



AFC WIMBLEDON FOUNDATION

CLUB TOGETHER

COVID-19 POLICY & RETURN TO ACTIVITY PROTOCOL

Last updated: 27-07-2020

Policy Brief and Purpose General

Overview

AFC Wimbledon Foundation is fully committed to ensuring that our clients and staff are safe and protected as well as possible during their work with the Trust. This policy includes the measures we are actively taking to mitigate the spread of coronavirus and has been introduced in response to the government and FA guidance advising limited return to work and activity. In order to achieve this AFC Wimbledon Foundation will ensure that risks are assessed in line with H&S Policy and that all staff are made aware through appropriate training and information about the expectations placed upon them; this will include understanding of the Corona virus pandemic (COVID 19) symptoms and Government Health advice on how to reduce risk not just to themselves but those around them.

This guidance is intended to introduce consistent measures throughout the organisation in line with Government recommendations of social distancing. These are exceptional circumstances and the community trust must comply with Government advice.

You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with the highest confidentiality and sensitivity. It is also important to understand that everyone should approach the health, safety and wellbeing of each other in the workplace with compassion and understanding.

This coronavirus (COVID-19) policy is subject to change with the introduction of additional government guidelines. If so, we will communicate updates as soon as possible.

The Foundation COVID-19 Operational Policy is:

- Agreed by its Board and Director
- Communicated to every member of staff

Philip Rudling

27/07/2020

Foundation Director

Erik Samuelson

27/07/2020

Chair of Trustees

Scope

This coronavirus policy applies to all Foundation employees and volunteers. We strongly recommend our remote working personnel to read through this policy guidance as well to ensure we collectively and uniformly respond to this challenge.

Aims

The aims of our policy are to:

- Comply with all relevant regulatory requirements.
- Continually monitor and update recommendations set by the Government Health authority in relation to the COVID 19 pandemic and its spread.
- Increase Trustees and employee's awareness whilst encouraging full participation
- Outline the basic principles for setting up safe systems of work and provide a framework to guide managers' decision making processes.

Policy Elements

The basic principles underling this policy and protocols are as follows:

- To minimise the risk to the safety of participants and their immediate families when taking part in activity.
- To minimise the risk to safety of staff and their immediate families when delivering activity
- To minimise the risk to safety of volunteers and their immediate families when supporting or delivering activity

The resumption of activity will be divided into phases in line with changing government guidance. Each will lay out the procedure for a return to activity.

The established phases are as follows:

1. One to One Activity (Non contact online)
2. Group Activity (maximum of 30 people)

In order to comply with the above, the Foundation will ensure that:

- All activities comply with the most up to date published government advice
- Staff receive suitable training ahead of a return to delivering activities to understand how to adapt activities safely and comply with guidance
- Staff are provided with adequate PPE resources to maintain safety
- Risk assessments are conducted for all returning activities and reviewed on a regular basis
- Participants are provided with information to help keep them and others safe ahead of a return to activity
- All staff and participants follow the outlined protocols for returning to and taking part in activity as outlined in this policy
- Disinfection of equipment used during activity will take place at the end of each session and in line with advice issued by relevant health authorities

- Partner venues used for activity agree they are complying with government guidelines and provide risk assessments/infection control information prior to use
- Suitable resources provided to ensure that spaces and work areas are properly cleaned and disinfected.

This is in line with some mandatory general rules that must be complied with at all times:

- Maintain social distancing (over 2 metres)
- Wash hands frequently (using the soap/water and alcohol hand sanitisers provided)
- Keep as many doors open as possible to avoid contact with doorknobs/door handles/keypads when indoors
- Staff using PPE should replace all gloves after each individual use and masks should be replaced when they become moist or soiled

Roles and Responsibilities

The responsibility for delivering the systems within this policy rests with everyone at AFC Wimbledon Foundation.

Trustees

Trustees are expected to hold the Foundation to account for fulfilling its public health obligations and therefore have a role to play in ensuring that the Foundation has appropriate policies and procedures in place and that they are fit for purpose. Covid 19 will be included as an agenda item under the standing item for Health and Safety. Trustees should also ensure that any additional costs needed for training and delivering this policy are reflected in budgets and are adequately financed.

Director and Senior Managers

The Director is accountable for ensuring that all areas of the Foundation are complying with the actions set out in this policy. Senior managers have a role in ensuring that the policy and procedure is put into operation and that outcomes are recorded and discrepancies are acted upon.

Health and Safety Manager

The overall responsibility for maintaining, updating and ensuring compliance of our Policy and its impact rests with the F Health and Safety Manager. They will report back to the Foundation Board and will be responsible for supporting managers in their understanding and fulfilling the operational implementation of the policy. There is also a requirement that the Health and Safety manager attends any EFL or EFL Trust updates and briefings and keeps abreast of current Government or PHE policy.

Project Officers / Managers

Project Officers / Managers have responsibility for planning and delivering programmes that are operationally compliant with this policy.

Delivery Staff

Delivery staff are responsible for delivering programmes, sessions or lessons in line with best practice. They should ensure that they are familiar with policies and procedures as well as expectations for their specific role. Delivery staff are also responsible for ensuring that they participate fully in any training opportunities offered with regard Covid-19 and that they read all updates provided and respond in a timely manner.

Volunteers

Volunteers are responsible for adhering to the guidance set out in this policy when supporting with delivery of sessions. Volunteers are also responsible for ensuring that they participate fully in any training opportunities offered with regard Covid-19 and that they read all updates provided and respond in a timely manner.

External Partners

As the Foundation works with a wide range of external partners it is important that they are made aware of our policy and that the Foundation's minimum standards are equal to their operating procedures.

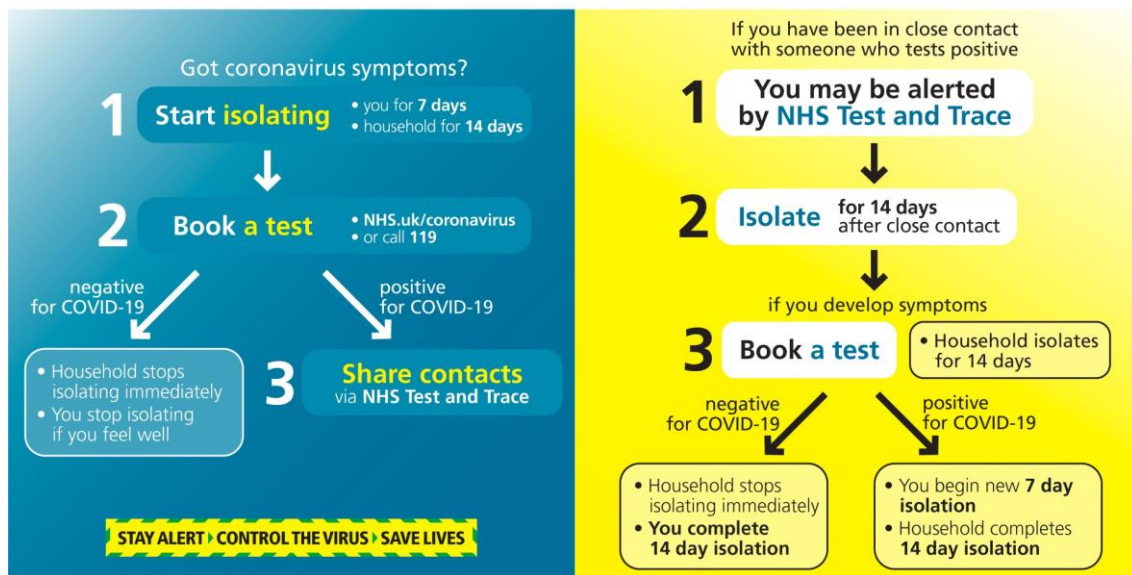
Response protocols to possible cases

Protocol for Management of New Cases

- Any individual with symptoms of Covid-19 must comply with PHE guidelines to self-isolate for 7 days and should not travel to work or attend sessions
- Staff and volunteers must notify their line manager immediately to inform them of situation
- Participants must notify their coach or project lead immediately to inform them of the situation
- Close contacts of a new case must comply with PHE guidelines and self-isolate for 14 days.
- The individual is advised to book an NHS covid-19 test:
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Return to work following a period of isolation or confirmed Covid-19 infection will be directed by the Covid Officer/CEO.

Protocol for management of contact from NHS track and trace

- Any individual who has been contacted by the NHS track and trace service must comply with PHE guidelines to self-isolate for 14 days and should not travel to work or attend sessions
- Staff and volunteers must notify their line manager immediately to inform them of situation
- Participants must notify their coach or project officer immediately to inform them of the situation
- The individual is advised to book an NHS covid-19 test:
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Return to work following a period of isolation or confirmed Covid-19 infection will be directed by the Covid Officer/CEO



Delivery of Activities

One to One Activity

In this phase of the resumption of sessions, activity may only take place on a 'one to one' basis. This type of session must comply with the Foundation safeguarding policy and will be available for adults only. Activities must be non-contact and focussing on individual skills. Delivery of this type of session must be agreed in advance. The protocols outlined below must be followed.

Group Activity (non-contact)

In this phase of the resumption of sessions, activity will be permitted for groups of up to 30 people (29 participants and 1 coach). Sessions may take place for all ages but must comply with Foundation safeguarding policies. Where activities are being delivered for under 18's, two staff must be in attendance. Activities that return must be approved by the Director. Protocols have been put together for:

1. Project Officer/Manager – the top level approach to coordinating the return of sessions. Project Officers/Managers will be responsible for ensuring activities are safe to return and that delivery staff are adhering to protocols for their sessions.
2. Delivery Staff/Volunteers – These 'frontline' staff will be delivering activities and will be ensuring that all participants and their families are adhering to the protocols we outline. Staff and volunteers are expected to understand all protocols in advance of delivering any session. Training will be provided.

3. Parents/Participants – Protocols have been provided that all parents and participants must adhere to if taking part in sessions.

Delivery Protocols

Protocols will be split into three sections to ensure that everyone is clear on their role in keeping activities safe:

1. Protocols for **Project Officers / Managers**
2. Protocols for **Delivery Staff and Volunteers**
3. Protocols for **Participants**

1. Protocols for Project Officers / Managers

1 Pre session

- a) Initial risk assessment conducted
- b) Financial viability assessment conducted
- c) Discussion with funders/partners on restart
- d) Session signed off by CEO to take place
- e) Registration and payment for sessions via website, only participants who have paid or registered in advance can take part
- f) Invite only to sessions
- g) Player attendance list shared with project lead (important for test track and trace)
- h) Information sent out via email to participants advising of government and FA guidelines, participant protocols, social distancing, test track and trace, not to attend if feeling ill and to inform coach immediately during session if they do not feel right.
- i) Statement sent out to participants on what we are doing to keep them safe pre session
- j) Group and coach informed of venue information (E.g. not allowed to use changing rooms, whether toilets are available)
- k) Groups split into 'bubbles' of 15 or less participants that will remain together for training. Mixing of these groups will not be allowed.
- l) Venues used must have handwashing facilities or alternatively hand sanitizer must be provided for the group
- m) All staff must complete training on how to dispose safely PPE:
<https://www.youtube.com/watch?v=oUo5O1JmLH0>
- n) First aid kits must have a face mask and gloves
- o) PPE ordered and obtained (antibacterial spray and wipes, hand sanitizer)
- p) Employees may wear face masks if they so wish
- q) Training provided to staff on how to social distance
- r) A minimum of two staff allocated to sessions where engagement is with under 18s or vulnerable people
- s) Allocate one member of staff to control the equipment (where two or more are present). Only this member of staff should move all equipment.

2 Travel to work/session

- a) If any staff member, participant or a family member feels unwell, and believes they may have COVID like symptoms please contact the project officer to inform them and DO NOT attend the session. Proceed to follow government guidelines and testing as outlined in info pack
- b) Players and staff should travel independently at all times unless accompanied by another household member.
- c) Avoid public transport unless absolutely necessary
- d) Participants and staff must stick to the strict arrival times that they have been given

3 Start of session

- a) Project officers/managers expected to observe sessions for quality assurance and ensuring staff are following protocols
- b) Dynamically risk assess the venue on arrival
- c) Allocated space for water bottle and one bag socially distanced from other people's items
- d) Set out area the activity taking place in
- e) No money to be taken, participants must have signed up and/or paid prior to attendance where payment is required
- f) Participant to register attendance with coach on arrival
- g) Safety briefing with all participants before activity
- h) Code of conduct agreed with players. Spitting is banned in any form. No handshakes, fist bumps or similar.
- i) Players split into allocated bubbles of a maximum of fifteen or less, players will not be allowed to mix out of these groups unless government advice changes.
- j) Hand sanitizer station should be set up for participants to use on arrival

4 During session

- a) Project officers/managers expected to observe sessions for quality assurance and ensuring staff are following protocols
- b) Activities all planned to be socially distanced
Sharing of equipment to be as limited as possible, refrain from using hands or keep activities on an individual basis
- c) on an individual basis
- d) No games or activities with physical contact at any time, this includes matches
Players to remain in their bubble groups at all times with the same coach

5 End of session

- a) Project officers/managers expected to observe sessions for quality assurance and ensuring staff are following protocols
- b) All equipment to be cleaned with antibacterial sprays ahead of further use. This will be done using wipes/disinfectant spray and cleaning materials will be disposed of immediately in black bags provided and double bagged.
- c) All participants de-registered
- d) Where more than one session is taking place, session times must be staggered to ensure safe dismissal of previous group and adequate cleaning time before arrival of next group
- e) Catch up call with coach to discuss how session went

2. Protocols for delivery staff/volunteers

1 Pre session

- a) Ensure you have completed training session on social distancing
- b) Receive register from project officer
- c) Ensure you have adequate equipment: First Aid Kit (with gloves and mask), Hand Sanitizer, Antibacterial Spray/Wipes, Equipment for session (enough for one per person)
- d) Ensure you have received risk assessment document from project officer/manager
- e) Complete training on how to safely dispose of PPE:
<https://www.youtube.com/watch?v=oUo5O1JmLH0>
- f) Send a copy of lesson plan to project officer a minimum of 24 hours before session.
- g) Staff may wear face masks if they wish, provided they do not affect the communication within the session itself. Please speak to the project officer if you want one
- h) Where there are two or more staff, one will be allocated as equipment controller and can be the only one to move equipment

2 Travel to work/session

- a) If any staff member, participant or a family member feels unwell, and believes they may have COVID like symptoms please contact the project officer to inform them and DO NOT attend the session. Proceed to follow government guidelines and testing as outlined in info pack
- b) Players and staff should travel independently at all times unless accompanied by another household member.
- c) Avoid public transport unless absolutely necessary
- d) Participants and staff must stick to the strict arrival times that they have been given

3 Start of session

- a) Dynamically risk assess the venue on arrival
- b) Allocated space for water bottle and one bag socially distanced from other people's items
- c) Set out area the activity taking place in. The size of area used must ensure social distancing of 2m can take place between players.
- d) No money to be taken, participants must have signed up and/or paid prior to attendance where payment is required
- e) Participant to register attendance with coach on arrival
- f) On registration you will ask each player if they have any COVID 19 symptoms using the COVID checker document. Coaches reserve the right to turn anyone away if they believe they have symptoms.
- g) Safety briefing with all participants before activity
- h) All players and staff will be asked to use the hand sanitiser provided prior to starting a session. A station should be set up for participants to use on arrival.
- i) Participants and staff will arrive in their training kit and wash this themselves each day.
- j) Code of conduct agreed with players. Spitting is banned in any form. No handshakes, fist bumps or similar.
- k) Social distancing rules reinforced by coach
- l) Players split into allocated bubbles of a maximum of five, players will not be allowed to mix out of these groups unless government advice changes.

4 During session

- a) Players and staff must always observe social distancing guidance issued by the Government keeping at least 2 metres apart, session planning should factor this in.
- b) Sharing of equipment to be as limited as possible, refrain from using hands or keep activities on an individual basis.

- c) Bibs must not be swapped between players
- d) The use of equipment during training drills is to be limited as much as possible.
- e) No games or activities with physical contact at any time, this includes matches
- f) When training in larger groups or as a squad – players individual drinks will be spaced out around the pitch to maintain a distance of 2 metres when taking drinks breaks.
- g) Players to remain in their bubble groups at all times with the same coach
- h) Essential and/or emergency treatment will be provided if needed. Staff are required to wear PPE (gloves, mask, eyewear)
- i) If being delivered in public, where congregation of people start to happen, coach will advise to comply with safe social distancing

5 End of session

- a) All participants de-registered when leaving
- b) All equipment to be cleaned with antibacterial sprays ahead of further use. This will be done using wipes/disinfectant spray and cleaning materials will be disposed of immediately in black bags provided and double bagged.
- c) Where more than one session is taking place, session times must be staggered to ensure safe dismissal of previous group and adequate cleaning time before arrival of next group
- d) Report any concerns to project officer/manager immediately

3. **Protocols for Participants**

1 Pre session

- a) Participants must register in advance to sessions, this includes providing up to date medical contact details and to sign a consent form for activity
- b) Participants and/or parents/guardians are expected to read through the government guidance and any documentation shared by AFCWF
- c) Participants will be required to take their own water bottles
- d) Where required, session payments are to be made using the AFCWF website. No cash payments will be accepted.
- e) Some venues may not have access to toilet facilities, please check with your NTFC contact prior to the session taking place if you have any questions or concerns
- f) If you have additional disability or medical needs, please ensure that you have discussed this specifically with the coach prior to the session.

2 Travel to session

- a) If any participant or a family member feels unwell and believes they may have COVID like symptoms please contact the AFCWF project officer or coach to inform them and DO NOT attend the session. Proceed to follow government guidelines and testing as outlined in info pack
- b) Participants should travel independently at all times unless accompanied by another household member.
- c) Avoid public transport unless absolutely necessary.
- d) Participants must stick to the strict arrival times that they have been given
- e) If participants arrive early, they must wait in the car until the allocated session start time
- f) If Parents/Guardians want to stay, they must remain in their cars and should not congregate around the playing area at any time to reduce the risk of transmission

3 Start of session

- a) Participant to register attendance with coach on arrival
- b) You will be required to confirm verbally at each session that you are free from symptoms of Corona Virus. Coaches reserve the right to turn anyone away if they believe they have symptoms
- c) Participants will be provided with an allocated space for water bottle and one bag socially distanced from other people's items at a distance of 2m.
- d) Participants must arrive in their training kit ready to take part in activity. No changing facilities will be provided.
- e) Safety briefing with all participants before activity
- f) All players and staff will be asked to use the hand sanitiser provided prior to starting a session
- g) Code of conduct agreed with players. Spitting is banned in any form. No handshakes, fist bumps or similar.
- h) Players split into allocated bubble groups of a maximum of 15, you will remain in these until advised otherwise and you will not be able to mix

4 During session

- a) Players and staff must always observe social distancing guidance issued by the Government. Sessions will be planned to factor this in.
- b) Sharing of equipment to be as limited as possible, refrain from using hands to pick up

footballs.

- c) Bibs must not be swapped between players. Where you have been provided with a bib, it will be your responsibility to clean and look after this bib. A fee of £4 will be charged for loss of bib. You may be asked to bring a piece of clothing of a specific colour to use if bibs are not being used.
- d) Avoid touching equipment e.g. cones and footballs.
- e) The use of equipment during training drills is to be limited as much as possible. This will be cleaned regularly using antibacterial wipes/spray both during and at the end of a session.
- f) No games or activities with physical contact at any time, this includes matches
- g) Players individual drinks will be spaced out around the pitch to maintain a distance of 2 metres when taking drinks breaks. Do not share your drinks bottle with anyone.
- h) Players to remain in their bubble groups at all times with the same coach
- i) Essential and/or emergency treatment will be provided if needed. Staff to wear PPE (gloves, mask)
- j) Spitting of any sort is banned. If you need to sneeze or cough, you are encouraged to do so into a tissue or upper sleeve and advised to avoid touching your face. Ensure any tissues are disposed of in a sealed bin as soon as possible.
- k) If you become symptomatic during the session, you should inform the coach and immediately remove yourself from the session and return home as soon as possible. NHS guidance on further management of symptoms should be followed.
- l) Hand sanitizer will be available to use at any time

5 End of session

- a) All participants to de-register with coach before leaving. Participants must not congregate and must leave after session is complete
- b) All equipment will be cleaned with antibacterial sprays ahead of further use. This will be done using wipes/disinfectant spray and cleaning materials will be disposed of immediately in black bags provided and double bagged.
- c) Where more than one session is taking place, session times must be staggered to ensure safe dismissal of previous group and adequate cleaning time before arrival of next group
- d) Report any concerns to project officer/manager immediately
- e) Hands should be washed after the session at the earliest opportunity

Personal Protective Equipment (PPE)

Providing social distancing measures are carried out there should be no requirement for any staff member to wear PPE unless dealing with an injury. Whilst there is no requirement, where staff would like to use a face mask, this will be permitted provided it does not pose a risk in communication.

AFCWF will ensure that:

- All staff will be provided with the following items for sessions:
 - o Face Mask (stored in first aid kit)
 - o Disposable Gloves (stored in first aid kit)
 - o Hand Sanitizer
- Any member of staff performing first aid treatment must wear appropriate PPE throughout the treatment, which must include:
 - o Face mask
 - o Disposable gloves
- Face masks provided are single use only and must be disposed of after use.
- Staff must review the 'COVID-19: Removal and disposal of personal protective equipment (PPE) video before delivering any sessions:
<https://www.youtube.com/watch?v=oUo5O1JmLH0>
- All used PPE items are to be disposed of in black bags which will also be provided to staff, these will be tied up and thrown away in bins after each session is complete.
- Hand sanitiser dispensers are freely available throughout the office and stadium, handwashing facilities are clearly signposted and soap dispensers are adequately filled at all times. Where sessions are taking place in community venues, details of handwashing stations will be shared with participants on arrival. Each staff member will have access to hand sanitizer that can be used by the group. Where supplies are running low, staff must inform project officers or the COVID-19 Officer in advance to purchase additional.
- Staff must also inform their line manager of additional PPE requirements where items have been used up in advance of sessions.

First Aid

First aid may be required to be administered during sessions. PPE has been provided to support this. The following advice has been taken from St Johns ambulance to support safe delivery of first aid where required.

1. Be aware of the risks to yourself and others
2. Keep yourself safe
3. Give early treatment
4. Remember your own needs

Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination — especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person, but similar viruses are spread in cough droplets.

Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR.

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound

Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Keep yourself informed and Updated

As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.Uk website which has a specific section on Coronavirus.

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.Uk](#)
- [Click here to visit Resuscitation Council](#)

Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others, you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

St Johns Ambulance [guidance](#)

Working from external sites

AFCWF will ensure that agreements / SLAs with external partners include assurances that the Covid19 policy and procedures is equal to the minimum standards set out in this policy before any work commences.

Staff who deliver from or visit other premises should ensure that they are fully briefed about how safer working practices are being operated upon that site including health and safety and safeguarding lead staff. Ideally a briefing / induction session will be arranged.

Protecting Vulnerable Staff and Ensuring Equality

AFCWF has a responsibility to make sure that steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments and will make reasonable adjustments to ensure that disabled workers and those with health risks are not being put at a disadvantage.

In line with Government Guidance, SSP will be paid from day one to all staff that need to self-isolate.

Vulnerable Staff

Staff who need to be shielded will be furloughed if they cannot work from home and AFCWF will aim to manage work rotas in order to support these staff. Where staff have family members who are vulnerable risks will be assessed and measures put in place to address needs. For information about family support, compassionate leave and parental leave, staff should consult the Employee Handbook.

BAME

Following data published by UK Government, AFCWF acknowledges that staff and participants from BAME backgrounds have an increased risk with regard to the impact of Covid19. Activities will be risk assessed with this in mind and additional precautions, provision of PPE or re assignment of roles will be completed in consultation with individuals and groups who may be affected.

Staff code of conduct in relation to COVID-19

In addition to the codes of conduct outlined in the staff and volunteer handbooks; these additional items are relating specifically to COVID-19. Outside of delivery of activities it is important that staff and volunteers take personal actions to reduce the risks of an infection to themselves, their families and to mitigate the risk of spread of the virus amongst other staff and participants

Staff should always follow Government guidance regarding social distancing and isolation.

Staff and volunteers are requested to:

- Remain up to date with the latest government guidance
- When adding fuel to vehicles ensure gloves are used at all times and wash hands afterwards
- Clean vehicles regularly using wipes
- Regular washing of clothing after delivering sessions
- Avoid public transport
- Limit contact with others outside of your household
- Always maintain strict hygiene particularly in relation to guidance on hand washing.

Contact details

Philip Rudling - Health and Safety Officer / Director
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Reviewed & Updated: July 2020

Appendix 1 – Venue checklist

All questions need to be satisfied before agreement for staff to work.	In place?		To be actioned Date	By Whom
	Yes	No		
1.1 Social Distancing: Are social distancing methods established?				
1.2 Hygiene: Is hand sanitizer available at entrances and exits to rooms?				
1.3 Signing in: Is there an arrival system in place?				
1.4 Signing in: Is there a temperature check on arrival?				
1.5 Movement: Are staff and participants aware of any one way or movement systems?				
1.6 Work Processes break times: Are processes in place for managing 'free time / breaks with regard to social distancing?				
1.7 PPE: Are there any activities that require PPE ie. less than 1m distance? Does the school have PPE available or does this need to be provided by NTFC CT?				
1.8 Risk Assessments: Does the school have written risk assessments for all activities?				
1.9 Reporting: Does the school/venue have a named person to whom concerns should be reported?				
2.0 Reporting: Does the school/venue have a system for registering and tracking all people on site?				
2.1 Cleaning and Waste: Does the school/venue have an upgraded Covid cleaning schedule?				
2.2 Cleaning and Waste: Are there systems in place for disposing of waste where a known infection has occurred?				
2.3 Premises management: Has maximum room occupancy been established?				
2.4 Premises management: Are visual reminders of expectations on display?				
2.5 Premises management: Are floor marking and social distancing stickers in use?				
2.6 Other concerns from NTFC CT Officer/Manager				

Appendix 2 – Govt guidance and posters

COMPLAINT	NO	YES
<i>New Cough*</i>		
<i>Fever/Temperature*</i>		

Appendix 8 – Key information sources

Coronavirus (COVID-19): guidance on the phased return of sport and recreation

https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation?utm_source=efdfb3de-a790-4a69-b272-18c0c54f3b31&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate