**Covid-19 Standard Operating Procedures for club activities**

**Participants (Updated 3/12/2020)**

* Do not attend an event if you or anyone in your household has the following symptoms:   
  high temperature, a new continuous cough, loss of or change to your sense of smell or taste
* Do not attend an event if you have been asked to self-isolate
* If you live in a tier 2 area or Wales you should not take part in an event starting in tier 3.
* If you live in a tier 3 area you should not take part in an event starting in tier 2 or Wales
* If you develop symptoms within 48 hours of an event you are encouraged to alert the Chair [chair@aoac.co.uk](mailto:chair@aoac.co.uk) 07828 183996 so that the other participants can be notified
* If you test positive for Covid-19 within 21 days of an event, inform the Chair
* Public transport should be avoided when travelling to and from activities and lift shares should only be with people from the same household where possible, although this is up to individuals
* All participants will need to follow the latest government guidelines while out on activities <https://www.gov.uk/coronavirus>. This currently includes maintaining a 2 metre distance from others.
* Please bring hand sanitiser with you on all activities and maintain good hand hygiene
* You will be sent a briefing and risk assessment in advance of an activity and it is important that you read these
* For the purposes of NHS Test and Trace please ensure your contact details on the website are fully up to date before participating in each event.
* By participating in an event, you are consenting to your contact details being passed on to NHS Test and Trace either directly by a participant or through the Chair
* There will be a minimum requirement in terms of ability and experience in the event description, please make sure you are within these before booking a space

**Organisers and leaders**

The below gives an idea of additional things to consider when planning and leading an event during the Covid-19 epidemic

* The activity needs to be planned to stay within the current government regulations <https://www.gov.uk/coronavirus>. This includes checking the tier of the events location. These will be update fortnightly with the next update being the 16th December.
* There must be an activity leader or nominated first aider who is happy to provide first aid on the trip
* There needs to be enough parking for participants to be able to attend without car sharing
* Activities should start and finish at the same point to avoid the need for passengers to lift share as part of a shuttle
* You can cross into an area with a different tier during the activity, but you should have minimal stops where this happens
* Have consideration for communities who might be affected by an event
* Try to stay as local as possible
* Landowners, walkers, cyclists and emergency authorities should be treated with extra courtesy
* Participants need to be well within their capabilities on an event. Make the minimum ability needed to take part clear in the activity description
* Consider the lack of lifeguard services at the coast and the additional difficulties that coast guard services and mountain rescue teams are currently experiencing
* An online briefing and Covid-19 risk assessment will need to be sent to participants and the Development Officer [development@aoac.co.uk](mailto:development@aoac.co.uk) copied in.
* The activity leader needs to be added when completing the ‘Propose an event form’. The cost needs to be set to £0.25 per person and the maximum number of places needs to be set so that the number of participants including leaders does not go beyond 12. This is to ensure we have an accurate attendance list straight after an event for the purpose of NHS Test and Trace
* The maximum number on an event is now 6
* When putting an event on the club calendar, ensure that the tier the event is taking place in, is clear in the event title
* No indoor activities