

LEEDS CITY ATHLETICS CLUB

Creating a Covid-19 Safe Facility – Method statement

Preparation before re opening:

LCAC committee will clean all the LCAC equipment in store garage.

JCCS will provide a plastic chair and table at the entrance gate.

JCCS will rake over the sand, clear drain holes, sanitise hurdles and leave out for use and put high jump bed outside ready for use.

Hold a coaches meeting at the track, the week before official re open.

Information to parents/carers/members will include:

- **What will the athlete need to bring to training?**
 - Drink - large enough to last for the full session as there will not be any water station available for refills of shop to purchase from.
 - A water proof bag such as a bin bag to keep belongings incase of rains.
 - A personal hand sanitiser gel
 - Any personal training equipment (rollers, trainers, starting blocks, not to be shared)
 - Personal First Aid Kit – a few plasters and antiseptic wipes, tissues, any inhalers or other medication
 - Athletes to come ready to train as there will be no changing facilities or lockers to leave belongings.
 - A completed contact sheet for track and trace. (Athletes full name, the accompanying responsible adult's name if athlete under 16 and their contact number, confirmation that they have not returned from holidays 14 days, that no body in their household or their accompanying adults household are symptomatic, training session day, date and time and coach or group. It will state that the infor is for covid -19 Track and trace purposes only and will be destroyed in 21 days and to bring a new form to every session until further notice.)
 - **All items are the responsibility of the athlete. Any lost property at the end of a session will be binned in accordance with our Covid Cleaning Protocols.**
- Parents/members to be advise of the steps we have taken.
- Parents/members will be advised that any athlete showing signs of Covid will be asked to leave the stadium immediately, sent home and advised to call 119 for medical advice.
- Parents/members will also be advised of their allocated session start time, arrival time and end time.

- If athlete is U16 a responsible adult must stay in the stadium, in sight of athlete on the banking at the side of track. Though the stand will not be open for sitting in.
- Parents will stand in the designated parents area identified by spray painted markers set 2meters apart.
- Parents will be advised that basic toilet facilities and basic hand wash facilities will be made available and that a 1 way system laid out by JCCS will be in use.
- Coaches to attend a meeting to ensure all understand the cleaning protocols in place and the operating plan ensuring a COVID safe facility. Any coach not adhering to these requirements will be asked to leave the stadium and their group will be sent home for the safety of all.
- Any athlete not adhering to the Athletes Code of Conduct will be isolated from the group (but still be in sight of the coach) until their responsible adult arrives to collect them. If athlete has their own transport they will be asked to leave the stadium.

Action Points:

1. Posters and signage (Covid isolation area in case an athlete shows signs of Covid but parents are not on site and they have to wait)
2. Member communication
3. Coach communication
4. Arrange a coaches/volunteers meeting

Arrival at the Training Session

- Parents will be advised to arrive no more than 5 minutes prior to their session start time,.
- Posters will be displayed prominently advising that anyone with Covid-19 symptoms should not train. These will be provided by JCCS.
- There will be socially distant markers on the drive way leading up to the entrance gate to the stadium, running to the left of of the driveway.
- Cars will not be allowed to park in this driveway.
- 1 responsible adult only will bring their athlete to the registration point at the entrance gate. The athlete will register, handing in or completing a track and trace contact form.
- The athlete and responsible adult will use the hand sanitiser before they enter the stadium.
- Once inside the stadium the athlete will go to their training zone as directed by the receptionist. The adult will go to the designated spectator area on the banking near to their athletes training zone.

- Coaches to be helped out financially to travel to the venue and home again safely. Public transport may not get them there on time or be too late for them after training.

Action points:

1. Apply socially distant markings to the driveway on the way to the entrance gate. JCCS to provide.
2. Apply social distancing markers in a spectators designated area on the grass - LCAC to do
3. Covid-19 symptom posters to put up outside and around stadium - JCCS to provide and display.
4. Hand sanitiser on entrance and exit gates - JCCs to provide.
5. Discuss financial assistance for coaches travel - either by Taxi or towards petrol.

During the Training Session

- Toilets facility of sorts will be available - details unknown. Will there be male and female separate? If so will there be waiting markers in place for 2 meter social distance queuing?
- Accessible toilets will be made available by JCCS for wheel chair users.
- Basic hand wash facilities will be made available though athletes advised to bring own hand sanitiser.
- Athletes should request to use the toilets. The coach should direct the athlete on the best path to use to access the toilets depending on where they are training. I.e go around the banking rather than across the midfield or track.
- The timetables have been formulated to maximise capacity and make best use of the outdoor facilities whilst adhering to the Covid-19 and EA guidelines. Group sizes will not exceed govt guidelines, EA requirements or the coaches personal request for a lower maximum number, which ever is the least.
- Coaches will receive a timetable for their groups which will identify which 'zone' they are allocated at which time. They will stick to the timetable. They will carry out the cleaning as per the cleaning protocols in place. All groups will stop at the end of their hour to clean equipment, return equipment to store if session concluded, allow those athletes who are exiting to exit safely and the next group of athletes to enter
- Coaches must maintain social distancing. They are not permitted to make physical contact with any athlete, other coach or volunteer (unless from the same household as the coach) nor shall the coach touch any of the athletes belongings.
- Athletes must maintain social distancing. They will not handle each other's equipment (eg retrieving someone else's Shot for them) they will not share equipment.
- Coaches will need to ensure that athletes maintain social distancing when running, waiting, breaking.
- Coaches will need to ensure that equipment is sanitised at the end of each session, ready for next athlete and at the end ready to be returned to store.

- JCCS will sanitise hurdles and put out for use. Coaches to return hurdles to the trolley after use, JCCS will sanitise hurdles before storing.
- Coaches will need to remind the athletes to sanitise hands between throws and not to touch their face
- There will be social distancing markers placed near each training zone for athletes to place their belongings where they will get their drink and use their hand cleanser.
- Athletes MUST NOT spit on their hands to help get a better grip of the throwing equipment.
- Coaches and athletes must sanitise their hands after sneezing/coughing.
- Coaches are allowed to wear their own PPE.
- Coaches are encourage to use a timer to ensure they are able to sanitise equipment and get their group out of the stadium when the hour is up.

Action Points:

1. Place the social distancing markers for the Loos if they are outdoors - JCCS to provide.
2. Ensure coaches receive a copy of their timetable in advance of the meeting.
3. Place social distancing markers near each training zone for the athletes to leave belongings and take their break.
4. Provide each coach with hand sanitiser.
5. Agree a financial assistance for travel expenses and get information out to coaches.

End of the Training Session

1. Athletes will either be taken to the group's nominated exit point by the coach. There will be social distancing markers at the exit points or coach will release athletes one at a time to their parents and direct them to the exit gate by ensuring they walk around the banking and NOT across the track or centre field.
 - Coaches will supervise the athletes removing any tape markers they put down during the session ensuring they take their own rubbish with them.
 - Coaches will supervise the athletes collecting their belongings and taking any equipment back to the store ensuring Social distance is adhered to during the journey.
 - Coaches will supervise athletes cleaning equipment and returning it to the store, ensuring only 1 person at a time in the store. Cleaning equipment will be situated at the store. (Though we may have a volunteer to clean equipment and return to store)
 - Coaches will supervise the athletes using the hand sanitiser situated at the exit point or store and will also ensure the athlete is returned to their parent/guardian.

- Coaches will then collect their belongings, disinfecting any group equipment such as measuring tape, cones etc. before sanitising their hands and either preparing for the next group or leaving the stadium.
- If coaches are staying and coaching another group, they should wash their hands and wrists thoroughly using soap and warm water before starting to coach their second group. If this is not possible they should use hand sanitiser. If wearing a face covering, this should also be changed before coaching the second group.

Action Points:

1. Place social distancing markers by the exit doors - JCCS to provide
2. Place hand sanitiser by each exit door - JCCS to provide
3. Block off 1 or 2 car parking spaces by the exit gate to allow for easier social distancing.
4. LCAC to allocate staggered start and finish times for groups to avoid mass entry and exit.

In the case of a Suspected Covid-19 Infected Person

- Any person showing the symptoms of Covid-19 should not train. If the person on reception or a coach suspects that someone may be infected or have the symptoms of Covid-19, they are permitted to refuse them entry.
- If somebody is taken ill with the symptoms of Covid-19, they should be immediately moved to a safe distance away from others to isolate from other people. Parent must be informed immediately as well as front reception desk/registration. If parent is on site, they should be informed to take athlete home and contact 111 for medical advice.
- The poorly athlete will then need to follow Government guidelines on accessing a test and self-isolating for a minimum of 10 days or the required length of time as directed by the govt.
- All equipment the poorly athlete has been in contact with will require immediate cleaning. All persons that have been in contact with the poorly person will need to immediately wash their hands.
- The rest of the group will need to immediately clean their hands, be reminded not to touch their face and keep their distance.
- If case is confirmed the rest of the group will be asked not to train until the recommended 14 day isolation period has been carried out.
- A record will need to be made of the poorly athlete and the group members contact to enable track and trace to take place if necessary and to keep an eye on who can and can not train.
- If an outbreak occurs, we will be required to close until further notice.

Information for Coaches

- Please arrive for your sessions 15 mins before you are due to start. You must be ready to receive your athletes 5 mins before your session starts. You must start and end on time. As delays will impact other groups.
- Registers will be completed by the person at the reception point.
- Please do not take any equipment that belongs to the club home with you. It must be cleaned and stored in the outside store at the end of your session.
- Please do not leave anything behind, it will be destroyed as per the cleaning protocols.
- Please ensure that all rubbish from your athletes is disposed of responsibly and not left inside the stadium.
- Make sure you are familiar with the guidance notes for each event. Handouts are available and will be distributed at the meeting.

Payments

- Members are encouraged to pay online.
- Card payments , non contact , can also be made.

First Aid

- The stadium staff are first aid trained and will be called upon in a first aid emergency as normal and will follow their first aid covid protocols.
- Where appropriate, athletes should be encouraged to treat themselves
- Athletes will be encouraged to have a personal first aid kit in their bag (a few plasters, alcohol wipes, tissues)
- Coaches will be provided with cool packs which must be handed to the athlete or their responsible adult for them to do. The used cool pack can be disposed of in the bin bags at the cleaning stations.
- If a coach is required to assist the casualty and cannot maintain social distancing, they should wear a, face mask and disposable gloves. A PPE kit will be provided to the coach for this purpose.

Action points:

1. Purchase cool packs for each coach.
2. Put a basic PPE kit together for coaches to access
3. Prep info pack for coaches-the guidance notes, cleaning protocols, timetable, code of athlete conduct, hand sanitiser, expenses claim for travel only. PPE and cool packs.