



APPENDIX 4 -COVID ACTION PLAN CLUBHOUSE & BAR (July 2020)

1. INTRODUCTION

This document is an Appendix to the Club's main Covid-19 Action Plan. The latest version of this can be found on our website

2. APPLICATION

a. Activity Leader

Any activity within the Clubhouse & Bar will have a designated "leader". This will usually be either the Events Co-Ordinator – Sue Porter, Facilities Manager – Beth Clark or COVID-19 Officer – Steve Tubb or a suitable deputy. The leader will be responsible for ensuring that

- appropriate communication with staff / volunteers is made
- a register of attendees is kept for Track & Trace purposes
- the activity is run in line this policy
- a pre-activity briefing for staff is undertaken
- reporting any issues requiring attention or for review to the Covid-19 group

. b. Pre-arrival

Before any activity attendees and staff / volunteers will be asked

i. to self-assess for COVID-19 symptoms. If they are symptomatic or living in a household with possible or actual COVID-19 infection they must not attend. These are

- high temperature (above 37.8°C)
- new, continuous cough
- loss of, or change to, their sense of smell or taste

.ii. to follow best practice for travel, including

-minimising use of public transport. Attendees should walk or cycle if possible. Attendees from a household or support bubble can travel together in a vehicle.

If attendees do have to travel with people outside their household or support bubble they should try to:

- Share the transport with the same people each time
- Keep to small groups of people at any one time
- Open windows for ventilation
- Face away from each other
- Clean the car between journeys using standard cleaning products
- including door handles and other areas that people may touch
- Ask the driver and all passengers to wear a face covering

iii. There will be a reminder of this included prominently on the club's website



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c. On-Arrival

i. Staff / volunteers should

- access the clubhouse as directed
- record their name for the activity as directed
- practise 2m distancing where possible
- avoid causing congestion in any areas
- follow any instructions from activity leader or other club official

ii. The Activity Leader will deliver standard Briefing to the group to include follow guidance

- to confirm that they do not have symptoms
- to practice good personal hygiene at all times on duty
- the operational measures in place for the activity

3, ACTIVITY

a. General

-Anyone who develops symptoms during an activity must immediately leave the venue

-Signing in: Attendees will be asked to record their attendance

-Social Distancing must be maintained: we will not serve people who do not comply with this and ask them to leave the premises

-Indoor Service: where possible all service will be direct to tables to reduce the need to queue at the bar

-Outdoor Service: where possible all service will be direct to tables to reduce the need to queue at the bar

-Minimising music noise; We will keep music and other background noise low to prevent customers shouting and reduce droplet transmission

-Glass collection; Customers will be encouraged to leave used glasses on the tables for the bar staff to collect. Bar staff will clear and clean the tables after use then wash their hands.

-Floor markings to maintain social distance

To help the public maintain a social distance, clear floor markings have been installed so that IF service from the bar is used it limits the numbers of customers at the bar to one person per member of bar staff at a time being served and socially distanced queueing.



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-Seating layout

All internal seating has been positioned in such a way that there is social distancing. Tables and chairs should not be moved from their location. Tables and chairs have been installed on the pitch and the pitch perimeter fence in front of the club house removed to ease access

-Minimising touch points

Enhanced cleaning will be put in place in the clubhouse. Entrance and exit doors will be propped open to reduce contact.

-Enhanced cleaning

All areas of the clubhouse need to be clean. With COVID 19 we will ensure all touch points such as toilets, door handles, till screens and card terminals are cleaned regularly.

4. FACILITIES & PROTOCOLS

a. Entry & Exit –designated entry and exit points will be put into place to minimise people crossing each other. These will vary from activity to activity depending on the level of participation. A one-way system will be put in place. Appropriate signage will be put in place to highlight access routes.

b. Toilets - will be available for each activity. The actual toilets to be used will be designated by the leader. These should be cleaned before, during and after each session. The club will ensure that suitable cleaning products are available in any toilets to be used. Toilets should be used on a one out –one in basis. Hand sanitiser, soap and paper towels will be available. Waste bins will have bags to ease disposal of paper towels.

c. Registration Point –for all activity there will be a registration point where the leader or designated official will take a record of who is in attendance. Any data will be kept, in line with the club's GDPR policy, for 21 days to support NHS Track & Trace. In addition, an infrared thermometer will be available here to check the temperature of attendees if there are any concerns about anyone showing symptoms.

d. Sanitising station – a sanitising station will be provided with hand sanitiser available at all entrances to the club, outside the toilets

e. Signage – Signage will be used to support this policy. This will include a reminder of the need to social distance.

f. Payments –the club will provide the option for contactless payment and this will be encouraged in activity promotions. Card payment is also acceptable, and the reader will be cleaned after each use. Where any cash is handled the recipient will sanitise their hands after the transaction has taken place.



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5. SUMMARY

Club responsibility

- deliver, review and revise this policy and risk assessment
- ensure each activity has a designated leader
- ensure each activity supports NHS Track & Trace
- ensure signage, equipment, cleaning consumables are available
- consider feedback from leaders and visitors
- review policy

Activity Leader responsibility

- have understanding of this policy
- Remind volunteers to self-assess for symptoms, guidance for travel, and what to bring with them
- Ensure the clubhouse is appropriately set up with signage to support the policy
- ensure that toilets facilities are available and clean
- clean equipment prior to use
- register participants
- deliver pre-activity briefing and sessions in line with to volunteers
- review activity against policy
- clean equipment post activity
- record any issues and advise club Covid-19 officer

Attendees responsibility

- Familiarise themselves with the policy
- Self-assess for symptoms prior to participation and not attend if symptomatic
- Follow good practice for travel to activity
- Enter and exit clubhouse as per instructions/signage
- Practise good personal hygiene
- Practise social distancing
- Report any issues or observations to the Activity leader.

6. DISCLAIMER

This guidance is for general information only and does not constitute legal advice, nor it is a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to date information regarding social distancing and any other Government measures.