

## Club Guidance on restarting boating activity and managing Covid-19

### Version Control

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**Appendices can be found as a separate document.**

## Introduction

The Covid-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges and decisions for all service-based organisations. The information within this document is designed to aid your decision making process, not replace it. All decisions should be made by the organisation's leadership, using this information as assistance, but taking into account all of the unique considerations in which you operate. In doing this, the club should use risk assessment tools and processes to make the most effective decisions.

The health and safety of a club's members, volunteers and staff should be the number one priority at all times. All necessary measures should be taken to be Covid-secure and reduce the risk of infection from Covid-19 to members, volunteers, staff and visitors in accordance with current Government guidance. Likewise, in these times of increased strain on UK emergency services, a club will need to ensure that the risk of an incident leading to support from emergency services is minimised.

The effective eradication of Covid-19 relies on people taking individual and collective responsibility. It is the club's role to facilitate safe activity from their premises in line with Government guidance and to remind their members of their individual responsibility so they can make informed choices.

The RYA is mindful that Home Country Governments may have issued their own phased plans and measures. Additionally, as we have seen to date, local authorities, harbour authorities, landlords or marinas may also interpret guidance differently. We will carefully review any industry specific guidance that impacts on boating activities, such as advice for the sport and hospitality sectors, as well as paying particular attention to any guidance for specific sections of our community.

The RYA will continually review all the advice we provide as we learn from clubs and other organisations throughout this process. By learning from mistakes and sharing best practice we will find ways to adapt and strengthen boating.

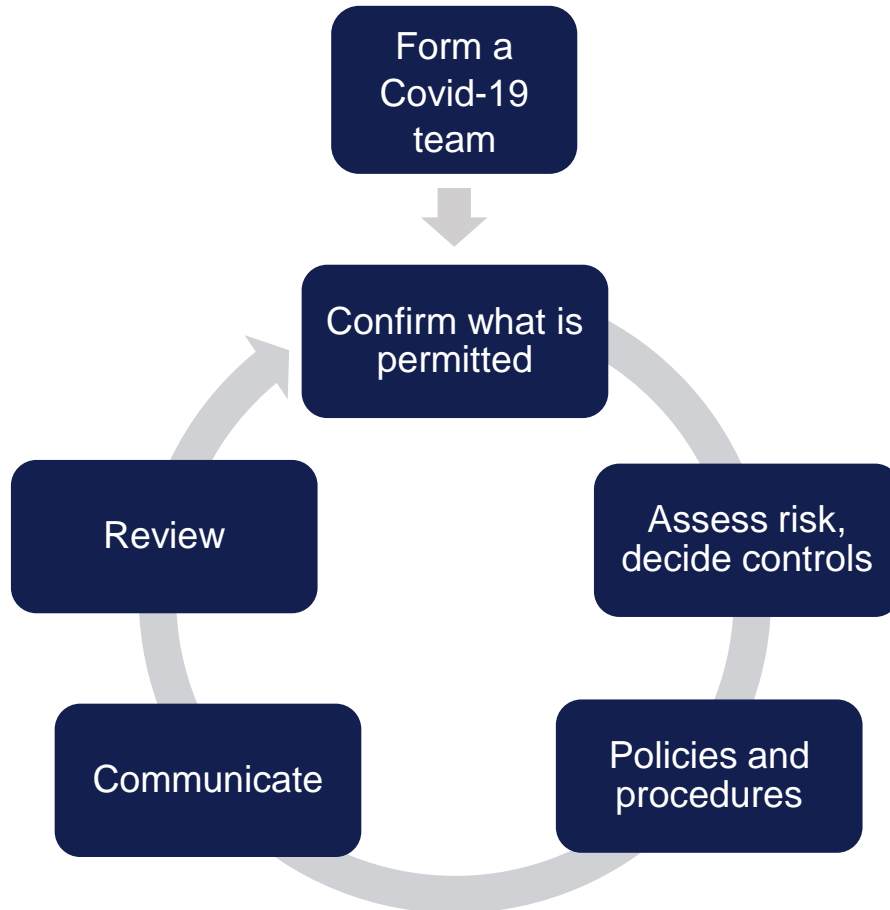
## RYA Guiding Principles

These are the RYA's guiding principles that will underpin all guidance across the boating community. We would encourage decision makers to use these principles to inform their own decisions during the Covid-19 period.

1. We will always follow Government advice
  - The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We all have a role to play by following the Government guidelines.
2. We will, as a boating community, take a **considerate** and **conservative** approach
  - **Considerate:** be mindful of the potential impact that you could have on other water users and do not place unnecessary extra strain on the RNLI and emergency services
  - **Conservative:** help to minimise risk by taking an extra conservative approach to your boating.

## Take it step by step

This process will support your club with reviewing the range of activities (ashore and afloat) offered and the management of your facility. It is clear governments have a roadmap and there will be phases to coming out of lockdown and lifting restrictions will happen step by step, allowing new activity along the way.



### Form a Covid-19 team

- Create a Covid-19 task group and consider the appointment of a Covid-19 officer to co-ordinate this group
- Who is going to make decisions related to activities, operations, implementing Covid-19 guidelines?
- Who do you need to include to help the decision making process?

### Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice ([England](#), [Scotland](#), [Wales](#), [Northern Ireland](#))
- Consult with local authorities, harbour authorities, landlords
- Reflect on what activity may be appropriate within given guidelines
- Think ahead to future options as well as reflecting on what is currently possible

## Assess risk, decide controls

- Review the options on how you might alter club operating procedures to support activity in accordance with the RYA principles outlined above
- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality
- Follow the Health and Safety guides to risk assessments ([HSE](#), [HSENI](#)):
  - What are the new hazards?
  - Who is at risk and how?
  - What is the level of risk and what controls can you put in place to reduce this?
  - Record your findings
  - Review regularly
- Risk assess staff and volunteer roles considering their tasks, the physical and social environment and individual circumstances

*See table below for examples of considerations and controls you may wish to implement*

## Policies and procedures

- Create clear policies that identify how the club will operate under new Covid-19 restrictions
- Don't impose additional or conditional barriers for disabled people, people with long term health conditions, or people considered at higher risk of serious illness from Covid-19

## Communicate

- Communicate your plan clearly and on multiple channels, provide updates as necessary, seek feedback, listen and respond
- Emphasise the importance of the actions you are taking and the impact you know it will have on members, staff and volunteers
- Provide guidance to minimise contact, on social distancing and on personal hygiene
- Consider including 'Covid-19' in a [code of conduct](#) (Club Zone log in required) that encourages people to stay safe, recognise the risks, and asks people to follow the club's new policies or procedures
- Let members, volunteers and staff know how the club will handle situations when rules and guidelines are not followed
- You should share the details of your risk assessment with your workforce
- You should display the [RYA poster](#) to show you have followed this guidance.

## Review

- Ensure that all policies are reviewed regularly (and least weekly) and particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere

The table that follows outlines the areas of club activity or facilities that may need consideration and some of the options and controls for clubs.

## Considerations and controls

Areas	Controls
<b>General</b>	<ul style="list-style-type: none"> <li>• Encourage everyone to be conservative and considerate in their actions around the club</li> <li>• Facilitate and encourage social distancing, and good personal hygiene at all times – decide how you will manage a contact or suspected contact with Covid-19</li> <li>• <u>Decide how you will handle situations where club rules and guidance in relation to Covid-19 are not followed</u></li> <li>• Decide how activities can be inclusive and people who need support to be active are considered</li> <li>• <u>Check that any alterations to facilities, services and operations do not remove accessible facilities or create new inaccessible features</u></li> <li>• Put in place a process to review the potential unintended consequences of any changes to your operating guidelines</li> <li>• <u>Review insurance policies before any activities of participants, staff or volunteers are resumed</u></li> </ul>
<b>Reducing the risk of virus transmission</b>	<ul style="list-style-type: none"> <li>• Put in place measures to:               <ul style="list-style-type: none"> <li>○ Minimise contact with surfaces, between people within the venue / facilities and while participating in activity</li> <li>○ Ensure social distancing is possible</li> <li>○ Support test and trace<sup>1</sup></li> </ul> </li> <li>• Insist on:               <ul style="list-style-type: none"> <li>○ Pre-attendance official symptom check / self-assessment</li> <li>○ Anyone who is unwell with the symptoms of Covid-19 to avoid attending the club</li> <li>○ Anyone who has contact with a family or household member who is unwell with the symptoms of Covid-19 to avoid attending the club for a minimum of 14 days</li> </ul> </li> <li>• Encourage social distancing and good personal hygiene:               <ul style="list-style-type: none"> <li>○ Wash hands frequently</li> <li>○ Cover mouth and nose when sneezing or coughing and avoid touching their face, nose and eyes</li> <li>○ Limit interactions and avoid being face to face with people outside of households</li> </ul> </li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>○ <u>Use face coverings in enclosed spaces where social distancing isn't possible and where there is contact between people who don't normally meet – this does not replace social distancing</u></li> <li>○ Avoid unduly raising voices</li> <li>● Provide hand washing facilities and hand sanitiser at strategic places e.g. entrances, walkways, workstations</li> <li>● Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate</li> <li>● <u>Review the cleaning schedule and protocol so that all common surfaces and touch points (including accessibility features) can be cleaned and disinfected more frequently, using your usual cleaning products</u></li> <li>● If shared equipment can't be cleaned, consider withholding for 72 hours</li> <li>● Keep any indoor areas well ventilated</li> <li>● Avoid paper-based admin – use electronic methods if possible</li> </ul>
<b><u>Welcoming members back</u></b>	<ul style="list-style-type: none"> <li>● <u>Tell members about new safety measures, cleaning processes and routes around the venue – including what have you have done to make these inclusive and accessible</u></li> <li>● <u>Be welcoming and positive</u></li> <li>● <u>Consider personal messages – text / email / phone, catch ups with volunteers; video tours of new arrangements; meet and greeters; a named contact to respond to queries</u></li> <li>● <u>Allow time – people may arrive early to minimise stress around new arrangements, or need more time to change and get ready to go afloat</u></li> <li>● <u>Allow members to familiarise themselves with new procedures and routes</u></li> <li>● <u>Offer welcome back sessions</u></li> </ul>
<b><u>Workforce – paid staff and volunteers</u></b>	<ul style="list-style-type: none"> <li>● <u>Consider who is essential to the running of the venue and facilities and plan for the minimum number of roles needed</u></li> <li>● <u>Enable working from home where possible</u></li> <li>● <u>Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe</u></li> <li>● <u>Assess whether roles, tasks and activities can be carried out with social distancing. If not:</u> <ul style="list-style-type: none"> <li>○ <u>Decide whether roles, tasks and activities can be done differently to be safe</u></li> </ul> </li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>○ <u>Decide whether the role, task or activity needs to continue</u> <ul style="list-style-type: none"> <li>▪ <u>If, so decide additional mitigations that are needed, including: Increase frequency of handwashing and surface cleaning; Keep the activity time involved as short as possible; Use screens or barriers to separate; Instigate back to back or side to side working practices; Reduce the number of people each person has contact with (fixed teams or partnering)</u></li> </ul> </li> <li>• <u>Assess roles that may be safe for people who are clinically vulnerable to Covid-19, including any new roles or tasks</u></li> <li>• <u>Be sensitive, calm and reassuring in communicating with volunteers – some may feel nervous about returning</u></li> <li>• <u>Don't assume all volunteers will be able or willing to return straight away</u></li> <li>• <u>Talk to volunteers about their roles, the physical and social environment and their individual circumstances – identify barriers to their participation and identify any tailored support that might be needed</u></li> <li>• <u>Assess how many of your existing volunteers would be willing and able to return and offer support and whether you need to recruit new volunteers or draw on other support</u></li> <li>• <u>Consider how to keep people who are unable to return connected and engaged</u></li> </ul>
<p><b>Facilities - including club grounds, buildings, indoor facilities and changing rooms / toilets</b></p>	<ul style="list-style-type: none"> <li>• Re-check latest <a href="#">Covid-19 guidelines</a> at least weekly</li> <li>• <u>If opening a bar, restaurant or catering facility, ensure you carefully read and implement Government guidance: Working Safely...<a href="#">Restaurants, pubs, bars</a> and see designated section below</u></li> <li>• Liaise with other users of your site or facility to agree a common way of working to meet the government guidelines together</li> <li>• Maintain access for disabled people</li> <li>• Consider remedial action to address risk of legionella in water supplies that have been dormant – see separate <a href="#">RYA guidance document</a>. Accessed July 2020.</li> </ul> <p><b>Review and assess</b></p> <ul style="list-style-type: none"> <li>• <u>Assess maximum capacity based on social distancing requirement, nature of activity at the venue and the layout of facilities</u></li> <li>• <u>Assess impact on public spaces (e.g. car parks)</u></li> <li>• Preview likely flow of people around the club (indoor and outside) and identify where 2 metre distancing is not possible and come up with alternatives</li> </ul>



Areas	Controls
	<p><b><u>Manage the space</u></b></p> <ul style="list-style-type: none"> <li>• <u>Close the club house or parts of it where the law requires or social distancing or cleanliness cannot be controlled</u></li> <li>• <u>Limit access to toilets or restrict use of some facilities to ensure people can socially distance</u></li> <li>• <u>Keep changing rooms closed</u></li> <li>• <u>After 17th July, see separate section for toilets and changing rooms</u></li> <li>• <u>Use booking systems or other ways of controlling demand</u></li> <li>• <u>Reduce congestion by having more entry points to the club or venue if possible</u></li> <li>• <u>Consider allocating doors for entry / exit only and control the flow through buildings with one way routes</u></li> <li>• <u>Place equipment or tables at an appropriate distance apart (move screens, remove tables)</u></li> <li>• <u>Identify whether a 'supervisor' is needed to encourage social distancing (particularly at key congestion points)</u></li> <li>• <u>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day</u></li> <li>• <u>Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved</u></li> <li>• <u>Consider access to lockers and limit use to alternate lockers if they are needed and this is possible</u></li> <li>• <u>Provide more waste facilities and more frequent rubbish collection</u></li> <li>• <u>Replace hand dryers with paper towels in handwashing facilities</u></li> <li>• <u>Ensure any water fountains have signage that prevents face direct to face drinking and are only used to refill personal bottles.</u></li> <li>• <u>Consider the space needed for wheelchair users and users of other mobility aids and assistance dogs.</u></li> <li>• <u>Allow for shorter routes for members who can only manage shorter distances – build in rest areas for people who need to take time out</u></li> <li>• <u>Fix doors and gates open to avoid touch points</u></li> <li>• <u>Deactivate touch-based entry systems</u></li> <li>• <u>Reduce multiple touch points to access equipment</u></li> <li>• <u>Decide on signage and markings:</u> <ul style="list-style-type: none"> <li>○ good social distancing practice - one-way systems, 2 metre markings, entry and exit routes, closing off some areas</li> <li>○ good handwashing and hygiene practice</li> <li>○ <u>consider accessibility of Covid-19 signage – position, colour contrast, tactile markings and size</u></li> </ul> </li> </ul>

Areas	Controls
<b><u>Changing rooms and toilets</u></b>	<ul style="list-style-type: none"> <li>• <u>Do not open showers or changing rooms</u></li> <li>• <u>Encourage participants, volunteers and staff to change and shower at home rather than in changing rooms</u></li> <li>• <u>Restricted access is permitted to small shared facilities e.g. storage area / toilet / through-ways that are disinfected regularly with sanitation products available.</u></li> </ul>
<b>Launching and mooring facilities, services and support</b>	<ul style="list-style-type: none"> <li>• Decide how social distancing can be maintained when loading / unloading, launching / recovering, and when waiting on pontoons or slipways <ul style="list-style-type: none"> <li>○ <u>Additional mitigations may include: pre attendance self-assessment of symptoms; frequent hand washing and good personal hygiene, cleaning and drying of sailing clothes before each use; regular cleaning and drying of equipment with a focus on touch points, <a href="#">face coverings</a><sup>2</sup>, avoiding face to face contact, clear communication to avoid shouting and loud conversation, limiting the time spent at less than 2m, supporting test and trace.</u></li> </ul> </li> <li>• Identify the equipment needed for any vessel or crew involved in launching or mooring facilities / services, including: face coverings; additional lines; boarding ladder; grab holds</li> <li>• Re-design the launching or mooring service so it can be carried out by members of the same household</li> <li>• <u>If a person usually requires physical support to launch, talk to them about how it might work and create a plan together.</u></li> </ul>
<b>Pontoons and slipways</b>	<ul style="list-style-type: none"> <li>• Review likely flow of people in rigging, launching and berthing areas</li> <li>• Identify where social distancing is not possible and consider mitigations</li> <li>• <u>Consider the space needed for wheelchair users and users of other mobility aids to socially distance</u></li> <li>• Put in place signposting: one way systems; 2 metre markings; entry and exit routes; closing off some areas</li> <li>• Zone rigging, final preparation, launching and cleaning / rinsing areas</li> <li>• Limit assistance with berthing, trolleys, launching / recovery to household groups, or where social distancing and good hygiene is possible</li> <li>• <u>Allocate a team to manage traffic on slipways and jetties</u></li> <li>• <u>Enable a person's usual carer or members of their own household to provide support getting in and out of boats (including use of a hoist)</u></li> </ul>

Areas	Controls
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Review the range of activity (ashore and afloat) at the club and whether it can fit with the current <a href="#">Government guidelines</a><sup>3</sup> to decide which can proceed, and which need to remain on hold.</li> <li>• <u>Consider whether your club has sufficient space ashore, including launching and recovery, to host multiple groups (of up to 10 people from different households for training) of activities taking place at the same time. These groups could be coordinated but should not mix or socially interact</u></li> <li>• <u>Consider what types of competitive activity may be possible – see <a href="#">NI Restarting Racing Guidance</a></u></li> <li>• <u>When considering RYA Training Centre activity review the <a href="#">Restarting RYA Training guidelines</a> document</u></li> <li>• <u>When reviewing activities consider:</u> <ul style="list-style-type: none"> <li>○ <u>the likelihood of contact between members of different households</u></li> <li>○ <u>the needs of people who may have been asked to pay particular attention to minimising contact with others outside their household</u></li> <li>○ <u>the numbers of people likely to be involved</u></li> <li>○ <u>to what extent the activity is outdoors or inside</u></li> <li>○ <u>the impact on other users of shared facilities</u></li> <li>○ <u>the extent to which shared equipment will be used</u></li> </ul> </li> <li>• <u>Assess the level of safety cover, support and supervision required for a considerate and conservative approach</u></li> <li>• <u>Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session)</u></li> </ul> <p><b><u>Capacity</u></b></p> <ul style="list-style-type: none"> <li>• <u>Schedule activities for groups at different times of the day or week and staggering the start and end times of activity</u></li> <li>• <u>Create a system so members can book time at the club or on the water (like you would book a golf tee time)</u></li> <li>• <u>Offer priority booking for people who have been advised to take particular care ensuring minimising contact with others and maintaining social distancing</u></li> </ul> <p><b><u>Participants</u></b></p> <ul style="list-style-type: none"> <li>• <u>Post a notice of the risks involved in participating and members’ responsibilities (in relation to Covid) on noticeboards and the club website</u></li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>• <u>Ask members to arrive dressed for the activity</u></li> <li>• <u>Encourage members to follow social distancing and personal hygiene measures whilst afloat</u></li> <li>• <u>Encourage members and participants to bring their own equipment (with reminders about requirements for both safety and hygiene)</u></li> <li>• <u>Remind participants from different households who want to boat double or multi handed of their responsibility to adhere to social distancing and to consider Additional mitigations if 2m can't be maintained</u></li> <li>• <u>If parents or carers need to remain at the venue during participation, encourage use of outdoor spaces and social distancing</u></li> <li>• <u>If a child or young person needs specific support, encourage only one parent to get involved – while following social distancing (with other participants and coaches / instructors)</u></li> </ul> <p><b><u>Adapt activities</u></b></p> <ul style="list-style-type: none"> <li>• <u>Explore alternative formats for activities that may make it easier to implement social distancing advice for staff, volunteers and participants – check new ways of working are realistic and safe</u></li> <li>• <u>Use outdoor spaces as much as possible</u></li> </ul> <p><b><u>Equipment</u></b></p> <ul style="list-style-type: none"> <li>• <u>Club owned wet weather gear, wetsuits or personal flotation devices should be cleaned and dried before and after use Follow this <a href="#">external link for further advice</a><sup>4</sup></u></li> <li>• <u>If you think any equipment has been exposed to virus - either clean, disinfect and dry thoroughly or do not re-use for 72 hours<sup>5</sup></u></li> <li>• <u>Implement cleaning and hygiene regime for club owned boats</u></li> <li>• <u>Assign club boats to individuals or households for an extended period rather than lots of frequent turnover of equipment</u></li> </ul>
<b><u>Events</u></b>	<ul style="list-style-type: none"> <li>• <u>Decide whether the event can be delivered within the current restrictions and what capacity you have</u></li> <li>• <u>Support test and trace</u></li> <li>• <u>Encourage best practice for travel (minimise use of public transport and limit car sharing)</u></li> <li>• <u>Limit time spent congregating at the venue before going afloat (unless needed for safety, safeguarding or accessibility requirements)</u></li> <li>• <u>Use a code of behaviour to ensure commitment to Covid-19 adaptations</u></li> </ul>

Areas	Controls
<b>On the water safety</b>	<ul style="list-style-type: none"> <li>• <u>Ensure people can opt in to participate and have clear statement of risk and risk mitigation in relation to Covid-19</u></li> </ul> <p><b>Preparing safety boats</b></p> <ul style="list-style-type: none"> <li>• Review the access to safety boats and storage / mooring options</li> <li>• Review maintenance and fuelling options</li> <li>• Identify the equipment needed to ease launch, recovery and rescue of people, including: face coverings; additional lines; kedge anchor; boarding ladder; heaving lines / throw bags; life buoys</li> </ul> <p><b>Safety boat launch and recovery</b></p> <ul style="list-style-type: none"> <li>• Review current launch and recovery methods to minimise risk of transmission of virus (consider using winches / vehicles to reduce people involved, long lines with 2 metre marks)</li> <li>• Minimise number of households involved in launch and recovery</li> </ul> <p><b>Safety boat crew</b></p> <ul style="list-style-type: none"> <li>• Assess your craft, location, and other safety boats afloat</li> <li>• Asses the safety boat manning levels (see <a href="#">G16 RYA Safety Boat Handbook</a> for more details) <ul style="list-style-type: none"> <li>○ Balance the risk posed by potential transmission of the virus from your current operating procedures vs the risk posed by a potentially lower level of operability with different manning levels</li> <li>○ Balance the number of vessels afloat with manning levels</li> </ul> </li> <li>• Recruit safety cover from single households</li> <li>• Recruit experienced crew who are operating well within their competence and capabilities</li> <li>• <u>Brief first aiders so they are confident they can help someone injured during the Covid-19 outbreak – make use of guidance from the <a href="#">Resuscitation Council (UK)</a>, and the <a href="#">St John Ambulance</a>. If you are an employer also see <a href="#">Health And Safety Executive</a> guidance</u></li> <li>• Avoid face to face contact in the rib as much as possible</li> <li>• Hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place</li> <li>• Update safety crew on latest procedures and techniques</li> <li>• Re-enforce briefings with key information online</li> <li>• Debrief online or using social media</li> </ul> <p><b>Safety boat techniques</b></p>

Areas	Controls
	<ul style="list-style-type: none"> <li>• Maintain hailing distance unless physical support is required</li> <li>• Choose techniques in line with RYA Safety Boat Handbook that minimise physical contact – for example mast tip / use of centreboard, scoop method (<a href="#">see the recent Club Zone video</a>)</li> <li>• Where possible tow astern rather than alongside</li> <li>• If recovering a person to a safety boat consider methods to minimise physical and face to face contact: grab handles; using the engine as a step, deflate the sponson (ribs only) or using a hypo hoist / jason's cradle or ladder system</li> </ul> <p><b>On the water participants</b></p> <ul style="list-style-type: none"> <li>• Be conservative – stay within the limits of your ability</li> <li>• Factors to consider when deciding to go afloat include: forecast, temperature, wind speed, direction, sea state, tide, visibility, participants' competence; safety crew competence; and types of craft involved</li> <li>• Use righting lines, long painters and mast head floats</li> <li>• Restrict your sailing area activities to make it easier for shore support and safety cover afloat</li> <li>• Allocate different sailing areas to different activities to make it easier for shore support and safety cover</li> <li>• If used, consider reducing maximum wind limits for different sailing areas</li> <li>• Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication – use <a href="#">RYA SafeTrx</a>, mobile phones, UHF or VHF radios</li> <li>• Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat</li> </ul>
<b>Bar and Catering</b>	<ul style="list-style-type: none"> <li>• <u>Bars, restaurants and catering facilities can open but there is a need to:</u> <ul style="list-style-type: none"> <li>○ <u>Consider burden on volunteers and cost of implementing against likely increased income</u></li> <li>○ <u>Assess whether it is possible for bar and catering services to be 'Covid Safe' – see <a href="#">Govt. Guidance</a></u></li> <li>○ <u>The indoor spaces of pubs and bars will be permitted to open from the 3 July on a table service basis as long as alcohol is served with substantial meal.</u></li> <li>○ <u>Pubs and bars with outdoor spaces, such as beer gardens, will be able to serve alcohol (where their licence permits them to do so) in these spaces on a table service basis.</u></li> </ul> </li> <li>• <u>Plan for how staff and volunteers can stay safe</u></li> <li>• <u>Brief and train staff and volunteers on how to stay safe</u></li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>• <u>Keep a temporary record of customers for 21 days to assist with NHS Test and Trace Requests. Further information is available from the <a href="#">Information Commissioner's Office</a></u></li> <li>• <u>Provide clear guidance on arrival of social distancing and hygiene measures</u></li> <li>• <u>Utilise contactless payment wherever possible and paperless ordering</u></li> <li>• <u>Calculate the number of people it is safe to accommodate having considered social distancing requirements</u></li> <li>• <u>Table service should be offered with a designated server wherever possible.</u></li> <li>• <u>Review likely flow of people around the bar, food serving and seating areas and identify where appropriate social distancing is not possible</u></li> <li>• <u>Introduce signage: one-way systems, 2 metre markings, entry and exit routes, closing off some areas</u></li> <li>• <u>If in doubt as to how Government Guidance affects your club or organisation, contact local Trading Standards or Environmental Health, or Local Council who have responsibility for enforcement.</u></li> </ul>
<b>Responding to a potential Covid-19 exposure at your club</b>	<ul style="list-style-type: none"> <li>• Follow public health advice and support track and trace</li> <li>• Make sure everyone's contact numbers and emergency contact details are up to date</li> <li>• Anyone who displays or develops symptoms of Covid-19 should be sent home</li> </ul>

<sup>1</sup> Keep a temporary record of shift patterns, participants and visitors for 21 days recording sufficient data (name, home phone, mobile, date and time of entry and exit), ideally electronically and in line with GDPR. For further information is available from the Information Commissioner's Office - <https://ico.org.uk/global/data-protection-andcoronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/> Accessed July 2020.

<sup>2</sup> Face coverings may not be appropriate for high intensity activities and a wet face covering may need changing and may make it difficult to breathe. There is currently no universal guidance on face coverings.

<sup>3</sup> [The Health Protection \(Coronavirus, Restrictions\) \(Northern Ireland\) Regulations 2020](#)

<sup>4</sup> The external link is to a US organisation. The cleaning advice is valid, but the reference to shared garments is not consistent with current Sport England and DCMS advice, as of May14th.

<sup>5</sup> The risk of infection following contamination decreases over time. It is not clear when there is no risk, but studies of other viruses in the same family suggest that in most instances, the risk is likely to be reduced significantly after 72 hours. Source: [Cleaning in Non-healthcare Settings](#). Gov.uk. Accessed May 2020