

## Returning to Face-to-Face Activities

# Company Action Log



Please use the points below as a checklist to ensure you have carried out all the actions required for the Company to be 'Covid-19 Ready' and able to return to face-to-face activities. Once you have ticked off all actions you should seek local approval by the Company Captain/ Correspondent and Chaplain/Minister or nominated Church Representative.

Guidance to support you in completing the actions can be found in the BB COVID-19 Response Plan

<b>Company:</b>	
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<b>GENERAL</b>	<b>Tick when complete</b>
Have you read and understood the BB COVID 19 Response Plan and guidance for returning to face-to-face activities?	<input checked="" type="checkbox"/>
Have you completed/updated the Covid-19 Ready Risk Assessment, incorporating hazards and control measures you have identified locally?	<input type="checkbox"/>
Have you checked how many people can meet together, in line with current Government guidelines?	<input type="checkbox"/>
<b>LEADERS</b>	<b>Tick when complete</b>
Have you been in contact with and consulted all leaders?	<input checked="" type="checkbox"/>
Have you arranged a meeting to agree plans and prepare for how you will return?	<input type="checkbox"/>
Are any leaders (or members of their household) vulnerable? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged in activities (where they wish to)?	<input type="checkbox"/>
Do you have sufficient leaders to ensure the Company is Covid-19 Ready and that you are able to run activities safely?	<input type="checkbox"/>
Are all leaders registered and up to date on OBM (i.e. Garda Vetting)?	<input type="checkbox"/>
Have you agreed what to do if there is an incident, someone is injured or shows signs of COVID-19 during a face to face meeting? Are all volunteers aware of process?	<input type="checkbox"/>
Have all leaders completed COVID-19 Induction training?	<input type="checkbox"/>
Have all leaders reviewed a copy of the Covid-19 Ready Risk Assessment? Leaders <b>MUST</b> be aware of the control measures in place.	<input type="checkbox"/>
Has a briefing taken place or been arranged for all leaders before you start? This should ensure all leaders are aware of their specific role and responsibilities.	<input type="checkbox"/>
Have all leaders completed Return to Volunteering Form?	<input type="checkbox"/>

<b>CHILDREN &amp; YOUNG PEOPLE AND THEIR PARENTS/GUARDIANS</b>	<b>Tick when complete</b> ✓
Have you consulted with parents/guardians and children & young people about your return to face-to-face activities?	
Are any children & young people (or members of their household) vulnerable? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged in activities (where they wish to)?	
Have you agreed a plan as to how you will communicate with parents/guardians to set out your plans for a safe reopening of activities for this session?	
Have you ensured all contact details are correct and up to date to support general communication and track and trace if required?	
Are all members' details up to date on Online Brigade Manager (OBM)?	
Have you agreed a process for collection of subs (or other monies) and communicated this to parent/guardians?	
<b>CHURCH / MEETING SPACE</b>	<b>Tick when complete</b> ?
Have you shared the BB COVID 19 Response Plan and guidance with your local Church leadership?	
Have you been in contact with your Church in respect of their plans? It is important that you consult with the local Church in the planning stage.	
Have you requested and reviewed a copy of the Church / Meeting risk assessment? Have you incorporated control measures in place in your Covid-19 Ready Risk Assessment?	
Have you agreed what your maximum capacity would be based on the meeting space? This may have been set by your Church / Meeting Space.	
Is your Church / Meeting Space appropriate to be able to maintain social distancing (when required) and other control measures?	
Have you considered the logistics for drop off and pick up at the Church / Meeting Space?	
Have you considered what facilities are required for maintaining good hygiene, including handwashing and sanitiser?	
Have you agreed with the Church / Meeting space who will be responsible for enhanced cleaning before and after BB activities?	
Do you have access to cleaning materials and are they stored in a safe place accessible by leaders?	

A copy of your Covid-19 Ready Risk assessment and Company Action log has been provided to your Church / Meeting Space.	
<b>MEETING / ACTIVITIES</b>	Tick when complete ?
Are you able to offer a high-quality and balanced programme of activities for children and young people?	
Will your activities provide opportunities for all members to get involved? It is important to make sure the programme is inclusive, and all members can access opportunities.	
Have you carried out a risk assessment for <b>all</b> activities you plan to undertake? Including Covid-19 related risks not covered by your Covid-19 Ready Risk Assessment.	
Have you planned activities that allow you to maintain social distancing (when required)?	
Have you agreed a plan for cleaning equipment before and after use?	
Do you have access to a First Aid Kit stocked with appropriate PPE? This should include gloves and masks.	

Guidance and resources to support you in returning to face-to-face activities can be found online at the following addresses: <https://boysbrigade.ie/Covid-19> or <https://www.facebook.com/boysbrigadeROI>

## APPROVAL

This Company Action Log **MUST** be approved in line with the BB framework for returning to face-to-face activities by the following roles

Approved by Company Captain/Correspondent:	Name: Date:	Copy given to Company Chaplain:	Date:

Once the local approval process is complete, you will be 'Covid-19 Ready' and able to reopen your Company.