



# WALSALL FC COMMUNITY PROGRAMME COVID-19 MAIN POLICY

**Date:**  
**Endorsed by: XXX**

**Signed:**

**XXX**

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## Introduction

### Welcome back from the Chairman

Over the coming weeks we will contact you to make arrangements to return to work. Before this we ask that you read the attached. You may already be doing some of this already in your day to day lives but we ask that you familiarise yourself with it ready for your work environment.

We have performed a risk assessment on the business with regard to making the business safe for it to reopen its doors for both its employees and those that use it.

On your return and before you start work you will be asked to attend a return to work induction where you will be able to ask any questions you may have.

Leigh Pomlett – Walsall FC Chairman

### Welcome back from the Community Director

Firstly, I say thank you to all staff for their patience over the past few months. We all know that the core element of our job is delivery of quality sport, education, health and engagement provision to the residents of Walsall. The Government Lock Down has prevented us delivering any practical sessions since March 2020.

Restrictions are now easing and we are planning our return to work as a Community Department. This will begin on Monday August 3<sup>rd</sup> and will be a phased return.

I echo the Chairman when I advise staff that we will communicate with all staff regarding inductions, policies and a safe return to work and I look forward to us working, gradually and carefully, toward a full return to work over the remainder of the year.

Adam Davy – Walsall FC Community Director

## 1.0 General Office Policy

### 1.01 Staff Arrival and Departure Times

All staff are asked to enter the Community Department via the Community Room. Any person entering the building should have their temperature taken. We will also screen for any symptoms of fever, cough, loss of taste/smell, shortness of breath.

#### *Temperature Check*

All staff and participants will have their temperature taken on arrival. They will also be screened for any symptoms of fever, cough, loss of taste/smell, shortness of breath.

The temperature check should be taken with a thermometer gun. A temperature below 37.8 will be allowed entry to the building.

Should a reading be above 37.8, the person should be checked a second time. Following a second reading of 37.8 or above, a second thermometer gun should be used and the process followed again up to 3 more times. This will give a reading ratio of 3:2 or 2:3 to determine a final decision on the

temperature. If the ratio is a 3:2 showing a temperature below 37.8 the person can be allowed entry.

If the ratio is 3:2 above 37.8 the person should be asked to wait 5-10 minutes (in their car for isolation purposes, if possible) until the process is followed again. After 5-10 minutes the process should be followed again and determine a 3:2 ratio. If the ratio determines a temperature below 37.8 the person is allowed entry. A 3:2 ratio above 37.8, on the second round of testing, means that the person is not allowed entry and is sent home.

**THERE IS A STRICT POLICY TO FOLLOW THIS PARTICULAR PROCESS TO TEMPERATURE CHECK WITH ZERO TOLERANCE ON THE RESULTS.**

After testing, consistently above 37.8, we will ask the person to self-isolate and suggest they book a Covid 19 Test through the <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

In line with Government guidelines, we will also need to keep a log of who is in the building on any given days. This will include any visitors to the building. They will need to sign in and out the diary in the Community Room. It also needs specifically the name, address and contact number of any visitors/contractors to the Club and Community Department.

The Main Office can assume that all procedures have been followed by Community Staff who enter the Main Club Office, or any other areas of the stadium. Community Staff should follow all one way systems and social distancing that is place around all areas of the stadium. Please avoid unnecessary movement around the stadium site.

In line with Government guidelines we may ask you to stagger your arrival and departure times. This may be done in conjunction with forming “bubbles” at work. (A bubble is when we split staff into teams)

On days where staff will be delivering in schools or external venues, we ask that staff go directly to those venues. Staff will be expected to observe all procedures put in place by these venues, particularly schools. Please take the time to speak to the schools and understand their individual procedures.

### **1.02 Car Parking**

We ask that all staff park on the Community side of the stadium and, where possible, please park in every other space in the car park. We may review this in line with match days but will communicate if any changes are necessary.

### **1.03 Deliveries**

Post and other deliveries will be made to Main Reception. As such, we follow the Club guidance below:

#### *Specified Times*

Where possible, please ask our suppliers to deliver between 09.00 and 12.00 each day. This may not always be possible but will assist particularly initially when we are operating on reduced staff levels.

### *Telephone number to call from Barrier/ Main Gate*

There will a sign on the main gate with a number for the delivery person to call which will get through to the main switchboard. At this point we should ascertain the following:

- Who is it for?
- How large is it or what is it?
- Can it be walked down from the gate?
- Does it need the Barrier opening?
- Can it taken at reception or does it need someone to meet the driver

If the Gate needs opening please call Bryan on the Radio or phone to open the gate. Once other departments start to come back we can review this and will update the policy.

Trolleys are available for smaller deliveries.

Any questions please speak to the Senior Manager/Director on duty on that day.

### **1.07 Community Office**

The Community Office and workstations have been made Covid compliant with 1 way routes, Sanitisation Pods, Work stations assessed and marked out and cleaning schedules implemented. To assist in this, please read and include the following in your daily routine:

#### *Clean Desk Policy*

Please ensure that you work in a clean and smart way. Your desk should be tidy and with the minimal amount of clutter on there during your working day. At the end of your working day please leave your desk clear and free of clutter. Boxes have been provided for you to place your files etc into and leave under your desk.

There should be no hot desks during this time. All desks are allocated and distancing tape is on the floor.

Staff should face away from each other, where possible, and stay 2m away from each other when possible. A distance of 1m is advisable. Please wear face coverings when in close proximity of another member of staff (All staff will be allocated a personal face covering).

### **1.05 Meeting Table**

A maximum of 5 people should use the meeting table in the Community Office at any one time. For meetings of more than 5 people will require the meeting to take place in the Community Room and meeting members can sit at individual tables and effectively social distance. The Meeting Table and Community Room should be cleaned immediately after all meetings have ended.

### **1.06 Sanitisation**

A sanitisation point has been placed in the Community Room and the Community Office with the following:

- Hand sanitiser

- Anti-Bacterial Sanitiser
- Gloves
- Blue Roll
- A Bin underneath

At the start and end of each day please sanitise your desks. Don't forget telephones, office equipment such as staplers, hole punches etc. It is also good practise to sanitise throughout the day and use the Hand sanitiser. Please place your blue roll into the bin under the Sanitisation unit.

Gloves are also provided for those that want them. If you have any allergies please speak to your line manager or to the Covid 19 Officer. Please notify the Senior Management Team if you notice that any of these items need replacing.

### **1.07 Printing/ Copying**

Only 1 person should access the printer in the Community Office at any one time. In the Main Office, only 1 person should be in the Print/Copy room at any time. Please observe both guidelines and sanitise the equipment after use.

### **1.08 Use of the Kitchen**

Only 1 person is to use the kitchen at any one time. Staff are to bring in their own allocated cup for hot drinks, and cutlery from home for eating with. These items must not be shared and must be cleaned using the new club sanitising station.

### **1.09 Food/Breaks**

Please bring your own food and refreshments to work with you. In line with Recommendations the fridge, freezer, microwave, toaster are available for use but strict cleaning of the items must take place after every use. Staff must bring their own cutlery from home and take it home with them at the end of each day.

Please sit at individual desks, or outside, to eat your lunch and snacks.

### **1.10 Social Distancing and Signage**

Please note that strict social distancing areas will be marked out in the workplace. The marking will be in yellow and black hazard tape. This tape will also be used to close any areas of the workplace that cannot be used, as necessary. Signage will also be placed around the workplace to remind staff and public of the new measures that are in place.

## **2.0 Other Rooms accessible for the Community Department**

### **2.01 Community Room**

Use of the Community Room by staff is limited to eating and meetings. Both of these activities have been covered previously in the policy.

Use of the Community Room for any other activities should be agreed with the Senior Management Team and a Risk Assessment and procedure drawn up. This includes the possible use on Match Days. Group activities, such as Soccer School Groups and Birthday parties are covered in section 4.

The Community Room is to be cleaned daily using the sanitiser stations.

Please note that strict social distancing areas will be marked out in the workplace. The marking will be in yellow and black hazard tape. This tape will also be used to close any areas of the workplace that cannot be used, as necessary. Signage will also be placed around the workplace to remind staff and public of the new measures that are in place.

## **2.02 Small Community Room Office**

Only two people, with social distancing measures and/or face coverings, should access the Small Community Room Office at any one time. Please restrict use of this office to a minimum. The office should be sanitised at the start and end of each day, and also after every use. This includes telephones and office items etc.

## **2.03 Fan Zone**

The Fan Zone is not available for any activities and should not be used at this time.

Staff that require this area as an overflow are for eating in groups should make a request to the Senior Management Team.

There is no sanitiser station in the Fan Zone. Staff should take extra items to the room to clean it before and after any possible use.

Under no circumstances should anyone use the Playstations, Soft Play and Lego Tables etc.

Please note that strict social distancing areas will be marked out in the workplace. The marking will be in yellow and black hazard tape. This tape will also be used to close any areas of the workplace that cannot be used, as necessary. Signage will also be placed around the workplace to remind staff and public of the new measures that are in place.

Please note that strict social distancing areas will be marked out in the workplace. The marking will be in yellow and black hazard tape. This tape will also be used to close any areas of the workplace that cannot be used, as necessary. Signage will also be placed around the workplace to remind staff and public of the new measures that are in place.

***Please also note the club guidance on these other areas of the stadium that Community Staff may access:***

### **Club Shop**

*A specific policy is available on request for this area but to summarise:*

- Reduced opening times and days will apply in this area.
- Queuing lanes have been set up.
- Perspex Screens have been placed in front of the Tills.
- Sanitisation station inside the shop.
- A maximum of 4 customers in the shop at any one time.
- Trying on is not allowed. We may have 1 garment on the rack and the customer will have to ask for their size and have it from the stockroom.



- Returns are accepted. Standard policy of 28 days applies. We understand that there may be exceptions. These will be reviewed on a case by case basis. Returns to be quarantined for 72 hours.
- We will encourage Online Ordering and Delivery. We may include a Click and Collect on Certain Days
- We will encourage a Cashless Payment system.
- This will be communicated via social media and on the Club Website

### **Ticket Office**

*A specific policy is available on request for this area but to summarise:*

- Reduced opening times and days will apply in this area.
- Queuing lanes have been set up.
- On Quieter days, tickets can be purchased from the Club Shop.
- We will encourage Online Ordering and Delivery. We may include Click and Collect on Certain Days
- We will encourage a Cashless Payment system.
- This will be communicated via social media and on the Club Website

We encourage Community Staff to access these club areas as minimally as possible.

## **3.0 Other Considerations for staff**

### **3.01 General Items**

All staff will be requested to keep any general or personal items in a work bag that is kept closed and under your desk whilst at work.

### **3.02 PPE**

*Face Coverings* - All staff will be issued with WFCCP Face Coverings. These Face Coverings are in the form of a lycra snood that can be pulled up and down, above the mouth and nose, when needed. Please use these when closer than 1m to other staff members and other people on site.

Gloves, Hand Sanitiser, Antibacterial Sanitisation spray are all provided for you to use at work.

### **3.03 Hand washing**

Hand washing is vital to the reduction of transmission of Covid-19. All hand washing should always be in line with Government guidelines regarding method and length of washing. All staff must wash their hands when leaving home and then when arriving at work to wash their hands immediately upon arrival, as well as before handling or eating food, or after blowing noses, coughing or sneezing, or going to the toilet.

Please wash your hands regularly for at least 20 seconds. Whilst hand sanitiser is provided, washing hands is by far a more effective way of keeping the virus at bay.

### **3.04 Hand Dryers**

In line with Government recommendation, please do not use the hand dryers in the Community Office toilets. Please use Hand towels or blue paper towels that have now been provided. Please

notify the Senior Management Team if you notice that soap dispensers or paper towel holders are empty and they will rectify the situation. In the event of soap or towels not being available, please use the next nearest hand washing area.

### 3.05 Testing Centres

Use the [111 online coronavirus service](#) if you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).

#### Coronavirus testing centres near me: Full list of UK locations and who can get a Covid-19 test

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Anyone with symptoms of coronavirus can now get tested, Health Secretary Matt Hancock announced.

#### Who can be tested?

Prior to this, testing was limited to anyone over the age of five and before this, testing in England and Scotland has previously been limited to people with symptoms who are key workers and their families, hospital patients, care home residents, over-65s and those who need to leave home to work.

#### When is testing most effective?

The test is only guaranteed to be accurate if someone is symptomatic.

The government advises that you should get tested in the first three days of coronavirus symptoms appearing, although testing is considered effective up until day five.

#### How do I arrange a test?

The NHS explains that, you can ask for a test:

1. for yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
2. for someone you live with, if they have coronavirus symptoms

For further information, visit the [NHS website](#) or [Gov.uk](#)

#### What does the test involve?

The [NHS notes](#), “The test usually involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself or someone can do it for you.”

### Where are the drive-through testing centres in the UK?

These are the 50 Regional Test Sites that have been set up by the Department of Health and Social Care. The nearest ones to WFC are Birmingham (Midland Metropolitan), Coventry, Edgbaston, Worcester.

For details of others please visit <https://www.nhs.uk/>. You can also order tests online.

### 3.06 Track and Trace

**People who have been in close contact with someone found to have Covid-19 are now being traced.**

The NHS contact tracers will ask people they get in touch with to self-isolate for a fortnight. An app is also being developed, although its launch has been delayed.

#### How does contact tracing work in England?

The hope is that contact tracing will avoid the need for national lockdowns, with more local restrictions used instead.

Anyone in England with **coronavirus symptoms** can now **get a test**. If it's positive you'll be contacted by text, email or phone and asked to log on to the **NHS Test and Trace** website.

There you will be asked for personal information including:

- Name, date of birth and postcode
- Who you live with
- Places you visited recently
- Names and contact details of people you have been in close contact with in the 48 hours before your symptoms started

Close contacts are:

- people you spend 15 minutes or more with at a distance of less than 2m
- people you have direct contact with - such as sexual partners, household members or people with whom you have had face-to-face conversations at a distance of less than 1m

The contact must have taken place between two days before and up to seven days after symptoms appeared.

No-one contacted as a result of you testing positive for coronavirus will be told your identity.

A parent or guardian will need to give permission for a call with under-18s to continue.

Manual tracing was meant to be launched in mid-May, in tandem with an app that would automatically alert users if they have been in contact with another user with coronavirus.

The manual element launched in England on 28 May. The app is still being **tried on the Isle of Wight** and hasn't been released more widely, although Business Minister, Nadhim Zahawi, suggested it would be in place by the end of June.

### 3.07 What if I am contacted by the tracers?

Anyone deemed at risk of infection will be told to stay at home for 14 days.

You will be asked to **self-isolate**, even if you do not have symptoms, to stop the danger of the virus spreading.

You should not leave your home for any reason. If you need food or medicine and live alone, you should order it online or by phone, or ask friends and family to drop it off on your doorstep.

- **What are the self-isolation rules?**
- **My new skill as a contact tracer**

If you live with other people they won't have to self-isolate, unless they also develop symptoms, but they must take extra care around you regarding social distancing and hand washing.

#### Do I have to follow the instruction to self-isolate?

It's currently voluntary, but the Department for Health has said that if people don't comply:

*"We will not hesitate to introduce tougher measures, for example making visits to check that they are home or issuing fines if they are found outside the house"*

## 4.0 Outdoor Session Delivery

Competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches. Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play. With this in mind, the following advice should be followed:

### 4.01 Face Coverings

All staff members are requested to wear the WFCCP issued face coverings at all times, when delivering a session. The face covering should be pulled up above the face and nose when working closely to parents/participants. This includes dealing with injuries.

Participants advised to bring their own face coverings with their name/initials on them (optional). WFCCP will have a supply of face coverings available for purchase, prior to sessions, at a cost of £5 each.

### 4.02 Sanitiser Stations

Two Sanitiser Stations will be made available on the Astro Turf. These will be placed at the entrance and exit of the pitch. Coaches and participants are requested to use these stations each time they enter or exit the pitch.

Participants are required to bring their own sanitiser and name/initial their bottle.

### 4.03 Equipment

Coaches and players are encouraged to not unnecessarily handle equipment during sessions and to use their feet as much as possible. All equipment will be cleaned after each session. This should be



done with the new club sanitiser equipment, as per staff training. Equipment should be used sparingly in sessions without affecting the quality of delivery.

At the end of every session, and main breaks in sessions, the equipment should be sanitised. Bibs should be washed after use. It is important that equipment is not shared between groups and players/coaches fetch stray footballs for their group. Passing stray footballs back to other groups should be done by feet only.

Goalposts should be sanitised before sessions, half way through sessions and at the end of each session. Goalkeepers are encouraged to sanitise their gloves during breaks in sessions.

#### **4.04 Changing Rooms and Clothing**

Participants are to arrive in appropriate clothing/footwear ready to play. They are to meet directly on the AstroTurf as changing rooms will not be open. All clothes and personal items **MUST BE NAMED** and lost property will not be kept by the Club/Community Department. It will be disposed of at the end of every day/session. Coaches must do their best to remind players to collect all belongings at all break times and the end of each session.

All clothes/personal items to be **KEPT IN A BAG** and stored by their area of the pitch. Parents/participants should consider that the clothing and bags should be suitable for inclement weather, although coaches will do their best to place these bags in covered areas, where available.

#### **4.05 Group “Bubbles”**

Groups will work in a bubble which includes the same participants and coach, where this is possible. Changes to the bubble will be kept to a minimum and each bubble will remain socially distanced from other bubbles at every opportunity.

#### **4.06 Toilet Breaks, Water Breaks and Lunch Breaks**

##### *Toilet Breaks*

First and foremost, we encourage participants to use toilets at home, prior to sessions. Appropriate breaks will be given, in sessions that last longer than an hour, for group bubbles to use toilet facilities.

Using a toilet will operate on a “1 in, 1 out” policy to comply with social distancing. Toilets will be sanitised regularly and these breaks will be staggered. Participants who are “desperate” for the toilet will be given the opportunity to use toilets as safely as possible. Participants and coaches must wash hands after using the toilet and follow Government guidelines to ensure this is done correctly.

##### *Water Breaks*

Staff and participants are encouraged to bring water or squash based drinks for during sessions. Participants should ensure that they have enough refreshment for the duration of the session they are attending. Glass bottles and cans are discouraged, as are fizzy drinks.

WFCCP staff will not be permitted to fill participant drinks for them.



Drinks bottles should be named. They will be kept pitch side, during sessions, and spread out to maintain social distancing as best as possible.

#### *Lunch Breaks*

Staggered lunch break will be scheduled during sessions that last a day. Bubbles of 15, plus a coach, will be taken at intervals to eat lunch. Socially distanced indoor areas will be made available and the appropriate time given for participants and coaches to eat and use the toilet. Hand washing will also be encouraged during this time. Lunch rooms will be sanitised between use for each bubble group and staff will be allocated to manage this process.

#### **4.07 Underlying Health Issues of Participants**

It is the responsibility of the parents and/or participants to notify WFCCP of an underlying health conditions they may have, prior to taking part in activities. This is a safeguarding measure to ensure that the health and well-being of all participants can be managed correctly.

There is space on the consent forms for parents and/or participants to enter this information. All information is used appropriately and is stored safely, in accordance with GDPR guidelines.

#### **4.08 Consent Forms and Registers**

Consent forms for all participants must be completed and signed prior to the start of sessions. The consent forms will cover all aspects of information that WFCCP need to ensure the safeguarding of participants. The consent forms will cover a signed declaration that participants, or parents of participants, are satisfied that sessions are Covid compliant and that they are happy to participate.

The details of the consent forms will then be transferred to comprehensive registers that will be used to manage the group bubbles and ensure safeguarding of the participants. All information is used appropriately and is stored safely, in accordance with GDPR guidelines. These registers will also be used for track and trace purposes, should the need arise.

#### **4.09 Arrival of Participants, Drop Off Zones and One Way Systems**

Designated drop off zones will be allocated for participants to arrive. The “Red Car Park”, at The Banks’s Stadium, is the only car park that participants should arrive to as the drop off zone. Cars should park one space apart, where possible, and use the full extent of the car park. Car parking bays should be used and roadways kept clear at all times.

Cars **MUST NOT** park on the road (Dale Road) leading from Bescot Crescent to the Red Car Park and Retail Park. Double yellow lines are in operation.

Participants should then make their way, safely and observing 1m distances, to the astroturf. They should walk past the Walsall FC Club Shop, beyond the Savoy Entrance and under the stand toward the AstroTurf entrance. Only participants and staff are permitted to walk the stairs up to the AstroTurf. Participants should then make their way, directly, to their designated coach and coaching area. Staff will be on hand to safely greet and organise participants.

The exit for the AstroTurf will be through the back gate, AT ALL TIMES. Coaches will escort players through this one way system to leave the pitch for breaks or the end of the sessions.

At the end of the session, coaches will escort participants to a pedestrian gate at the side of the AstroTurf nearest the Retail Park. Where necessary, parents can meet participants beyond this gate and safely in an area of Dale Road. All people should be aware of any traffic, although this is minimal traffic as Dale Road is a dead end.

Staff will then sign the participants out of the session when they are met by parents, or leaving by their own accord. Participants should then walk down the path of Dale Road to their cars. They **MUST NOT** walk towards the stadium until they are beyond the Club Shop. This will ensure safe socially distancing for any other participants that are arriving for the next session.

Please observe the government guidelines for social distancing when arriving and leaving sessions. Late Collection of participants will be handled via our Late Collection Policy however, we encourage parents (where necessary) to be prompt at the beginning and end of each day. Parents running late are asked to contact WFCP to explain their situation and players will be supervised, safely, by staff until collected.

Please refer to the arrival map to fully understand the one way system.

#### **4.10 Spectators**

Spectators are required to follow the one way system from the car park to areas around the astroturf. Spectators, as is usual, are not allowed on to the playing area and must spectate from outside of the fences.

They will not be permitted to use the stairs up to the astroturf as this is for participants and coaches only. Spectators are asked to socially distance, as per government guidelines, and spread out around the astroturf to a viewing area near to where they wish to watch.

Once beyond the entrance steps to the astroturf, the one way system requires parents to walk around the astroturf from the stadium side, past the area next to the housing estate, along the back fence on the furthest car park (Green Zone) and down the side nearest the retail park to access the pedestrian gate. They are then asked to walk along Dale Road to return to their cars.

We ask that only 1 adult per participant stays to watch sessions. Accompanying siblings, under 18, are allowed with the accompanying adult. We ask that spectators adhere to socially distancing guidelines when standing and watching sessions.

This process means that spectators are kept to a minimum and will not be crossing paths with groups that arrive for sessions that follow on, allows for social distancing and prevents gatherings of people.

#### **4.11 General Hygiene and Other Safety Measures**

##### *Temperature Check*

All staff and participants will have their temperature taken on arrival. They will also be screened for any symptoms of fever, cough, loss of taste/smell, shortness of breath.

The temperature check should be taken with a thermometer gun. A temperature below 37.8 will be allowed entry to the building.

Should a reading be above 37.8, the person should be checked a second time. Following a second reading of 37.8 or above, a second thermometer gun should be used and the process followed again up to 3 more times. This will give a reading ratio of 3:2 or 2:3 to determine a final decision on the temperature. If the ratio is a 3:2 showing a temperature below 37.8 the person can be allowed entry.

If the ratio is 3:2 above 37.8 the person should be asked to wait 5-10 minutes (in their car for isolation purposes, if possible) until the process is followed again. After 5-10 minutes the process should be followed again and determine a 3:2 ratio. If the ratio determines a temperature below 37.8 the person is allowed entry. A 3:2 ratio above 37.8, on the second round of testing, means that the person is not allowed entry and is sent home.

Ratio 3:2 - If a participant registers a 3:2 high temperature, over the use of 2 thermometers, the above guidance should be followed.

Ratio 4:1 – If a participant registers a 4:1 high temperature, over the use of 2 thermometers, they can follow the above guidance. However, a second 4:1 high temperature recording will result in the participant being sent home.

Ratio 5:0 – If a participant registers 5 consecutive high temperatures, over the use of 2 thermometers, they are to be sent home with no second check.

**THERE IS A STRICT POLICY TO FOLLOW THIS PARTICULAR PROCESS TO TEMPERATURE CHECK WITH ZERO TOLERANCE ON THE RESULTS.**

If positive or temp >37.8 we will not allow entry to the session and we will ask you to self-isolate and book a Covid 19 Test through the <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

### *Spitting*

Staff and participants must not spit at any time during the session.

### *Goal Celebrations and Contact in Sessions*

Goal celebrations should be avoided, as should all unnecessary close contact during sessions. Staff will be encouraged to limit persistent close proximity of participants during match play and training.

### **4.12 Participants or Staff that show symptoms of Covid-19**

Parents, staff and/or Participants **MUST** notify WFCCP immediately if they show any symptoms of Covid-19.

If you are symptomatic or living in a household with possible or actual COVID-19 infection you must not participate or attend.

Should a case of Covid-19 be reported, bubble groups will be notified (Track & Trace) if they have been in contact with anyone notifying WFCCP of symptoms and will be recommending 14 day isolation as per government advice.



#### **4.13 Other Guidance and Measures**

Wherever possible and appropriate, WFCCP will continue to follow all on going guidance from government and governing bodies for sport and activity. This document will be edited accordingly when new advice is issued. WFCCP will also consider any other safety compliance that is deemed possible and appropriate. The following links show the extra guidance that WFCCP will use to establish a safe environment for everyone to enjoy their sessions:

<https://www.gov.uk/coronavirus>

<http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/detailed-covid-19-guidance-on-re-starting-competitive-grassroots-football.ashx?la=en>

### **5.00 Outdoor Match Play**

#### **5.01 Match Play**

Match play is permitted, with social distancing taking place before and after the game, and wherever possible during breaks in play. This includes substitutes observing a two-metre distance while out of the game and players maintaining a safe social distance at half-time.

#### **5.02 Match Venues**

Meeting times at venues should be shortened to 45 minutes (from 1 hour), to avoid groups and players congregating at the venue for longer than necessary. Everyone should enter and leave the venue following the traffic flow system the facility has in place, as well as abiding by all other measures implemented by the specific match day venue.

#### **5.03 Equipment**

All equipment should be regularly washed down with disinfectant by venue staff. Goalposts and corner flags will also be wiped down before and after matches as well as at half-time.

There should be no sharing of any kit or equipment by coaches or players, and all players are required to bring their own drinks in named containers.

#### **5.04 Spectators**

Spectators at matches are welcome but we ask that only 1 adult per participant stays to watch matches. Accompanying siblings, under 18, are allowed with the accompanying adult. We ask that spectators adhere to socially distancing guidelines when standing and watching matches.

This process means that spectators are kept to a minimum and prevents gatherings of people.

Footballs (in warm-ups or during the game) should only be retrieved by players and NOT by spectators to avoid unnecessary outside contact with the game. Spectators should avoid all unnecessary contact with match balls and equipment.

### **5.05 Injuries**

All staff dealing with injuries to a player must wear a face covering when treating them.

### **5.06 Hygiene**

Good personal hygiene measures should be practiced by everyone on a match day and hand sanitiser should be used by everyone at the venue. Hands should be washed regularly for at least 20 seconds, including at the earliest opportunity after the game has finished.

### **5.07 Changing Facilities**

Players must arrive to the match day venue in their kit and ready to play. No changing facilities will be available at venues due to social distancing restrictions.

No showers will be available at the facility and all players should shower at home.

### **5.08 Toilets**

Toilets will be provided by the match day venue and their guidance should followed by coaches, players and spectators.

### **5.09 Hospitality**

There will be no post-match hospitality available, in line with FA and league guidelines.

### **5.10 Players or Coaches showing symptoms of Covid-19**

All coaches, players and spectators should self-assess prior to matches. If you are symptomatic, or living in a household with possible or actual Covid-19 infection you must not participate or attend. You should stay home and follow the latest Government guidance. Anyone who becomes infected must comply with the Government 'Track and Trace' system as required.

### **5.11 Other Guidance and Measures**

Wherever possible and appropriate, WFCCP will continue to follow all on going guidance from government and governing bodies for sport and activity. This document will be edited accordingly when new advice is issued. WFCCP will also consider any other safety compliance that is deemed possible and appropriate. The following links show the extra guidance that WFCCP will use to establish a safe environment for everyone to enjoy their sessions:

<https://www.gov.uk/coronavirus>

<http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/detailed-covid-19-guidance-on-re-starting-competitive-grassroots-football.ashx?la=en>

## **6.00 Delivery in a School Facility**

### **6.01 Working with Individual Schools**

Staff are required to make contact with their schools prior to first day delivery. The schools are listed on the individual timetables that have been issued to all staff. Staff members must meet with appropriate school staff to discuss and understand all procedures that are in place for general school movement and lesson delivery (practical or classroom based)

See sections 6.02 and 6.03 for paperwork that must be completed before delivery of any session in school.

WFCCP staff are instructed to follow all school guidelines for each specific school that they work in. WFCCP insist that all staff take full responsibility in understanding and following each individual school protocol. Any issues or concerns must be brought to the attention of the Manager for Education.

### **6.02 Generic Schools Risk Assessment**

WFCCP staff are required to access the school Risk Assessments for the safe delivery of PE lessons and classroom based (if required). In any instance where a school does not have a Risk Assessment in place, WFCCP staff have been issued with a generic risk assessment. This can be adopted by the school, with any adaption they may wish to make.

Once completed the risk assessment must remain in the possession of the lead WFCCP staff member. A copy must be held on record in the Community Office. The lead WFCCP staff member must also document this paperwork in photographic form. This photo can then be shared in any instance where cover staff are required to work in a school that they may not otherwise be familiar with.

All risk assessments, WFCCP generic or school specific, need to be documented, recorded and saved on file. Liaise with the Manager for Education to compile a comprehensive log of risk assessments for all delivery/schools.

### **6.03 School Checklist**

All WFCCP delivery staff have been issued with a comprehensive check list to complete with all schools. In the initial meeting, WFCCP staff are to make the school aware of our checklist and, between the WFCCP staff and designated school staff, the checklist must be completed in full. Sign off, by both parties, must be completed before first session delivery, and returning to the Community Office.

Once completed the checklist must remain in the possession of the lead WFCCP staff member. A copy must be held on record in the Community Office. The lead WFCCP staff member must also document this paperwork in photographic form. This photo can then be shared in any instance where cover staff are required to work in a school that they may not otherwise be familiar with.

### **6.04 Other Guidance and Measures**

Wherever possible and appropriate, WFCCP will continue to follow all on going guidance from government and governing bodies for sport and activity. This document will be edited accordingly

when new advice is issued. WFCCP will also consider any other safety compliance that is deemed possible and appropriate. The following links show the extra guidance that WFCCP will use to establish a safe environment for everyone to enjoy their sessions:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.afpe.org.uk/coronavirus-guidance-support/>.

## **7.00 Birthday Parties**

### **7.01 Practical Football Session**

For the practical football section of the Birthday Party, see Section 4.0 – Outdoor Session Delivery. Parties will meet at the Astro Turf and follow all session guidance from thereon in.

### **7.02 Food and Community Room**

After the football session, the children (max. 16) will be escorted by a member of staff to the Community Room.

Children should sit adhering to strict social distancing areas marked out in yellow and black hazard tape. No parent, guardian or participant should move any furniture (chairs or tables) at any point as this compromises the design of the room and WFCCP social distancing measures.

The Community Room is to be cleaned before and after the party using the sanitiser stations.

#### *Parents/Guardians*

Only two parents or guardians from the same household are allowed access to the Community Room during the party, along with a WFCCP member of staff, to serve food and oversee the children.

All other adults or children not involved in the party cannot access the room, to allow for social distancing. However as mentioned in Section 4.0, parents are allowed to spectate the football session from outside the pitch's fence.

### **7.03 Departure**

After the party and food is finished, staff will escort the group around the Astro Turf, following the one-way system, to the designated collection point at the exit gate. All parents of party guests should meet their children here before following the one-way system back to the car park.

### **7.04 Session Times**

Due to a slight change in Saturday Club times, the Birthday Parties will now run from 10.45am until 12.15pm, with the same format of one-hour of football followed by 30 minute room hire for food.

### **7.05 Consent Forms**

The responsible parent or guardian must complete a group activity consent form with all of the details of those taking part in the football session. This will cover all aspects of information that WFCCP need to ensure the safeguarding of participants and Track and Trace.



This must be completed prior to the start of the session, and sent over digitally if at all possible.

The consent forms will cover a signed declaration that the responsible adult is satisfied that sessions are Covid compliant and that they are happy to participate.

## 8.00 Declaration

***By signing this contract, you acknowledge receipt of this Statement of Terms and Conditions of Employment and a copy of the Employee Handbook. Furthermore, you confirm that you have read and understood the contents of these documents and accept that together they form your contract of employment and that you are happy to return to work.***

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_