

# RECOMMENDATIONS MANUAL FOR YOUTH ASSOCIATIONS – COVID-19

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## ASSOCIATIVE DECONFINEMENT



Escola Nacional  
de Saúde Pública  
UNIVERSIDADE NOVA DE LISBOA



**Interreg**  
Espanha - Portugal  
**LIDERA**  
Fundo Europeu de Desenvolvimento Regional



UNIÓN EUROPEA  
UNIO EUROPEA

In order to **enable Youth Associations to return to their activities**, the National Federation of Youth Associations and the National School of Public Health have worked together to create a Manual of Recommendations.

Young people are less likely to have serious consequences from COVID-19, so even being asymptomatic they can play a part in transmitting the infection to higher risk groups, which may include their family members, grandparents, uncles, aunts and friends with whom they relate. The care that they take is a determining factor in the control of this disease.

This Manual lists the general measures to be adopted by Youth Associations and by the young people who frequent them, **with a view to reducing the risk of transmission of COVID-19.**



## GENERAL RECOMMENDATIONS

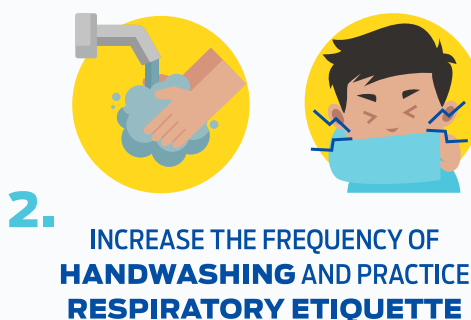
The virus responsible for COVID-19 can be transmitted by **direct contact** (via respiratory droplets produced by a person nearby who is infected) or by **indirect contact** (by touching contaminated surfaces, objects or hands and then touching one's own face).

As such, the transmission of COVID-19 must be prevented, through compliance with the **5 General Measures**, recommended by the General Directorate of Health (DGS):



**1.** MAINTAIN  
**PHYSICAL DISTANCE AND  
AVOID GROUPS OF PEOPLE**

In accordance with  
current legislation



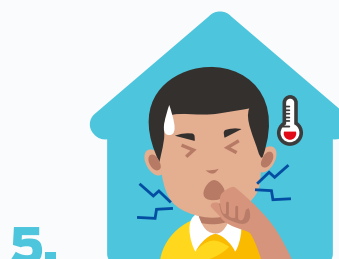
**2.** INCREASE THE FREQUENCY OF  
**HANDWASHING AND PRACTICE  
RESPIRATORY ETIQUETTE**



**3.** INCREASE CARE WITH  
**CLEANING AND  
STERILISING OF  
SPACES**



**4.** WEAR A **MASK** IN ENCLOSED  
SPACES WHERE THERE ARE  
MULTIPLE PEOPLE



**5.** AVOID LEAVING THE  
HOUSE IF YOU HAVE ANY  
**SIGNS OR SYMPTOMS  
OF COVID-19**

***The risk of being infected increases with exposure to a larger number of people, particularly in enclosed spaces.***



## RECOMMENDATIONS FOR YOUTH ASSOCIATIONS

### 1. CONTINGENCY PLAN

A contingency plan should be capable of responding to epidemic **related scenarios**, namely:

**A.** Define what to do if part or all collaborators are unable to work. Therefore, the suggestion is to:

- I.** Identify the activities that are essential and who can carry them out;
- II.** Give preference to alternative ways of working, for example: teleworking;
- III.** Organise collaborators in teams so that they are not all at the Association at the same time and so that they can work in shifts.

**B.** Define an isolation room/section/area that will allow a person who is suspected of infection<sup>2</sup> to be separated from everyone else;

**C.** Establish what should be done when a person is suspected of infection:

- I.** The collaborator who assists the person suspected of infection should wear a mask and gloves and whenever possible, keep a distance of two metres;
- II.** The collaborator should give a mask to the person suspected of infection and then take him/her to the isolation area, avoiding any areas where larger groups may have assembled inside the facilities;

<sup>2</sup> A person suspected of infection is someone who presents COVID-19 symptoms, particularly cough, fever or difficulty breathing.

**III.** The person suspected of infection (or another collaborator) should call the SNS 24 line [808 242424] and await instructions;

**IV.** Collaborate with the health authorities in the process of contact tracing;

**D.** Provide collaborators with training on the Contingency Plan and about correct hand washing and use of masks.

## **2. FACILITIES**

Those responsible for the facilities shall:

**A.** Provide alcohol-based antiseptic solution for disinfecting hands at the entrance to the building, to rooms and auditoriums;

**B.** Ensure that all bathrooms always have soap and water for hand washing and disposable paper towels for drying them;

**C.** Whenever possible, use rubbish bins with non-manual opening lids (with pedal opening). If this is not possible, hands should be washed before and after touching the rubbish container;

**D.** Ensure that all spaces, equipment, sanitary installations and surfaces<sup>3</sup> are cleaned and disinfected regularly in accordance with the frequency of use<sup>4</sup> and always between activities;

**E.** Ensure that there is fresh air inside facilities preferably with doors and windows open. Rooms and studios for rehearsals or other activities should be aired for at least 20 minutes between different activities;

**F.** Ensure that waste is dealt with daily;

**G.** Mark a distance of 2 metres between places in all classrooms, auditoriums, cafes or libraries;

**H.** Put up informative notices about the measures to be adopted in each area.

<sup>3</sup> Information on the products and techniques for cleaning and disinfection of spaces can be found in greater detail in DGS Guideline 014/2020 available on: <https://COVID19.min-saude.pt/orientacoes/>.

<sup>4</sup> Frequently touched surfaces [for example bannisters, door handles or keyboards] should be cleaned more often.

### 3. THE WORKSPACE

All workspaces must be adapted:

- A.** Set up desks in such a way that there is 2 metres distance between people. Alternatively, **physical barriers** (for example, acrylic dividers) can also be used;
- B.** Wear a mask whenever the distancing is not possible and there are no physical barriers;
- C.** Provide alcohol-based antiseptic solution for disinfection of hands at workstations where the public approaches/is dealt with;
- D.** Clean any equipment that is in common use (for example, printers) before and after use;
- E.** Air all the spaces, preferably by opening doors and windows;
- F.** Encourage meetings via videoconference rather by physical attendance.

### 4. CUSTOMER SERVICE

Dealing with the public can present a **greater risk** of transmission of COVID-19 and it is important to implement measures such as:

- A.** Institute advance reservations, by telephone or online;
- B.** Mark out [for example on the floor] the distance of two metres between the collaborator and the public or install a physical barrier;
- C.** Wear a mask when the customer is dealt with in internal spaces that are enclosed or when it is not possible to maintain distancing;
- D.** Avoid providing or handing out pamphlets or other non-essential objects.

## 5. PHYSICAL ATTENDANCE

Activities may take place subject to compliance with the following measures:

**A. Reduce the number** of participants to ensure the distance of two metres between everybody:

**I.** The maximum number of people doing an activity should be determined by the type of movement being done in that space and all participants should be aware of keeping the safe distance;

**II.** If the activity involves **physical exercise**, the distancing should be of at least 3 metres;

**III. Physical contact should be avoided** between those involved, even in activities such as theatre, dance or martial arts, which should be adapted accordingly.

### CREATIVE HINT

*Practise techniques separately, for example, using a piece of equipment to simulate another person.*



**B.** Wear a mask during the activities, particularly if they take place in indoor enclosed spaces with multiple people attending:

**I.** A mask is not required during physical exercise [with distancing of at least 3 metres maintained at all times].

**C.** Wash hands at least before and after the activity;

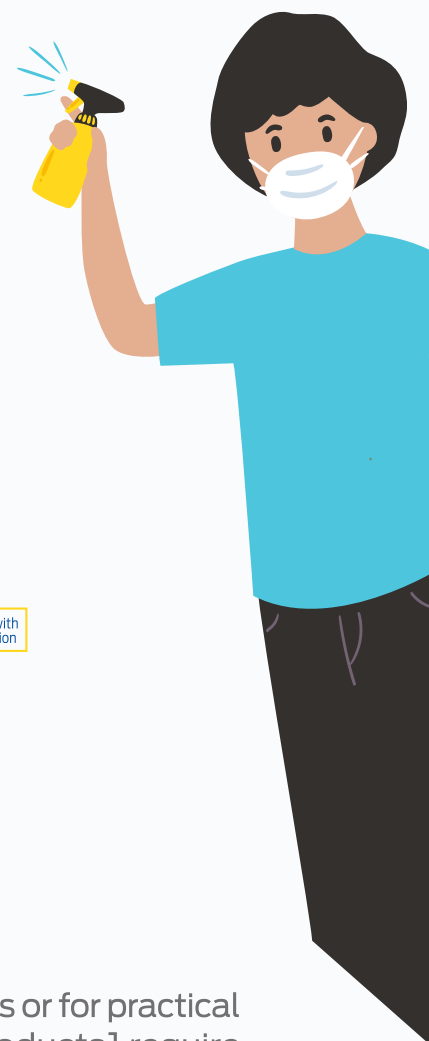
**D.** Avoid sharing materials or instruments during the activities. If they are shared the materials should be disinfected and people should wash their hands at least before and after use.

The following **outdoor activities** should adopt the measures below:

- A.** Give preference to spaces where there are not many people;
- B.** Ensure distancing of at least 3 metres between people whenever they are doing physical exercise;
- B.** Between activities, clean and wash any materials that are not of personal use and which are used by everyone.

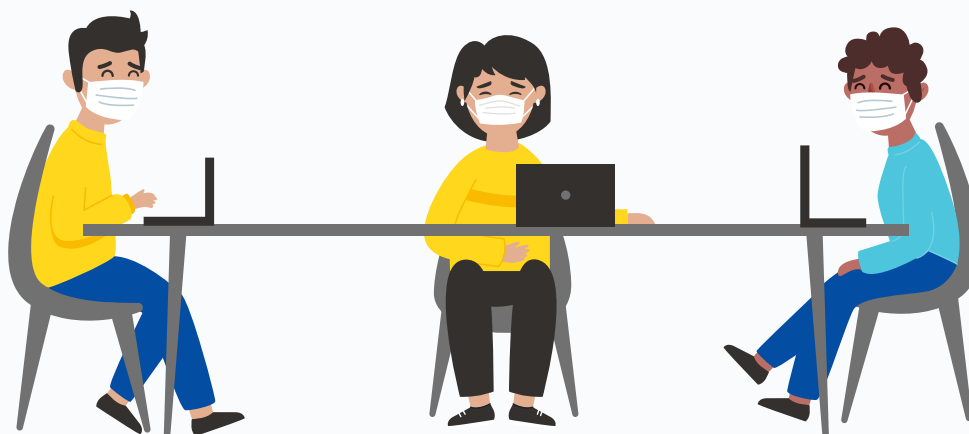
**Recreational activities**, for example celebrations such as dinners, should follow the abovementioned measures. However, it should be stressed that groups of people and activities that present a potential for non-compliance with the 5 General Measures, are to be avoided.<sup>5</sup> Bars inside youth associations should follow the guidelines for bars and catering establishments.

In accordance with current legislation



## 6. TRAINING AND WORKSHOPS

In training and workshops which, for reasons of group dynamics or for practical reasons [such as Arts or environmental and sustainable products] require physical attendance, the same measures should be taken as for any other activity involving physical presence. In addition, entry and exit from the spaces [rooms or auditoriums] should be controlled, as should waiting lines in order to avoid too many people concentrating at one time.



<sup>5</sup> DGS Guideline 023/2020 available on: <https://COVID19.min-saude.pt/orientacoes/>.



## 7. GENERAL ASSEMBLIES

General assemblies can be sources of greater risk of transmission of COVID-19. Therefore, it is important to identify these moments and take measures such as:

- A.** Have alcohol-based antiseptic solution for disinfection of hands at the entrance, during and at the exit from the meeting;
- B.** Ensure that the capacity of the space allows for distancing of 2 metres between everyone;
- C.** Wear masks, particularly in interior, enclosed spaces;
- D.** Ensure that the space is cleaned and disinfected before and after the meeting and that it is aired for at least 20 minutes;
- E.** Give preference to digital signing of documents [for example the list of attendance]; otherwise, everyone should take their own pen for this purpose.
- F.** Avoid sharing any materials [for example: report of accounts and activities], giving preference to digital sharing. Otherwise, sharing should involve the minimum possible number of people and they should disinfect their hands before and after.

## 8. SHOWS

The potential for groups of people to concentrate at shows should be borne in mind and these measures adopted:

- A.** Implement advance reservations, via telephone or online, and avoid handing out tickets;
- B.** Limit the maximum capacity of the space in order to guarantee distancing of 2 metres between people;
- C.** Control entries and exits and whenever possible, define different locations for entry and exit;
- D.** Mark out [for example, on the floor], the 2-metre distance anywhere where access lines may occur;

- E.** Ensure that everyone disinfects their hands at the entrance by providing alcohol-based antiseptic solution;
- F.** Wear a mask during all activities particularly when carried out in internal enclosed spaces with multiple people;
- I.** When acting on stage/performing a concert, the mandatory use of a mask is waived for artists on stage.

## 9. HOLIDAY CAMPS AND STUDENT EXCHANGES

Holiday camps are an area that requires particular attention in terms of complying with various measures in addition to those mentioned above, namely:

- A.** Reduce the maximum capacity for participants in line with the activities to be engaged in;
- B.** Whenever possible organise participants into groups and maintain this organisation throughout the whole period. Each group should have the same leaders, timetable, activities and meals, organised so as to avoid contact with other groups;
- C.** Reduce the capacity in the cafeterias and dormitories in order to guarantee distance of 2 metres between participants;
- D.** Ensure that masks are worn in enclosed spaces and where there are multiple people;
- E.** Avoid sharing items, particularly towels, sheets and other personal articles;
- F.** Wash bed linen and towels at the highest temperature that the fabrics can support;
- G.** Clean and sanitise the bathrooms between groups/shifts.

## CREDITS

### TITLE

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