

COVID-19 Guidance

SU Activities

Version 3.0

Last Updated 9th April 2021

INTRODUCTION

As a Students' Union we understand the importance of student led activities to enhance the student experience and as a positive tool in improving mental health. Our main priority is the health and safety of our students which has led to the development of this guidance designed to help you run your activities in a safe manner.

TAKE RESPONSIBILITY AND HELP US REDUCE THE RISK OF COVID-19 WITHIN OUR COMMUNITY

The document has been written in adherence with government guidelines and will be updated when changes are announced. **We recommend that you stay updated with government guidance as in the event restrictions are tightened, this will supersede all advice given by the UCSU.** Finally, this document is aimed to supplement the COVID-19 Risk Assessment.

Every SU (Students Union) Club must have a COVID-19 Officer who acts as the main contact for all COVID-19 related matters. Your club may decide to share some of the responsibilities between committee members, but there should be one overall point of contact. Please see [Appendix 1](#) for the COVID-19 Officer roles and responsibilities.

Guidelines for the following areas can be found in this document:

- > **COVID-19**
- > **Planning a session**
- > **Capacities**
- > **Before leaving home and arrival**
- > **Track and Trace**
- > **Facilities and equipment**
- > **Training and coaching**
- > **Positive case**
- > **Spectators**
- > **Competitive Sport**
- > **Access to First Aid**
- > **Travel**
- > **Disclaimer**

In addition, links to individual National Governing Body (NGB) Guidance can be found in the specific sports Risk Assessment. All Risk Assessments can be found on the [following link](#). This link is intended to direct you to find specific guidance for each sport. It is important that you keep updated with the current guidance.

COVID 19

The safety of our students is extremely important to us. The virus appears to be highly infectious and most people who are infected experience mild symptoms and some do not have any at all. The majority of individuals who contract the virus can recover at home, however some cases may require hospitalisation or even submission to intensive care.

Although we are issuing this guidance to reduce the risk of infection, it is important to highlight by attending SU Club activities, individuals are putting themselves at greater risk of contracting COVID-19.

In addition, there is growing evidence that individuals from Black, Asian, and Minority Ethnic (BAME) communities appear to have a higher risk of serious illness from COVID-19. This is also the case for individuals (or members of their household) suffering from other underlying illnesses including:

- > Cardiovascular problems
- > High blood pressure
- > Diabetes
- > Chronic kidney or liver disease
- > Compromised immunity diseases
- > Obesity (BMI 40+)

We do not wish to restrict opportunities for these communities or individuals, but it is important they understand the associated risks of participating. With this in mind, we recommend that current guidance and relevant risk assessments are made available to the wider student group.

Those shielding or protecting people who are clinically vulnerable from COVID-19, should follow the latest government guidance [found here](#).

All students are encouraged to participate in the twice weekly LFD testing that is available through the University test sites (in the Hub on BRC and above Otters on BOC), or through employers if on placement or through home testing where appropriate. It is also incredibly important that all students should continuously monitor themselves for any signs of COVID-19 as well as general health. The following are recognised as the main symptoms:

- > A high temperature
- > A new, continuous cough
- > A loss of, or change to, their sense of smell or taste

Further guidance from the NHS about symptoms can be [found here](#). If you or someone else develops COVID-19 symptoms, do not come onto campus or to SU Activities sessions. You must self-isolate and notify the SU Activities: **studentsunion@chi.ac.uk** and the University: **covidreport@chi.ac.uk** by email. You must arrange for a PCR test. Anyone living in your household must also self-isolate.

PLANNING A SESSION

- > All students wishing to take part in any club activity must have the relevant SU Activities Membership to inform our Track and Trace
- > The activity should be pre-planned, and measures must be in place to ensure social distancing throughout the duration of the session
- > Activity organisers should be fully aware of national / local Government, National Governing Body / sector (if applicable), University of Chichester and University of Chichester Students' Union guidance prior to any activity taking place
- > COVID-19 Officer should communicate to all individuals before the session what equipment they should bring. This should include a face mask and their own hand gel.
- > Measures must be in place to ensure the maximum capacity is not breached and therefore a sign-up process may have to be introduced for larger clubs. The following guidance must be taken into account when assessing the session capacity:
 - > Government guidance
 - > National Governing Body guidance / sector guidance
 - > University and UCSU guidance
 - > Venue or room capacity

CAPACITY

No indoor Club activities can currently take place and must continue to be delivered online. A SU Club can request to hold an outdoor activity for more than 6 individuals to SU Activities. If authorised, separate groups of 6 must be maintained throughout the session in different areas of the room. Individuals must not switch groups for the duration of the activity and maintain social distancing from different households.

In all instances, activities held off the University of Chichester Campus (BOC or BRC), must be in groups no larger than 6. Failure to follow this guidance may result in Police enforcement and fines.

For an activity to be considered by the SU Activities department it must be:

- > Submitted in a timely manner (allowing for 5 working days prior to event date)
- > An activity in line with the club's constitution and be part of their general activity
- > Held in a COVID-19 secure venue on the BOC or BRC campus
- > Held in a suitable space to allow for social distancing between each group of 6
- > Supported by a mitigation plan detailing what measures will be in place to reduce the risk of the spread of COVID-19
- > Not a general social activity

There are exceptions where group sizes can exceed 6 people:

- > Everyone lives together or is in the same support bubble
- > For organised outdoor team sport where NGB Guidance is in place

Please remember, capacity includes activity organisers and support staff. If you are unsure on the maximum number of individuals permitted, please contact a member of the SU Activities team.

BEFORE LEAVING HOME AND ARRIVAL

- > Before leaving the house, individuals must ensure they do not have any COVID-19 related symptoms or have been in contact with a person with suspected COVID-19 in the past 14 days
- > Any individuals who have been asked to isolate by NHS Test and Trace, must stay at home
- > Individuals must arrive ready to take part; this includes being dressed appropriately and were possible warmed up for any physical activity
- > Participants should be encouraged to bring their own named water bottle (pre-filled), hand sanitiser and equipment required for the session
- > Where possible, an outdoor space should be used to meet prior before entering the building with social distancing maintained
- > Socialising and congregating before a session should be discouraged and social distancing must always be adhered to
- > On entry and exit of building, all participants must use a hand sanitizer station

TRACK AND TRACE

- > All students wishing to take part in any club activity must have the relevant SU Activities Membership to inform our Track and Trace
- > All Track and Trace documentation must be completed through our website (see guidance below)

- > Club officials must carry out pre-attendance check to confirm individuals are symptom free prior to the start of the session. Screening questions should include if they are currently suffering any symptoms or been in contact with anyone who is currently self-isolating
- > If any individuals develop symptoms during the sessions, they must remove themselves from the activity immediately and inform the COVID-19 Officer or session organiser
- > The facility and UCSU Activities staff must be immediately informed so the proper precautions can take place
- > Further guidance from the NHS regarding Track and Trace can be [found here](#)

TRACK AND TRACE ON UCSU.ORG

Once you have sent the Activities Department the details of your club member who will take the lead on Track and Trace (name, student email, student number) you will sent a link to download an app (email to: SUActivities@chi.ac.uk). Once you have downloaded the app you will need to:

1. Login to your admin account
2. **Mode** select either attended mode as you will be able to manually add each person who attended or unattended mode where students can scan their student cards
3. **Venue** select the event venue
4. **Station** select Entry

Failure to complete Track and Trace register for all you sessions, will lead to immediate suspension of your sessions.

FACILITIES AND EQUIPMENT

- > At the start of each visit organisers should disinfect all surfaces (tables, chairs, doors, locks, window catches, taps, etc) and equipment that will be used. Further government guidance on cleaning can [found here](#)
- > A cleaning break should occur every 15 minutes, unless otherwise stated earlier by NGB or sector guidance. During this cleaning break all equipment and surfaces should be disinfected. Participants should also disinfect hands with their own personal hand gel
- > Participants should leave 2m spacing between kit bags or personal items at the venue at a safe distance from the activity
- > Where possible, equipment should not be shared between individuals
- > No use of bibs unless brought and solely used by individuals
- > All personal consumable items should be clearly named and not shared (this includes water bottles, food, or towels)
- > Ensure participants take all their belongings with them at the end of the session
- > Participants are to be encouraged to change their clothing when they return home. This is because there might be some germs within the fabric of their clothing

TRAINING AND COACHING

- > All sports training (friendlies and competitive) must be in line with the NGB Guidance and rule modifications. COVID-19 Officers must be fully aware of any rule and game play modifications and must communicate changes to players prior to each session
- > Congregating and socialising during session should be discouraged and social distancing must always be adhered to
- > Any huddles or grouping of individuals should be kept to a minimum, however if they do take place participants everyone should maintain social distancing from each other
- > No body contact between participants including handshakes, high fives, or celebrations
- > Participants should avoid leaving the main activity space unless it is to go to the toilet
- > No shouting due to the increased risk of aerosol transmission
- > Players should refrain from spitting or rinsing out their mouth

POSITIVE CASE

If your club receives a report of a positive COVID-19 case, a committee member or COVID-19 officer must report it to

studentsunion@chi.ac.uk and **suactivities@chi.ac.uk** and provide the following details:

- > Time of the activity
- > Where the activity took place
- > Number students who attended (if the session was ran with distinct groups of 6 that did not mix, this would be 6)
- > The nature of the activity (i.e drills, match play, or social activity)
- > Further Information on the level of close contact they would have had with any other individual

If you are in contact with the student, please encourage them to inform the University by emailing **covidreport@chi.ac.uk** or filling out the **following report form**. Further details of the University of Chichester COVID-19 Report and Support **can be accessed here**.

Ensure that any equipment that has been used in this session is thoroughly cleaned and isolated for 72 hours

- > If someone has displayed symptoms, but not been tested, they are able to get a test through the government website [here](#) or if the online service does not work, they can contact NHS 119 (7am to 11pm) to arrange for a test

COMPETITIVE SPORT

In collaboration with the Chichester Institute of Sport, we aim to review our position on competitive sports fixtures week commencing the 26th April 2021. This will allow us time to work out what is feasible, but more importantly time to settle into the COVID-19 Guidance. Following this review, we hope to be in a position to gradually introduce outdoor fixtures (internal – within club) from the 26th April (where NGB guidance allows). As a club you will be given slots to run your fixtures, but will be down to you how you would like to use the time.

SPECTATORS

At present, we are unable to facilitate spectators at any organised activity or sporting fixture and should be actively discouraged.

ACCESS TO FIRST AID

If participant gets injured during the session, a member of their household can aid them. Others need to stay socially distanced unless a life or limb-threatening injury necessitates compromising the guidelines to provide emergency care.

If a First Aider is present, they should be equipped with the appropriate PPE to protect themselves and others if the social distance protocols cannot be maintained to provide medical assistance.

- > If a participant (or organiser) becomes symptomatic during the session, they should be immediately removed from the session and you must notify the venue and UCSU and follow further guidance. The individual should be sent home and follow NHS guidance on further management of symptoms.
- > If the COVID-19 Officer receives notification that a participant is displaying symptoms, they must immediately notify the SU Activities: studentsunion@chi.ac.uk and the University: covidreport@chi.ac.uk by email

TRAVEL

Government Guidance should always be followed when using public transport. Car-pooling is currently not permitted for members outside of your household and alternative transport arrangements should be encouraged. Up-to-date information can be found on the Government [website](#).

For safer travel individuals must:

- > Maintain a 2m distance where possible, if you cannot keep a 2-metre distance, reduce the risk to yourself and others by maintaining a 1 metre distance where possible, and taking suitable precautions (face coverings)
- > Help keep yourself, other passengers, and transport staff safe, by taking the following precautions: limit the number of people or households that you come into contact with, for example by avoiding the busiest routes, as well as busy times like the rush hour
- > Wash or sanitise your hands regularly, touch as few surfaces as possible and avoid touching your face
- > Use a face covering on public transport and in substantially enclosed areas of transport hubs
- > Cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- > Travel side-by-side or behind people, where seating arrangements allow
- > Minimise the time spent close to other people, where possible
- > Avoid loud talking, shouting, or singing
- > Dispose of waste safely, including items such as used disposable face coverings

DISCLAIMER

Please note that the guidance covered in this document is not exhaustive and does not stand on its own nor is intended to be solely relied upon. All COVID-19 Officers should be actively researching and keeping up to date with government, Sport's National Governing Body, or sector Guidance.

APPENDIX 1

COVID-19 Roles and Responsibilities:

- Main point of contact for the club on all matters relating to COVID-19
- Keep up to date with relevant guidance from national and local government, and or National Governing Body
- Ensure that the club has documented COVID-19 Plan and COVID-19 Risk Assessment, and that the relevant measures are implemented
- Ensure the guidance is clearly communicated to members so they are aware of measures that are in place prior to any activity
- Implement a pre-booking system for each session to ensure capacity is not exceeded for your activity / space
- Ensure an accurate attendance register for all club activities (Data kept in line with GDPR Guidance)
- Be aware of venue procedures for safe usage of the facility and ensuring these requirements are communicated to and followed by club members.
- Ensure all equipment is cleaned before and after each session

APPENDIX 2

Coronavirus (COVID-19): Meeting with others safely (social distancing)

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

FAQs

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

NHS Track and Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Return to Recreational Team Sport

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

UCSU Track and Trace Register

<https://forms.office.com/Pages/ResponsePage.aspx?id=EShiMk38hEeAqP2ZHu3Zh7gogwZIMeZIt2eAPIW48s5UMEY1VEIZU05EODVQQVIFMFQ0MUQyUE1PRS4u>

University of Chichester COVID-19 Reporting form

<https://forms.office.com/Pages/ResponsePage.aspx?id=EShiMk38hEeAqP2ZHu3ZhWmhkda1P5Birkrd4uAnzBUQ1BQNU9RSUQ4UE9MUVRNUEdTR0IRNjJBVi4u>

University of Chichester COVID-19 Report and Support Information Page

<https://help.chi.ac.uk/covid-19-report-and-support>