



Co Wicklow Public Participation Network

PPN Health & Safety Policy & Procedures

Guidelines for PPN Representatives Re: Meetings During the Covid 19 Pandemic

1. Responsibility for approval of policy	<i>Secretariat</i>
2. Responsibility for implementation	<i>Resource Worker, Secretariat, Host</i>
3. Responsibility for ensuring review	<i>Secretariat</i>
4. Date of Adoption	
5. Date for Review	

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Guidelines for PPN Representatives Re: Meetings During the Covid 19 Pandemic

County Wicklow Public Participation Network (PPN) values all its community representatives. Their wellbeing is paramount, even more so in the wake of the current Covid 19 pandemic.

Participating in Online Meetings

Co Wicklow PPN recognises that physical meetings are the best forums for community engagement.

Online meetings can be useful in saving travel time and resources. They can also be a safer option in winter, at night or during bad weather. During a public health crisis, online meetings are advisable and sometimes necessary.

Co Wicklow PPN recognises that participating in online meetings comes with challenges including:

- Impacts on health including posture and vision
- People reporting that online meetings are exhausting although medical evidence suggests that screen time impacts negatively on sleep
- A cost in data management/internet charges
- Frustration when equipment or internet does not work properly

Responsibility of Co Wicklow PPN

To support the health and wellbeing of Representatives, staff and others we work collaboratively with Co Wicklow PPN will

- Hold no more than 2 online meetings on any one day
- Ensure that online meetings are conducted efficiently and where possible within a one hour time-frame
- End an online meeting once it has reached one and one half hours duration, regardless of the agenda being completed.
- Allow some time for people to chat and interact, if they wish to do so when a meeting has concluded.

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Responsibility of the Representative

A PPN Representative must, in the first instance, take responsibility for their own personal health and safety and if a PPN Representative has any concerns in relation to participating in online meetings they should raise these issues with the Co Wicklow PPN Resource Worker/Support Worker.

Where possible a PPN Representative should:

- Limit their engagement through online meetings to a level that they feel comfortable with.
- Read any documents circulated in advance of the meeting to ensure that meetings can run efficiently and on time.

Attending Physical Meetings

As the Committees that PPN Representatives sit on return to physical meetings, Co Wicklow PPN recommends the following guidelines for the health and safety of PPN Representatives and their fellow committee members.

A PPN Representative must, in the first instance, take responsibility for their own personal health and safety and if a PPN Representative has any doubts or concerns in relation to physically attending a meeting then they should not do so.

Additionally, a PPN Representative must not physically attend a meeting if the PPN Representative or a person they are in close contact with have been displaying symptoms related to Covid 19 in the past 14 days

Co Wicklow PPN will seek clarification from the organising body convening the meeting in advance to ensure that adequate health and safety measures are in place.

When attending a meeting the PPN Representative:

- Should leave the meeting immediately if they are concerned that their health is being compromised in any way.
- Should ensure proper hand hygiene and correct coughing/sneezing etiquette.
- Should maintain the distance requirements laid down by NPHET between themselves and others. At the 15 June 2020 this is 2 metres.
- Should wear a face mask if they have been advised or wish to do so.
- Should bring their own water/refreshments, as these may not be made available by those running the meeting.

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A PPN Representative should contact the PPN Resource/Support Worker:

- If they decide not to attend the meeting.
- If they left the meeting due to safety concerns
- As soon as possible, if they begin to display any symptoms related to Covid 19 after attending the meeting. This will ensure that contact tracing can be carried out if deemed necessary.

Resources and References

- PPN Resource Worker – Helen Howes 087 189 5145
- PPN Support Worker – Grainne Quinn 086 048 7434
- [What are the symptoms of Covid 19](#)
- [Protecting Yourself and Others from Covid 19](#)
- [Good Hand Hygiene](#)