



# SWANSEA HARRIERS

## COVID-19 PROTOCOL AND PROCEDURES

IN CONJUNCTION WITH SWANSEA UNIVERSITY ATHLETICS & HOCKEY CENTRE

Table of contents:

Page 1: Introduction

Page 2: Summary

Page 3: Swansea Harriers COVID-19 Officer

Page 4: Protocol & Procedures

- (A) On Track
  - (i) Register
  - (ii) Payment
  - (iii) Equipment
  - (iv) Track allowance & allocation

Page 7: Events permitted

Page 8: Site Map

Page 8: First Aid Support

- (B) Off track

## Introduction:

On Friday the 10th of July, the Welsh Government announced an easing of restrictions for outdoor gatherings in a sporting context. Swansea University have since confirmed that the outdoor athletics track will open on Monday the 3rd August. The track will operate with much-reduced opening hours and user capacity for the month of August. We are not expecting the indoor track to be available for many weeks. In addition, there will be numerous restrictions/adaptations that the club must adhere to when the track re-opens which will be further outlined and detailed in the following sections. Swansea Harriers coaches will have set start and finish times for their sessions inclusive of set up and take down. The overall track capacity user's limit to be set by Swansea University inclusive of coaches will filter down to each group, with non-negotiable maximum group's sizes. Furthermore, the Club has many off-track running groups and coaches have the benefit of open public spaces where training can take place with club athletes. There will be restrictions/ adaptations that the club must adhere to in organised sessions taking place away from the outdoor athletics track which, again, will be further outlined and detailed in the following sections.

As the situation continues to evolve and change, please bear with us as we as a Club, and the University track staff are working extremely hard in the background to ensure we are providing a safe environment for our coaches and athletes upon their return to the club. Please carefully read the following information as it is extremely important for the welfare and safety of our coaches and athletes moving forward. We as a club now have an even greater responsibility in not just keeping ourselves safe and healthy but also ensuring the wellbeing of our fellow members.

## Summary:

Swansea Harriers will have exclusive use of the outdoor track for training on the following days and times: Monday, Tuesday, Wednesday and Thursday from 5 – 6.15pm and 6.30 – 8.30pm each night which will be designated 'club sessions'.

During club sessions, 30 athletes in total **plus coaches** will be permitted on the outdoor athletics track at one time.

~~For the first week commencing 3<sup>rd</sup> August 2020 the maximum ratio will be 2:1 for athletes to coaches. This is to ensure that all club coaches have access to the track and to maintain safe practice.~~ Track allocation will be determined by Andrew Jenkins and shared with the coaches. Coaches must confirm their intention to take up their allocation to ensure that the facility is used as efficiently as possible.

Due to the very restricted capacity the Club committee has determined that Club Sessions are only available for qualified UKA coaches and their training groups. All athletes attending must have renewed their membership for 2020.

It is hoped that upon a successful return that ~~ratios can be improved~~ **track capacity will be increased**, but this will always be subject to guidance from the Welsh Government and the University.

**Social distancing of at least 2 metres will need to be maintained at all times.**

Outside the times and days set out above, Swansea Harriers coaches and self-coached athletes (over the age of 18) have the ability to book the outdoor athletics track directly with the University **online here** <https://sportbookings.swansea.ac.uk/login.aspx?ReturnUrl=%2f> The coaches and athletes must comply with all directions from the staff of the University in respect of any such booking and to undertake such measures as are additionally set out in this protocol document.

The club understands that the track provision for non-club sessions will be determined as follows:

- Throwing - 6 athletes at the cage and shot end
  - 4 athletes at the Mumbles end for Javelin throwers
- Mid/ long distance - 10 athletes
- Sprinters – 10 athletes

There will also be a maximum of 10 coaches permitted.

~~During the week commencing 3<sup>rd</sup> August 2020 the only session open to be booked directly with the University will be Saturday 8<sup>th</sup> August 2020 between 9.30 and 11.30am. Booking for non club sessions should be done via the online system (when available). Until the system is available the booking should be via e-mail sent to [itcstaff@swansea.ac.uk](mailto:itcstaff@swansea.ac.uk) or over the phone on 01792 602400.~~

The University have indicated that they will keep the capacity of athletes on the track under review and the Club will pass any information received through the normal e-mail and website channels.

Coaches or athletes undertaking training away from the outdoor track must follow the guidance contained within this protocol document.

The club does not have access to the grass pitches below the track and any coach intending to use this facility must book the pitch in advance with the University ITC staff.

## Swansea Harriers COVID-19 Officer

As per Welsh Athletics guidance, Swansea Harriers have appointed several COVID-19 Officers. COVID-19 Officers work closely with the Club Trustees and manage issues and enquires relating to the COVID-19 pandemic as well as planning the return to club training/activity. COVID-19 Officers are responsible for the production of the appropriate risk assessments related to the return to activity. In addition, COVID-19 officers are:

- A key point of contact for the facility manager / operator in the case where clubs operate from a dedicated facility.
- Look to ensure that risk assessments and risk management protocols are being adhered to.
- Be a key point of contact for members, if they have any club related questions/concerns relating to COVID-19.
- Ensure that the club and its members are adhering to Welsh Government and Public Health Wales guidelines.
- Ensure that the club has thorough communication with its membership and the membership are updated on a regular basis. Members should always be reminded of their wider responsibilities as well as the need to undertake the necessary hygiene and social distancing procedures.
- Ensure that the club (and / or the facility) maintains an accurate record of who is training. The club should maintain up to date contact details for all members, as this will assist with contact tracing should it be necessary.
- Communicate all Welsh Athletics updates to the club and wider membership as appropriate.
- Undertake the relevant training (note: as required but at this point is 'To Be Confirmed').

Currently the clubs appointed COVID-19 Officers are:

Ian Griffiths

Catherine Collins

Caroline Wade

Lynne Brier

David Sellick

Andrew Jenkins

**Katherine Oshisanya**

## Protocol & Procedures

(A) At the Outdoor Athletics Track

### (i) Attendance and Register

Athletes must only attend a club session upon direct invitation from their coach and must confirm their attendance not less than 24 hours before the session is due to commence. They must be members of Swansea Harriers and have renewed or paid for their membership for the 2020 season. This is to ensure that the limited allocation is used to its fullest extent.

No athlete or coach should attend a training session whether in a club session or otherwise if they or any member of their household is suffering from a symptom of Covid-19 and the lead coach should ask the athlete or their parent to confirm each of the following questions:

- Have they or has anyone in their household or extended household been diagnosed with or tested positive for Covid-19 in the past 14 days?
- Are they or any member of their household or extended household suffering with a high temperature, a new continuous cough or a loss of taste or smell?
- Have they been advised to self-isolate as a result of having been contacted by the track and trace team?
- Have they returned from a foreign country and in a period of quarantine?

In the event that an athlete or parent responds 'yes' to any of those questions the athlete will not be permitted to attend.

If an athlete attends and reports such symptoms they shall not be permitted to train and shall be advised to self-isolate and arrange a test.

The lead coach will take and retain an attendance register of all athletes attending the training session which will include a contact number for the athlete or, in the case of an athlete under the age of 18 years, a contact number of a parent or guardian. At the end of each calendar month or, if requested as a result of a confirmed case of Covid-19, the lead coach will forward the attendance register to Andrew Jenkins as a Covid Officer. The lead coach and the Covid-officer shall comply with Swansea Harriers privacy policy in respect of the registers. The registers are to help with track and trace if necessary.

## (ii) Payment and Facilities

All Outdoor Track users are required to pay at the Indoor Track office prior to use. There will be a sanitising station at the main entrance to the indoor track. Payments will be taken at the staff office – and they will be operating a cashless service, preferably contactless. Please advise your athletes of this in advance. There will be a queueing system in place to manage users waiting to pay. Customers will not be permitted access to the office - a Perspex screen will be in place preventing this, as well as providing protection to both staff & customers. Social distancing will be maintained when making payment. Athletes may have to queue outside the building at 2 metre markings. Please advise your athletes of this, as they may have to wait outside to make payment in all weather conditions. The club café for the interim will remain closed. Vending machines (including the Hydrachill) will be unavailable – customers to be advised to come prepared for this. Changing rooms will be out of commission and athletes should arrive and leave in their training kit. Only the two toilets in

Reception will be available and wait points will be in place for these toilets, in line with social distancing guidelines, and will be segregated by a safe distance from the main traffic flow. Lockers will be unavailable.

### (iii) Equipment

There will be a sanitising station at the equipment containers.

Throwers should use their own implements where possible. Where equipment is borrowed, users must not share implements, and must return to the equipment store immediately after use for disinfecting.

A member of University staff will be based at the training containers for those requesting equipment.

### (iv) Track allowance & allocation

The track allocation for club nights will be as arranged by Andrew Jenkins and shared with the coaches. The club recognises that for the time being there will be a significant reduction in the number of athletes each coach will be permitted to coach during club sessions.

The following guidance must be followed by the coaches:

Middle Distance/Endurance:

- Middle distance coaches & athletes to position themselves and kit on the inside of lane 1.
- Middle distance athletes are permitted on lanes 1 and 2 only of the athletics track.

~~Middle distance athletes will need to run in single file with a 20m gap between individuals. Coaches will need to ensure that the faster athletes begins first as no overtaking will be permitted and a 20m gap must be maintained at all times.~~ **Middle distance athletes are now allowed to break social distancing only to complete training reps of less than 1 minute "efforts", but must observe the social distancing rules before and after reps. These are short sharp reps or in infections terms short exposures. From a track and trace point of view the minimum exposure risk is within close contact of 1m of another individual for more than 1 minute. This is where the slackening of the social distancing rule around reps comes in because the exposure will be within 1 metre but will last less than 1 minute. The warmup run, stretches and warm down runs still need to be done maintaining 2m social distancing, as do the walk/jog between reps. Primary school aged athletes do not need to social distance, but are encouraged to do so.**

Sprinters/Hurdlers/ Jumpers:

- ~~All athletes will need to have a 2 lane gap at all times.~~
- ~~If sprinting over 100m sprinters will have to use lane 4. If sprinting or undertaking drills less than 100m sprinters will need to use lane 5.~~

~~● In order for athletes to use lane 5 they will need to ensure that lane 4 is clear. Sprinters will have to run one at a time or use lane 5 & 8 if running together.~~

~~● Other lanes can be used (4-9), as long as athletes are not using adjacent lanes simultaneously. E.g. lanes 6, 7, and 8 can be set up with hurdles on different spacing's and/or heights, as long as athletes complete runs one at a time, and lane 4 is clear when lane 6 is being used.~~

**Lanes 4-8/9 will be available for sprinters and hurdlers. Athletes are now allowed to break social distancing only to complete training reps of less than 1 minute “efforts”, but must observe the social distancing rules before and after reps. These are short sharp reps or in infections terms short exposures. From a track and trace point of view the minimum exposure risk is within close contact of 1m of another individual for more than 1 minute. This is where the slackening of the social distancing rule around reps comes in because the exposure will be within 1 metre but will last less than 1 minute. The warmup run, stretches and warm down runs still need to be done maintaining 2m social distancing, as do the walk/jog between reps. Primary school aged athletes do not need to social distance, but are encouraged to do so.**

● Sprint coaches & athletes to position themselves and kit on the **outside of lane 8/9**

Throwers:

Throwers will be confined to the following areas with the following limits:

- Athletes permitted in the throwing cage area
- Athletes permitted in the javelin end of the ‘D’ area.
  - Athletes and coaches should maintain 2m distances between every person.
  - Athletes should collect their own implement, when safe to do so.

Only athletes, coaches and club covid officers will be allowed inside the track barriers. Parents of athletes under the age of 18 are asked to remain within 5 minutes of the track at all times and should adhere to all social distancing requirements. At this time the stand will not be available for parents to sit and watch their children.

## Events permitted

Events permitted by Swansea University in line with Welsh Athletics and Welsh government guidelines include the following:

Javelin	Shot
Hammer	Discus
Sprints	Endurance
Hurdles (Long & Short)	

Unfortunately, at this time due to Health and Safety concerns the following events are unable to take place: High jump, long jump, triple jump, pole vault and steeplechase.

The Club will keep the limitations in respect of permitted events under review and consider any change in guidance from Welsh Athletics and the Welsh Government as soon as reasonably possible.

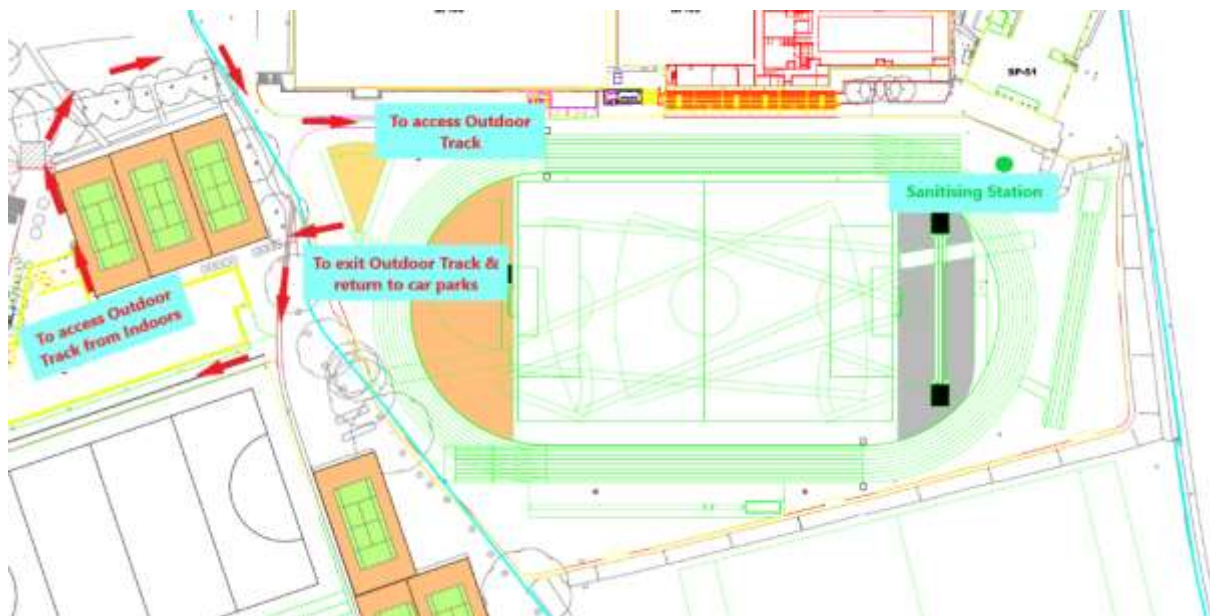
#### Site Map and Access to the Outdoor Track

Access to the Outdoor Track will be via the pedestrian gate at the 100m finish line. Access will be via the pedestrian gate alongside the gravel shot area. See figure below. Gates will remain unlocked & open during opening hours to reduce touch points.

A member of University staff will be based on the Outdoor Track, but not in a set location. Instead, they will be 'floating' ensuring rules of use are observed, encouraging social distancing, and providing access to equipment storage. They will be accessible to customers at all times via the staff mobile.

Stand seating, dugouts, track judges & starters stands will be unavailable – to be cordoned off.

Car parking will be available in both gravel car parks, but a section of the rear gravel car park will be cordoned off to allow for safe pedestrian travel. Users are encouraged to park safe distances apart.



## First Aid Support

Swansea University have confirmed that first aid support will continue to be provided however their staff have been advised, in accordance with HSE guidance, that in most cases they will be recommending self-treatment where possible. For athletes under the age of 18,



it will be expected that the parent or guardian will attend to their child in most instances. If required, hands on treatment will be provided in addition to CPR and defibrillation. Staff will have the necessary and additional PPE. First Aid can be requested by contacting a member of the University track staff on: **01792 602400/ 07870 244 761.**

## (B) Off Track

Athletes must confirm their attendance not less than 24 hours before the training session is due to commence. No athlete or coach should attend a training session if they or any member of their household is suffering from a symptom of Covid-19 and the lead coach should ask the athlete or their parent to confirm each of the following questions:

- Have they or has anyone in their household or extended household been diagnosed with or tested positive for Covid-19 in the past 14 days?
- Are they or any member of their household or extended household suffering with a high temperature, a new continuous cough or a loss of taste or smell?
- Have they been advised to self-isolate as a result of having been contacted by the track and trace team?
- Have they returned from a foreign country and in a period of quarantine?

In the event that an athlete or parent responds 'yes' to any of those questions the athlete will not be permitted to attend.

If an athlete attends and reports such symptoms they shall not be permitted to train and shall be advised to self-isolate and arrange a test. The lead coach will take and retain an attendance register of all athletes attending the training session which will include a contact number for the athlete or, in the case of an athlete under the age of 18 years, a contact number of a parent or guardian. At the end of each calendar month or, if requested as a result of a confirmed case of Covid-19, the lead coach will forward the attendance register to the Covid Officer. The lead coach and the Covid-officer shall comply with Swansea Harriers privacy policy in respect of the registers.

Not more than 30 persons (including all coaches or leaders) may attend any one session and the ratio of 1 leader to 12 athletes must be maintained. Where the session is to include athletes under the age of 18 the coach must not be coach 1:1 without a parent being present at all times and in all other cases, parents must be requested to remain in the near vicinity (5mins away) in order to meet any first aid needs of their child.

In addition to the completion of a risk assessment as to the activity to be undertaken, the lead coach shall be responsible for preparing an assessment and taking mitigation measures to minimise the potential spread of Covid-19. In particular, the lead coach should familiarise himself with the 'Guidance for Clubs and Groups for a Return to Group Running: Version 2 (10.07.20) as published by Welsh Athletics and as periodically updated. The lead coach shall communicate the measures to their athletes in a timely fashion and at least 24 hours before the session and shall send a copy to Andrew Jenkins as one of the Covid-19 Officers.