

# 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.  
**Please 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 10am 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. 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. Sanitise your hands as soon as you get into the building.
7. Bring a face mask and wear it when indoors on the school site, or when 1m social distance cannot be maintained.
8. The changing rooms will be limited to max 3 people in each. We advise you to 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. ~~Left blank~~
11. Bring your own hand sanitiser where possible and maintain strict and frequent hand hygiene measures at all times.

12. We have barcodes available for the NHS Test and Trace App at the entrance to the sports hall (they are kept with the batteries for the electric boxes). Please scan the barcode when you arrive.

## Getting Kit

13. Club masks and gloves can be tried on once per session, then put away until the following session. If you don't know what size of equipment you need, please measure your face circumference and chest size before leaving home so that we can better-estimate which sizes 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. Minimise the numbers who 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. Friday sessions feature a warm-up and footwork component at the start.
20. The social distancing guidelines still apply, so stay at least 1m 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. —Left Blank

22. The hall will be arranged with a waiting area at each end, and one in the centre. Each of these is limited to 8 people maximum. Please move to one of the other areas if there is not enough space in the nearest area to you.
23. We are going to nominate a “Box Operator” for each piste who will be responsible for set-up and tear-down of the electric box for that piste, and cleaning the box after setup and at the end of the evening. Sanitise your hands before touching the electric boxes. Remote controls for the boxes will not be available. Boxes will be left switched on where possible.
24. If you (or one of your children) need assistance with connecting to spools, family members should help in the first instance. 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 boxes or 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/2021/04/BF-Return-to-Fencing-Equipment-Cleaning-Protocols-v9th-April-2021.pdf>)
27. Seating space will be available for parents/spectators in the hall 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. Please wear a mask liner or face mask 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 should 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. It's the fencer's responsibility to assess whether it's safe for them to fence without a referee to ensure safety.
31. Fleches (running attacks) are **only** permitted when a coach has determined that **BOTH** fencers are capable of avoiding close contact. Corps-a-corps (guards touching) is not permitted.

32. The club requests that face masks or mask liners are worn to protect the vulnerable amongst us 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 be available but limited to a maximum of 3 persons per room. Do not enter when more than three people are in the changing rooms. You may need to go home in your kit.
35. All personal equipment, including masks should be clean and dry 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) Hand Sanitise, then get out bags (if you know that someone is going to need club kit), boxes and spools  
(minimise handling where possible)  
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 partners to fence.) Record offers of help.
  - 4.2. (I8) Explain changing rooms limited capacity 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 hand sanitiser in doorway (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 socially distanced seating; fencers to wait socially distanced in order to be allocated to bubbles.

### Session start protocol

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6. Provide the following instructions to all fencers:

- 6.1. (I21, I22) All fencers to remain socially distant during the session, limited to the floorplan shown in the risk assessment.
- 6.2. You may fence with anyone.
- 6.3. (R5, I24) Each piste to nominate 1 x box operator. Box operator to set up, clean and tear down the box.
- 6.4. (I25) hand sanitise before touching box, plugging in or unplugging, every time. Leave boxes switched on where possible.
- 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. Facemasks to stay on.
- 6.7. (I30) All bouts should be refereed. Referee or observer to use hand-signals where possible and ensure that fencers maintain distance where possible. Call 'HALT' if they consider that the bout is not safe.
- ~~6.8. Left Blank~~
- 6.9. (I31) No corps-a-corps (define for clarity) or other close quarters fencing (e.g. no prime.)
- 6.10. Fleching permitted in bouts **ONLY** where coach deems **both** fencers are capable of maintaining safety and not colliding with one another. Club will back the coach's decision on this.
- 6.11. End of session: limited changing rooms, go home in kit.
- 6.12. Clean your kit in line with BF guidelines; we reserve the right to refuse entry if this is not done.
7. (I18) Warm up: Socially distanced. 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**

**The objective is to assign kit to everyone who needs it with the least amount of unsuccessful tries as each item not used has to be retired (quarantined) until the next session as per COVID-19 policy, reducing the pool of kit available for others. Accordingly we are adopting the following officer-mediated, one-at-a-time approach.**

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 quarantined 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).

14. If a fencer is left without suitable equipment at the end of the allocation process a cleaning process in line with BF guidance can be used for a small number of items, provided that the fencer, COVID-19 officer and the club officer are satisfied that due process has been followed.

#### **Weapon sanitisation protocol**

15. (R3) In line with BF guidance

#### **Emergencies**

16. 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.
17. Emergency contact details are available in TidyHQ, and accessible by Chair, Secretary, Treasurer, Head Coach and Welfare Officer.
18. 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>
19. The Fire Assembly point is in the car park. Social distancing must be maintained whilst waiting for emergency services.