

# COVID Instructions

Please study the following document carefully before coming to a club session. If you are responsible for younger fencers, it is your duty to make sure that they understand and comply with these rules and procedures.

## Before a Session

1. Book a place in TidyHQ and complete the health questions for each person who's coming. We will provide the information that you give us to NHS test and trace if we are notified about anyone who falls unwell within 21 days of attending a club session. **Do not travel to attend a session if you or anyone in your household is experiencing COVID-19 symptoms (cough, high-temperature, loss of taste/smell).**
2. Booking will be limited, so please only book if you're definitely going to come, including parents/guardians. Non-fencers accompanying their children to a session are included in the total number we can admit to the hall, and will be asked to assist with some administrative and cleaning tasks. You may not attend if you haven't booked. We **will** turn you away (sorry). We will open booking for a session at lunchtime on that day since the health questions must be answered on the day that you attend a session.
3. Tuesday sessions were usually not as busy as the Friday sessions, so please do consider Tuesdays if you would like a better chance of getting a place. On Tuesdays, club kit available will be limited to boxes and spools, weapons and wires. Please ensure you have the protective clothing you need before attending these sessions (see Getting Kit below if you need to borrow some).
4. Arrive on time. Do not be late. The gate from Franklin Road will not be open so you will need to use the keypad as normal.
5. If you arrive a little early for a session, please wait in your car (or away from others if you didn't come by car) then head to the hall at the start time.
6. Wash your hands as soon as you get into the building. Use the kitchenette instead of the changing rooms to prevent bumping into people. Wash for 20s using soap.
7. Bring a face mask and wear it when indoors on the school site.
8. The changing rooms will be unavailable because it is difficult to observe social distancing whilst using them so there won't be anywhere to get changed. Turn up in your kit. Go home in your (smelly) kit.
9. Parents/guardians: Make sure your children understand what the new rules are.
10. Bring your own water because the water fountain in the lobby is not to be used.
11. Bring your own hand sanitiser where possible and maintain strict and frequent hand hygiene measures at all times.
  
12. Intentionally left blank

## Getting Kit

13. Club masks and jackets can be tried on once per session, then put away until the following week. If you don't know what size of club jacket etc. you need, please measure your face circumference and chest size before leaving home so that we can better-estimate which jacket/mask you will need. Please note that you may have to settle for equipment that is not a perfect fit since we must ensure that some kit is available for everyone who needs it.
14. We will have to limit the number of people who try on club equipment at a particular session. To do this, we'll ask you during session sign-up whether you'll need to try on club kit and will use a lottery to select people if there are too many on any one evening. Once you've found kit that fits, the Committee will record who's got what (with serial numbers) and allow you to take it home to wash between sessions. You may not take club equipment away from the hall if you do not report to a committee member what you have.
15. Trying on of club clothing and masks will be restricted to Friday sessions only.
16. If you have the means, we encourage you to purchase your own kit since this will help make more club kit available to those who can't afford it.
17. Please only bring what you'll need for the session so that we can spread everyone's bags out around the hall.
18. One person will be responsible for getting kit bags out and putting them back in the cupboard at each session. Please be considerate if you have to wait whilst they are unpacking the cupboard.

## During the Session

19. Make sure that you warm up properly before starting, and warm down afterwards to avoid injury.
20. The social distancing guidelines still apply, so stay at least 2m away from others whenever you can. We also ask that everyone wears face masks whilst inside the building to further reduce the risk of transmission should anyone develop COVID-19 symptoms. Remember that your opponent may not be able to hear you speaking, so don't rely on verbal communication alone.
21. We are going to split each club session into 'bubbles' of up to 6 people. Within each bubble you can fence each of the others for 3x5 OR 15 hits, up to 10 minutes cumulative fencing time and 15 minutes total elapsed time.

22. Stay in your bubble for the duration of the session, and be mindful of getting too close to other bubbles (e.g. when accessing your bag).
23. We are going to nominate a “Box Operator” for each bubble who will be responsible for set-up and tear-down of the electric box for that bubble. They will also be the only person to switch boxes on and off and do any other adjustment of them. Remote controls for the boxes will not be available.
24. If you (or one of your children) need assistance with connecting to spools, family members should help in the first instance, followed by someone in your bubble. If you don't live together, both people should wear face masks, avoid face to-face contact and minimise conversation, be quick.
25. Fencers should use hand sanitiser before and after touching spools to connect or disconnect their bodywire.
26. Club weapons must be cleaned whenever a new fencer takes them by following the BF cleaning procedure, or quarantined until the next session. (see <https://www.britishfencing.com/wp-content/uploads/2020/07/BF-Return-to-Fencing-Equipment-Cleaning-Protocols-v24th-June-2020.pdf>)
27. Seating space will be available for parents/spectators with suitable distancing on Fridays, please stay there if not directly involved in helping your fencer. Maximum one non-fencer per household please. Please assist in making sure that your children follow the rules.
28. Lessons from a coach will be allowed, providing that the coach is in your bubble with you. Please consider wearing a mask liner during lessons. Take care to stay distant during conversations and instructions (e.g. if the other fencer is hard-of-hearing); you may need to move outside the building to talk if the room is too noisy.
29. If you need to use the toilets during a session, please use hand sanitiser before going in, and wash your hands thoroughly with soap afterwards.

## Fighting/Sparring

30. All fights/sparring must be refereed. The referee is primarily responsible for ensuring that adequate distance is maintained where possible. Halt must be called if fencers get too close.
31. Fleches (running attacks) and corps-a-corps (guards touching) are not permitted.
32. The current guidance from British Fencing is that mask liners should be worn and exercise intensity should be reduced to compensate for the reduction in air-flow to your face.
33. Try to avoid shouting or screaming, particularly during one-to-one activities.

## After a session

34. After a session, the changing rooms will not be available because it is difficult to observe social distancing whilst using them so there won't be anywhere to get changed. You will need to go home in your kit.
35. All equipment, including masks should be cleaned before the next session. British Fencing has produced a document to describe how to clean your equipment. The club reserves the right not to admit anyone who we reasonably suspect has not cleaned their equipment between sessions.
36. Attendance lists for each session will be stored for at least 21 days in line with the club privacy policy. We will share the contact details you give us with NHS Test and Trace if we are informed that someone who attended a session has tested positive for COVID-19.

## **Session leaders' instructions**

**NB (In) references refer to COVID Instructions paragraphs, above; (Rn) reference refer to individual risks ins the RA-C001 Risk Assessment. age**

### **On arrival**

1. Keep a copy of these instructions with you!
2. (R9, I17) (Tuesdays) Hand sanitise, then get out weapons and wires bags only, boxes and spools  
(Fridays) Get out bags, boxes and spools  
(1 person operation to minimise handling)  
Prop open all outside doors where possible to maximise air flow and reduce cross-contamination risk from handles.

### **Participant Arrival protocol**

3. Copy of attendee list required, either printed or (better) online  
(I1) Check arriving member names against attendee list. Require non-booked attendees to leave.
4. Issue the following instructions/directions to arrivals:
  - 4.1. (I2) request volunteers (box monitors - must be fencer, weapon sanitisers - may be parent) (includes tear down etc. NB this may require the volunteer to stay later than they otherwise would, even if they are a child who has finished fencing - check this is ok. No good to say you'll help then leave early b/c your child has run out of bubble partners to fence.) Record offers of help.
  - 4.2. (I8) Explain no changing rooms available
  - 4.3. (I10) Explain no water fountain available.
  - 4.4. (I9) ask that parents ensure children understand and comply with rules and with any instructions from entry/session/kit managers or coaches.
  - 4.5. (I7, I19, I32) Direct attendees to put on face coverings if not already wearing.
  - 4.6. (R7, I6) Direct arrivals to handwashing in kitchenette (one person/family group in kitchenette at a time)
  - 4.7. (R10, I11) Direct that once ppl have complied with 4.5 & 4.6 above, they move directly through to hall and continue to maintain social distancing (following 1-way system if in operation). Parents to R hand end of hall socially distanced seating; fencers to wait socially distanced in order to be allocated to bubbles.

### **Session start protocol**

5. Allocate fencers into bubbles by weapon and ability. Ideally fencers should self-allocate, but direction should be provided if required.
6. Provide the following instructions to all fencers:
  - 6.1. (I21, I22) All fencers to remain in their bubbles of max 6 ppl during the session.

- 6.2. You may only fence or have a lesson with someone in your bubble.
- 6.3. (R5, I24) Each bubble to nominate 1 x box operator. Box operator to set up and tear down the box.
- 6.4. (I25) hand sanitise before plugging in and unplugging, every time.
- 6.5. (I26) if using a club weapon, keep it with you. If another fencer **must** use it, it must be sanitised first (volunteer role)
- 6.6. (R4, I24) If you need help plugging in, ask someone from your family first if available followed by someone from your bubble. Facemasks to stay on.
- 6.7. (I30) All bouts to be refereed. Referee to use hand-signals where possible and ensure that fencers maintain distance where possible.
- 6.8. Max 3 x 5 hits or 1 x 15 hit bouts (max 15 minutes on piste) between any two fencers in a bubble.
- 6.9. (I31) No fleching, corps-a-corps (define for clarity) or other close quarters fencing (e.g. no prime.)
- 6.10. End of session: no changing rooms, go home in kit.
- 6.11. Clean your kit in line with BF guidelines; we reserve the right to refuse entry if this is not done.
- 7. (I18) Warm up: in bubble area only. Gentle jog; static stretches ok; Star jumps, burpees etc if comfortable with face covering.
- 8. Invite named fencers (as booked in) who need club kit to come and select it.

### **Club kit protocol**

- 9. Named fencers only (in line with booking request) to be offered club kit.
- 10. Fencers to line up. One socially distanced line per officer/volunteer issuing kit.
- 11. (I12) Offer fencer one piece of clothing at a time, in order, in line with their sizing info. Sequence: CP; plastron; jacket; mask; glove. Fencer not permitted to search for themselves. Once an item of clothing is found which fits satisfactorily, if a fencer dislikes it they will have one option only to try an alternative.
- 12. (R2, I12) All items of kit which have been tried on by one fencer are to be 'retired' for the evening (put in separate pile), whether or not selected.
- 13. (I13) Record the serial numbers of all pieces of kit selected by a given fencer against their name. Club blue bag can be issued if required (record serial number).

### **Weapon sanitisation protocol**

- 14. (R3) In line with BF guidance

### **Emergencies**

- 15. If someone develops COVID symptoms, they must leave as soon as possible. If they are not able to take themselves home, put them in a corner of the hall as far away from others as possible. Ask them to put on their face-mask. Club COVID officer must be informed immediately.

16. Emergency contact details are available in TidyHQ, and accessible by Chair, Secretary, Treasurer, Head Coach and Welfare Officer.
17. Familiarise yourself with the current CPR guidelines in case CPR is required:  
<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>
18. The Fire Assembly point is in the car park. Social distancing must be maintained whilst waiting for emergency services.