



Covid-19 on track action plan for Lewes AC

Updated 28 March 2021

Background

The club has undertaken and prepared risk assessments and action plans for both on track and off track activities. Covid-19 coordinators have been appointed for both areas of the club's activities.

This document relates specifically to on track training and coaching activities.

On track activities

This updated **Covid-19 action plan** and accompanying updated **Covid-19 specific risk assessment** for on track activities have been developed in compliance with current UK Government guidelines and sport-specific guidance as provided by England Athletics (EA).

In March 2021 Lewes Athletic Club ("the Club") appointed specific members to act as designated Covid-19 Coordinators for all its on track and off track activities when activities resumed after the second lockdown. In order for the Club to resume activities safely as part of the government's roadmap out of the lockdown from 29 March 2021 the designated Covid-19 Coordinators have reviewed the Club's track action plan and Covid-19 risk assessment.

The club considers it has taken all measures so far as reasonably possible to endeavour to make the track and specific disciplines a Covid-19 Secure Environment by

- (1) preparing activity-based risk assessments
- (2) putting into place appropriate mitigating and notification procedures to reduce the risk of transmission of the virus
- (3) setting down actions in the event of any injuries or other accidents occurring during Club training sessions at the track
- (4) complying with England Athletics and government guidance on social distancing,
- (5) taking all reasonable steps to ensure that all coaches/leaders and other club members adhere to this guidance,
- (6) putting in place and widely circulating this on track action plan; and
- (7) the appointment of covid-19 coordinators

All of this will allow the usual EA-licensed coach ratio of 1:12 (i.e. with each coach/leader responsible for no more than 12 athletes at any one time).

Covid-19 Coordinators, the EA's "Guidance for Affiliated Clubs" stresses that "*the Covid-19 Coordinator role is not expected to take full responsibility for all health and safety or risk assessment protocols implemented by the club. It is the responsibility of the club committee and key officers/volunteers to ensure protocols are*

implemented and reviewed across the club with the Covid-19 Coordinator acting as the key point of contact for related matters and monitoring compliance”.

The health, safety and well-being of all our athletes, runners, coaches/leaders and indeed the wider community lie at the heart of the new safety measures we have put in place and are putting in place. Our aim is to minimize exposure to risk as far as “reasonably practicable” so that all Club members can focus on enjoying their activities without needlessly endangering either themselves, their fellow athletes or the general public.

The Club will continue to review the situation on a regular basis and will adapt these measures as necessary to respond to any changes in Government or EA guidance or legislation.

The following text is a summary of the measures already taken, additional measures still to be taken, further measures to be actioned

MEASURES TAKEN

The main safety measures we have already put in place include:

- Taking practicable steps to ensure that all Club members maintain the regulation social distancing before, during and after all activities
- Instituting an online sign-up system or pre-registration for off track activities to ensure that numbers are kept within the legal limits. The implementation of the sign up system enables running group numbers to be controlled and will, facilitate future Track and Tracing should any of the participants subsequently develop symptoms and/or test positive for Covid-19
- Reminding all club members to update their contact details on the Club’s online membership database so as to facilitate future Track and Trace should any Club member develop symptoms and/or test positive for Covid-19 (or come into close contact with someone who does)

Provide all Club members with the EA Covid-19 Flow Chart to manage confirmed or suspected cases of Covid-19 together with the email address for the Covid-19 coordinators so that all members are aware of the protocol

- Publication of the following safety measures on the Club’s website and via the club’s e-mail system

At the track there will be available hand gel, gloves and masks should hands-on help be required for individual at the track.

Members have been asked to ensure that their name and phone number of their Contact (the person to call in case of an emergency) are up to date on our Love Admin database. Sign in at <https://app.loveadmin.com/sign-in>

All members attending track coaching and training sessions have been issued with detailed instructions highlighting what they should do to minimize the risk of the covid-19 virus being spread

The instructions ask each athlete to confirm to the coach on arrival that neither the individual of his/her contacts has symptoms of Covid-19

Users of the track are instructed to observe the social distancing rule that is in force on the day (presently this is 2 meters outside) at all times

Athletes are asked to be aware that heavy breathing - as happens when running - produces the large respiratory droplets that carry the virus

Track users are told that if they become unwell in the days after using the track they must immediately contact the Covid-19 coordinators using the email covid@lewesac.co.uk - to enable track & trace to be implemented.

Covid Reporting

All Club members will be advised by email as follows:-

“Any club member who develops symptoms of Covid-19 (high temperature, a new, continuous cough or a loss or change to their sense of taste or smell), receives a positive test result or shares a household/support bubble with someone who has developed symptoms or received a positive test result MUST immediately inform the Club’s Covid Coordinators at covid@lewesac.co.uk and follow the guidance set out on the Covid-19 Flow Chart for Managing Confirmed or Suspected Cases (downloadable from the Welfare Policy section below, where members can also find the Club’s Covid Action Plans and Risk Assessments). “

ADDITIONAL MEASURES

Each discipline and coaching group must review the Covid-19 risk assessment and implement actions in place for their activity in place to reduce the hazards to the lowest level reasonably practicable.

The following are a few additional safety measures that are being put in place in order to comply with EA guidance and thus to be able to ensure a “Covid secure environment” for all our training sessions:

- Reinforce the existing instructions that all Club members must NOT attend the track sessions if they have symptoms (or suspect they have symptoms), or have tested positive for Covid-19, or have come into close contact with anyone who has symptoms or has tested positive for Covid-19 [**NB**: this is to comply with the EA “Health and Safety Guidance” document, “Key Points” para 9 – This will be spelt out clearly on the Lewes Athlete Club Web Site” and on the Wiki page in place of or in addition to the existing safety measures]
- inform all Club members that, should they themselves test positive for Covid-19 or develop symptoms of Covid-19 they MUST immediately contact the Covid-19 coordinators using the email covid@lewesac.co.uk and then follow the public health advice including any requirements from NHS Track & Trace. If someone in a club member’s household or support bubble tests positive/has symptoms then members must self-isolate and must not come to training.
- On arrival at the track hand sanitizer must be applied this will be provided at the entrances
- Any equipment used by individual athletes should be sanitised before use, by spraying or wiping.
- Any activities which have the risk of transmission through fomites (including jump and throws) have specific actions as part of the activity specific risk assessments
- communicate this updated action plan (once finalised) to all Club members, in line with EA guidance, either by email or by posting it up on the Club website or both.
- add the updated Covid-19 specific risk assessment (once finalised) to the Club’s existing risk assessments

MEASURES TO BE IMPLEMENTED

The following are a few further safety measures that will be put in place as appropriate:

Members to be advised that to minimize the risk of spreading/transmitting Covid-19 via person-to-person or surface contact by athletes from different households should be discouraged from car-sharing on the way to/from club sessions. This will reinforce the UK Gov guidance that, if they must car-share, they should ideally wear masks, keep the windows open and, if possible, sit the passenger/s behind the driver

- To minimize the risk of spreading/transmitting Covid-19 via surface contact on routes that involve gates, padlocks and door handles stipulate that only coaches/leaders should deal with this and must then either sanitize their hands afterwards or wear gloves. **Ask all members of the coaching groups to wear gloves at all times and/or to carry their own hand sanitizer. Drinks bottles must be individually named and not shared**
- To minimize the risk of spreading/transmitting Covid-19 via person-to-person or surface contact during session work by banning/adapting sessions that might involve any such contact, e.g. ban high-fives/baton-exchanges (or replace with elbow taps?) during meet-greet-and-retreat sessions; discourage group exercise

sessions including, e.g. group press-ups discourage group cool-down sessions including, e.g., calf stretches against walls or fences

- Open toilet facilities at later date if approved by the Club, ensuring particular care is taken by those using and cleaning them. Ensure soap and hot water are provided.

Specific guidelines for individual disciplines:

- starting blocks should be cleaned between each race or user
- chlorine should be added to the water jump for the steeplechase
- relay batons should be cleaned between each use, and relay teams should be discouraged from gathering or hugging after a race or session
- the use of hand sanitizer should be recommended before each attempt in vertical jumps
- Officials should clean the landing mat between each group, using a mop and virucidal solution or use a thin layer of recyclable plastic or tissue that can be placed on the jumping mats.
- Athletes and coaches when collecting, transporting, and recovering throwing implements should clean their hands with a sanitizing gel or use disposable gloves after each handling. This also applies to measure equipment.
- Ensure that Athlete's details are up to date.
- Weights Room See separate risk assessment and action plan supplied

Horizontal Jumps

- Sand in jumping pits should be mixed with a solution that contains biodegradable and non-skin-aggressive virucide agent and raked over after each jump.
- Ensure that the sandpit is raked and turned after each group use.
- Ensure that social distance is observed at all times

Vertical Jumps High Jump and Pole Jump

- Athletes must follow hygiene guidelines for cleaning hands prior to any training and use of equipment
- Mats cleaned according to manufactures and government and England Athletics guidance, before and after each group of up to 12 athletes.
- If sharing, poles should be re-gripped between each use and any part of the pole outside of the grip should be cleaned before use by another athlete
- Bars should be cleaned using an anti-viral spray or wipe before use and managed by dedicated individuals for a particular session – i.e. one athlete and the coach and cleaned between sessions.
- Social distancing must be observed at all times.

Throws

- Coaches and athletes should ensure all equipment is used by one athlete and then thoroughly cleaned according to EA guidance before and after each session
- athletes and coaches who handle throwing implements should always ensure that they clean their hands or use disposable gloves before using
- Social distancing must be observed at all times.
- Must follow latest guidance issued by the England Athletics

Steeplechase, water jumps & Hurdles

- Steeplechase barriers, the water jump, and hurdles can be used by a coach and athlete provided the equipment is thoroughly cleaned according to guidance before and after each session

Starting Block

- Starting blocks should be used just by one athlete and thoroughly cleaned according to guidance before and after each session.

Off track running

- Specific risk assessment in place to consider additional risks through potential contact with the public

Track Endurance and Sprint Sessions

In addition to the general requirements of this Covid-19 Action Plan the following requirements have been put in place for the track endurance and sprint groups

- 1) Any athlete presenting with **any** Covid symptoms must not attend for any track training and they must follow government guidance in terms of the self-isolation procedure. This includes if a member of your household or bubble is presenting with symptoms.
- 2) Any athlete who **presents with Covid symptoms** at any time whilst training at the club must follow the above procedure but **ALSO MUST immediately contact one of the COVID LEAD Coordinators (Mark Pappenheim or Beth Barrett) via email covid@lewesac.co.uk**. This is imperative as it will then be the responsibility of the Covid-19 Coordinators to then contact the other athletes who had contact with the symptomatic member 48 hours prior to the symptom starting and ask them to monitor their own health and inform them of the potential need to self-isolate themselves if they then develop symptoms.
- 3) For the reason above, please fill in the register for your athlete before the next attended training to make sure that the contact details for your Athlete are 100 % accurate.
- 4) All athletes **must scan in the Lewes Junior Athletics QR code** (if available) on their phones and register when they arrive for training. Therefore, please arrive for training at least 5 mins early to allow for this.
- 5) **All athletes must bring their own named hand sanitizer with them** to the track to remain with their named water bottles. These must not be shared for obvious reasons. Additional large bottles of hand sanitizer will also be provided but it is important that all athletes also have their own as at times they might be in different places on the track away from the main sanitizing station.
- 6) All equipment that is to be used by multiple athletes will be sanitized between each use. Initially this will be demonstrated by the coaches but it is then expected that athletes will take on this role responsibly and seriously. Each time an athlete uses a piece of equipment for the first time in a training session e.g. starting blocks or weights they will also need to **sanitize their hands before using the equipment**.
- 7) All athletes will be encouraged and expected to train whilst being at least **2 meters apart from each other**. This also includes social contact *before training starts and when training ends*.
- 8) **Please arrive ready to train**, no changing facilities and /or toilet facilities can be provided at this time.
- 9) **No Spectators**. Parents must remain in the car park.
- 10) **First Aid**- A First Aid kit **will be provided in the Clubhouse**. If an athlete were to injure themselves whilst training, the coach would remain with them and for junior athletes parents would be contacted immediately and of course emergency services if required.

COVID-19 GUIDELINES FOR LEWES AC JUNIORS AND ACADEMY

The safety and well-being of all athletes and coaches is very important to us so there are certain measures that we have to implement for a safe return to training.

These are as follows:

*If you or your child show any symptoms of Covid-19 please do not come to the track. Stay at home and notify the Covid-19 Coordinators at covid@lewesac.co.uk and arrange for a test.

*If anyone displays symptoms after training you must notify us immediately by email covid@lewesac.co.uk and follow the procedure above.

*We are operating a one way system into and out of the track. Please follow the entrance/exit signs.

*There will be hand sanitizers for everyone to use on entry to the track.

*Registration is extremely important for track and trace so everyone must report to the person taking the register.

*We ask that only children taking part in a session enter the track as we need to keep the number of people attending as low as possible.

*Please observe social distancing at all times. This includes the track and the car park areas.

*At the end of the session we ask if parents wait just outside the exit gate and we will make sure the younger athletes only leave when someone is there to collect them.

*All surfaces and equipment will be disinfected to prevent the spread of any viruses.

*Be aware that there is only one toilet available for use in emergencies at the Leisure Centre.

****PARENTS ARE RESPONSIBLE FOR ENSURING THEIR CHILD IS AWARE OF ALL THESE MEASURES**

IMPLEMENTATION OF ACTION PLAN

Measure	Action (s)	Person(s) responsible
An online sign-up system or pre-registration for off track activities to ensure that numbers are kept within the legal limits	System set up No attendance permitted if not registered Coaches to keep a register of attendance	Initial instigation: David Foster Ongoing: Coaches
Reminding all club members to update their contact details on the Club's online membership database	Email reminder to be sent	Dominic Osman-Allu David Foster
Covid Reporting all Club members to be given advice as set out in this Action Plan provided with the EA Covid-19 Flow Chart to manage confirmed or suspected cases of Covid-19	Email to be sent; flow chart to be added to Club Website Clear instructions to be provided that members must not attend training if they have Covid-19 symptoms, have tested positive or have been in close contact with	David Foster

together with the email address for the Covid-19 coordinators	<p>someone who has Covid-19 symptoms or has tested positive</p> <p>Club members to be informed that should they test positive for Covid-19 or develop symptoms of Covid-19 they MUST immediately contact the Covid-19 coordinators using the email covid@lewesac.co.uk (see suggested wording set out above under "Covid Reporting")</p>	
Parents to be informed of guidelines for junior athletes	Parents of junior athletes to be directed to the guidelines in this action plan for junior athletes	Love Admin organizer to parents of junior athletes
Track Endurance and Sprint Sessions athletes to be advised of specific guidance	Members to be given additional guidance as set out in this action plan	Track Endurance and Sprint Coaches
Publication of the safety measures, the Risk Assessments and the Covid-19 Action Plan	Publish on the Club's website and via the club's e-mail system	David Foster
Ensuring membership details are up to date	Members be asked via email to ensure that their name and phone number of their Contact (the person to call in case of an emergency) are up to date on Love Admin database. Sign in at https://app.loveadmin.com/sign-in	Dominic Osman-Allu
Members to be given additional advice to minimize transmission risks in newsletter	<p>Advice in newsletter to:</p> <ul style="list-style-type: none"> • Avoid car sharing • bring their own named hand sanitizer / water bottles • Adhere to social distancing before, during and after training including at the track and in the car park • follow one way system and the entrance/exit signs (in through big gate and out through the little gate by car park) • Use the hand sanitizer at the entrance • No spectators • No physical contact e.g. high fives <p>Also place on website</p>	Bob Hughes
Regular cleaning of common touchpoint surfaces	Common touch points (e.g. gates, door handles, handrails etc.) cleaned regularly	Coaches training at the session

Hand sanitizer to be provided at the entrance	Hand sanitizer to be kept in Club House & put out prior to session start	Coaches
One way system in place to enter via big gate and leave via little gate	Signs to be kept in Club House and put out prior to sessions starting	Coaches
Clear signage in place at club training sessions to help enforce social distancing, cleaning and hygiene measures	Signs to be kept in Club House and put out prior to sessions starting	Coaches
Appropriate equipment available for emergency hands-on help for an individual at the track	hand gel, gloves and masks to be placed in Club House and clearly labelled	Club Secretary
Reducing risks of fomite transmission at common usage points	Gate to track only to be unlocked and then left open for athletes; coaches to sanitize hands before/after opening Athletes to be informed by coaches not to use walls/fences etc. for stretches	Lead Coach for training sessions
Planning and preparation to reduce contact	Sessions planned to allow time in between sessions to enable social distancing and adequate cleaning to take place Zoning track areas or training areas to ensure distinct groups can operate together if necessary; otherwise groups to be kept apart whilst training; no multiple groups in the same area	Coaches to work together to coordinate plan
Adherence to specific measures in the action plan and risk assessment for individual disciplines	Coaches to review and familiarize themselves with the guidance in this Action Plan and the updated risk assessment. Coaches to ensure that all measures recommended are implemented, e.g. cleaning mats and re-gripping poles.	Coaches
Sanitation of all equipment used by multiple athletes	All equipment used by multiple athletes to be sanitized between use by different athletes. Each time an athlete uses a piece of equipment for the first time in a training session e.g. starting blocks or weights they will also	Coaches to demonstrate Athletes to take on responsibility for sanitization

	need to sanitize their hands before using the equipment	
Evaluation of training to reduce transmission risks	Coaches to evaluate and if necessary change training to reduce personal contact as much as possible e.g. ban high-fives/baton-exchanges; discourage group exercise sessions/ cool-down sessions	Coaches
hygiene plan	Plan in place that outlines the pre- and post use cleaning of equipment.	Covid-19 Co-ordinators
Clubhouse only open for operational reasons to reduce usage	Limited permitted reasons to enter Clubhouse: <ul style="list-style-type: none"> - Emergency first aid - Retrieve equipment - Turning on lights 	Coaches to enforce
Spectating	To reduce transmission risks this is not presently permitted	-
First Aid	Usual access to first aid and emergency equipment is maintained a clear plan for dealing with an incidents is in place.	Club Secretary
Toilet Facilities	These are not currently open.	-
Ongoing updates and communication	All updates to be provided to Club members in line with any amended guidance Action Plans and Risk Assessments to be updated	Covid-19 Co-ordinators