**Normal Operating Procedures 10 Person Member Activity 2021**

**Prior to training sessions:**

1. The following zones to be established (taking into account wind direction, social distancing min 2m and movement of travel)
2. All training equipment to be moving from storage area into collection area. These areas will reflect the larger group sizes including access and egress from location of equipment and access to the water.
3. All training equipment to be checked for damaged, sprayed with disinfectant or warm soapy water.
4. Standard briefing for participants to include:
	1. Sneezing/coughing into a tissue and disposing or if no time/not available to use bent elbow.
	2. Where individuals are exhibiting symptoms typical of flu, a cold or have been in close contact with someone who has the COVID-19 infection then they should exclude themselves from any club training sessions. Likewise if an individual has travelled to/from the countries/regions as listed [HERE](https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk) they should act on the advice dependent on whether they were a category 1 or 2 traveler.
	3. No shaking hands
	4. Coaches and participants to maintain a 2-meter distance apart where possible, if this is not possible then a minimum of 1meter distance will be maintained.
	5. Handwashing facilities and sanitizer gel will be available but please bring your own if you have it.
	6. Bring 2 x plastic bags to put contaminated equipment into.
	7. Arrive dressed for the session you are taking part in e.g. wetsuit and warm clothing (the changing rooms will be out of bounds).
	8. Any members entering the building to use facilities i.e. toilets must sanitize hands prior to entering and again on exit of building (use of toilet facilities are under constant review by the committee and may change to reflect current government guidelines).
5. A Par-Q from MUST be completed prior to participating in any club sessions. If the individual’s health/wellness changes at any point they must inform the club and not attend training sessions until they are confident that they can to do without putting themselves or others at risk.
6. All surfaces (doors, door handles, worktops, racks) are to be sterilized prior and after each training session.

**During session:**

1. Parents/spectators reminded to not enter the “bubbles” and to maintain 2m social distance.
2. L2 coach to co-ordinate sessions and L1 coach to support individuals within each bubble. The L1 coach must not interact with any bubble except the one they have been allocated to (including own children).
3. One person will be allocated as “Decontamination” person from that session. They will be responsible for cleaning all equipment prior to and directly after each training session.
4. The documentation person will also be responsible for cleaning all doors, handles and storage areas.
5. Participants will be reminded to stay within their own operational area which will be identified by flags/wind breaks.
6. If a participant has a minor accident, they will either be asked to receive treatment from someone from within their own household or given advice from a qualified first aider.
7. If a participant has a serious accident then standard EAP protocells should be followed taking into account COVID-19 advice from the [Resuscitation council](https://www.resus.org.uk/covid-19-resources).

**Post training session:**

1. All equipment is cleaned, checked and returned to storage area.
2. All litter is placed into a plastic bag, labelled with date/time and set in bin area as contaminated waste.
3. A review of the week’s sessions should be conducted for lessons learnt and any subsequent remedial actions.