID19



Rialtas na hÉireann
Government of Ireland

KEY PRINCIPLES



We have considered these key guiding principles as being important for all Macra members, staff and volunteers to adhere to:

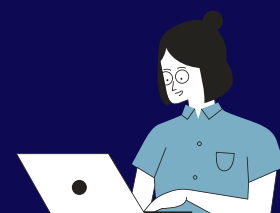
1 VULNERABLE GROUPS

No member or staff member is pressurised to attend or participate. Individuals have personal responsibility to ensure they keep themselves safe. We may not be aware of someone's personal and family circumstances where anyone, or a loved one, could be in a vulnerable group.



2 INCLUSIVITY

Members are not expected to attend where they feel unsafe. Volunteer leaders have a responsibility to ensure that all members are considered and included in Macra activity, especially those that may be in at-risk groups.



3 MEETINGS

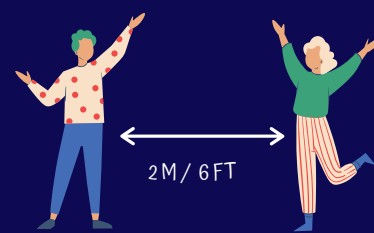
Indoor meetings of no more than 50 may take place in counties in Level 2 or higher. Outdoor meetings with sufficient distancing in uncovered spaces and activities will be prioritised provided they are compliant with public health guidance. All meetings must allow for virtual attendance.

All meetings are limited to 90 minutes to reduce the risk of spread. Members should not congregate following meetings



4 SOCIAL DISTANCING & CONTACT TRACING

Social distancing and contact tracing are essential steps in restoration of activities. Contact tracing records for all attendees must be maintained.



5 TRAINING

COVID-19 awareness training must be undertaken by clubs and competition participants prior to returning to activities including by presiding officers. Existing club officers are expected to undertake COVID-19 training as a club COVID-19 officer.



6 RISK ASSESSMENTS

Risk Assessments must be completed by COVID Compliance Officer and submitted to your region's TDO at least 5 working days in advance of a every type of meeting, event, competition, etc. Adequate signage, hand sanitizing stations, hand washing, PPE, etc. must be provided at venues.



7 SELF DECLARATION

A self-declarations of being non-symptomatic must be completed by all attendees in advance of any meeting/event/competition..

24 hours in advance of event/meeting/competition anyone with symptoms should seek medical advice and self-isolate. Someone presenting at any event with symptoms will be quarantined and asked to leave immediately for medical attention by compliance officers, TDO or any other senior leader/staff member.

