

**HEMEL HEMPSTEAD TOWN FOOTBALL CLUB**

**VAUXHALL ROAD, HEMEL HEMPSTEAD, HP2 4HP**

**COVID-19 OPERATIONAL POLICY & RETURN TO FIRST TEAM   
TRAINING PROTOCOL**

**Policy Brief and Purpose General Overview**

This policy includes the measures we are actively taking to mitigate the spread of coronavirus and has been introduced in response to the limited return to work of those involved in the First Team. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with the highest confidentiality and sensitivity.

This guidance is intended to introduce consistent measures throughout The Vauxhall Road Stadium in line with Government recommendations of social distancing. These are exceptional circumstances and the football club must comply with Government advice.

This coronavirus (COVID-19) policy is subject to change with the introduction of additional government guidelines. If so, we will communicate updates as soon as possible.

Hemel Hempstead Town Football Club’s COVID-19 Operational Policy is communicated to every player and member of staff.

Club COVID Appointed Officer Stephanie Nash

Chairman of Hemel Hempstead Town FC Dave Boggins

**Scope**

This coronavirus policy applies to all our employees and all volunteers involved directly with the first team. We strongly recommend our remote working personnel to read through this policy guidance as well to ensure we collectively and uniformly respond to this challenge,

**Policy Elements**

The basic principles underling this protocol are as follows:

* To minimise the risk to safety of players and their immediate families
* To minimise the risk to safety of coaching staff at the club
* To minimise the risk to safety of all the staff who come into contact with the players and coaching staff upon return to normal training

The resumption of training is divided into four phases and lays out the procedure for a return to training with a view to ensuring that players achieve optimum fitness levels by the time competition resumes.

The established phases are as follows:

**STAGE 1 - Return To 1st Team Training (socially distanced, small groups, non-contact)**

**STAGE 2 - Collective Training Phase (with contact)**

**STAGE 3 - Return To Playing Behind Closed Doors (not league fixtures) - No Spectators**

In order to comply with the above, Hemel Hempstead Town Football Club will ensure that:

* A list of staff whose presence is essential for training sessions to be held is established
* The Football Stadium is to be used exclusively by the first team squad and coaching staff at the pre-booked times, operating with the minimum number of staff possible in order to carry out cleaning/disinfection and logistical tasks.
* Disinfection of equipment used during training phases will take place at the end of each session and in line with advice issued by relevant health authorities
* Medical screening should be undertaken on a continual basis
* Suitable resources provided to ensure that spaces and work areas are properly cleaned and disinfected, paying particular attention to frequently touched surfaces such as doors, push buttons etc.
* All doors to be kept open where possible (i.e. not a security or fire risk)

This protocol is in line with some mandatory general rules that must be complied with at all times:

* Maintain social distancing (over 2 metres)
* Wash hands frequently (using the soap/water and alcohol hand sanitisers provided)
* Keep as many doors open as possible to avoid contact with doorknobs/door handles/keypads
* Staff using PPE should replace all gloves and aprons in between each player and masksshould be replaced when they become moist or soiled

**Testing**

**Testing prior to a return to training**

Temperature tests and a symptom questionnaire will be undertaken by the Physio prior to admission to training.

An action plan is included result and/or management of any player or member of staff displaying symptoms of COVID-19 and must always be adhered to.

**lf any player, member** of **staff or a family member feels unwell and believes they may have coronavirus like symptoms at any time, please contact the Physio who will talk you through the management of your ease and DO NOT come to the training ground.**

**Ongoing Health Surveillance**

* The purpose of surveillance is the early detection of potential COVID-19 cases which poses a personal risk to the individual concerned and a risk to contacts within the team environment
* Surveillance measures to be implemented:
  + Daily subjective symptom/well-being reporting
  + Daily reporting of any symptomatic contacts
  + Daily pre-training questionnaire and temperature checks

**Protocol for Management of *New* Cases**

* Any individual with symptoms of COVID-19 must comply with PHE guidelines to self-isolate for seven days and should not travel to Vauxhall Road - Appendix 3
* Close contacts of a new case must comply with PHE guidelines and self-isolate for 14 days - Appendix 3
* COVID-19 Antigen Testing in suspected new cases of COVID-19 should take place as directed by medical staff
* Return to work following a period of isolation or confirmed COVID-19 infection will be directed by the Club Physio in accordance with the management plan - Appendix 5 **Transport**
* Players and staff must not share transport to and from the training ground
* Vehicle interiors should be cleaned regularly using anti-bacterial wipes
* Club vehicles should not be used
* Public transport should not be used where possible

**Player Medical Assessment Post-Recovery**

Although COVID-19 will lead to minor illness in the majority there are additional aspects of this infection that must be considered prior to players resuming high-intensity or high-volume exercise, Specific assessments may be considered according to clinical presentation and specialist advice on a case-by-case basis and may include:

* Pulmonary function impairment
* Pulmonary Function Tests (pre and post-exercise challenge)
* Post-viral myocarditis
* Resting ECG/Echocardiogram
* Blood CRP, Troponin
* Exercise testing as deemed appropriate (Exercise ECG/Echocardiogram/Ambulatory ECG)
* Cardiac MIR! (if indicated due to abnormal/inconclusive findings on other tests)

**STAGE 1 - Return To 1st Team Training (socially distanced, small groups, non-contact)**

In this phase of the resumption of training, the first team squad will be divided up into player groups of no more than 5 players. With each group allocated to a half a pitch and no more than two groups training at any one time. Groups will be given time slots as to avoid thorn being in any of the training areas at the same time.

**Travel to work**

* **If any player, member of staff or a family member feels unwell, and believes they may have coronavirus like symptoms please contact the Physio and Do NOT come to the training ground**
* Players and staff should always travel independently unless accompanied by another household member wherever possible
* Avoid public transport unless absolutely necessary

**Arrival at the Stadium**

* Players and staff must adhere to the strict arrival times that they have been given and park in the front car park.
* If players arrive early, they must wait in their cars
* Players and staff should enter via front entrance to changing rooms where they will undergo temperature screening on arrival each time they attend the stadium
* Players and members of staff must then immediately complete a symptom checklist questionnaire (Appendix 6) each time they attend the stadium. If these checks highlight any concerns the medical team will immediately send that individual home with reference to the above table of test results and symptoms protocols
* All players and staff will be asked to use the hand sanitizer provided prior to starting training
* Players and staff will arrive in their training kit and wash this themselves each day
* Essential treatment or massage will only be provided where correct PPE can be provided for the medical team. Treatment will be on a pre-booked appointment only basis and one player only to be present in the Medical room at any one time. Treatment administered in the Medical room will be limited to a maximum of 15 minute-s
* Essential and/or emergency treatment will be provided if needed

**Training Sessions**

* Training sessions limited to a maximum of 75 minutes
* A maximum of five players and one coach per training group with each training group allocated half of a pitch as a training area.
* The use of equipment during training drills is to be limited as much as possible
* If equipment is used, it must be mandatorily disinfected by the Kit Manager before the next training group takes to the training pitch. This will be done using wipes/disinfectant spray and cleaning materials will be disposed of immediately in black bags provided and double bagged
* Spitting is banned in any form. Goalkeepers must not spit into their gloves
* Any injuries will be assessed without being touched by a member of the medical team and players will be sent home for further isolated treatment
* Players and staff must use the designated toilet facilities with only one player or member of staff permitted to use them at any one time

**After Training**

* Once the session has finished, players are to make their way to their cars from the pitch using the main front entrance gate.
* Staff and players to wash their own kit that day on minimum 40°c wash cycle

**Facilities**

There will be STRICTLY no entry to the following areas:

* Offices
* Player changing rooms (other than to exit to the
* pitch)
* Hospitality areas
* Medical room (other than for emergency/essential treatment)

**Gym 1 Fitness Arrangements**

* Additional individual work programmes will be created by the Sports Scientist to suit individual needs
* Equipment will be located outside
* Equipment to be used individually and must be cleaned and disinfected after each use by the user

**Meal Arrangements**

* NO SERVICE PROVIDED
* Please ensure you make other provisions and bring your own water bottle (2 Litre) and post-training snacks and shake

**Player Changing Facilities and Showering**

* NO PLAYER CHANGING FACILITY AVAILABLE UNDER ANY CIRCUMSTANCES. ARRIVE READY IN TRAINING KIT EACH DAY
* TOILET FACILITIES AVAILABLE IN THE STADIUM

**Staff Changing Facilities and Showering**

* NO STAFF CHANGING FACILITY AVAILABLE UNDER ANY CIRCUMSTANCES. ARRIVE READY IN TRAINING KIT EACH DAY
* TOILET FACILITIES AVAILABLE IN THE STADIUM

**Social Distancing Avoiding Close Contact**

* No handshakes, fist bumps or similar
* Physical work that requires close contact between players/staff should not be carried out
* if emergency assessment or treatment is needed, PPE equipment must be used and disposed after each person. Gloves/aprons will be replaced after each treatment
* Other work requiring skin to skin contact should not be carried out
* Plan all work around eliminating/preventing contact
* Always adhere to the 2-metre rule where possible
* There will be no massage therapy provided until further notice

**Physiotherapy Treatment**

The physiotherapist should only provide minimum levels of treatment. Hands on treatment is still suspended (unless medically recommended).

Essential and/or emergency treatment will only be provided where correct PPE can be provided for the medical team. Treatment will be on a pre-booked appointment only basis and one player only to be present in the medical room at any one time. Treatment administered in the Medical room will be limited to a maximum of 15 minutes.

**STAGE 2 - Collective Training Phase (with contact)**

The collective training phase consists of a full return to training of the whole group with contact. This phase always maintains social distancing on travel to the training ground and where practical and strict hygiene and disinfection measures.

There is an acceptance that when completing certain training drills social distances may not be possible. This includes tackling and technical work. However, it is accepted that this type of training will be necessary to allow players to gain full fitness and prepare for a return to play.

**Travel to work**

* If any player, member of staff or a family member feels unwell, and believes they may
* have coronavirus like symptoms please contact the Physio and DO NOT come to the training ground
* Players and staff should always travel independently unless accompanied by another household member wherever possible
* Avoid public transport unless absolutely necessary

**Arrival at the Stadium**

* Players and staff must adhere to the strict arrival times that they have been given and park in designated bays in the main front car park
* If players arrive early, they must wait In their cars
* Players and staff should enter through the front outside dressing room door, where they will undergo temperature screening on arrival each time they attend the training ground
* Players and members of staff must then immediately complete a symptom checklist questionnaire each time they attend the training ground. If these checks highlight any concerns the medical team will immediately send that individual home with reference to the above table of test results and symptoms protocols
* All players and staff will be asked to use the hand sanitizer provided prior to starting training
* Players and staff will arrive in their training kit and wash this themselves each day
* Strappings will be carried out by players themselves on the pitches,
* Essential treatment or massage will only be provided where correct PPE can be provided for the medical team. Treatment will be on a pre-booked appointment only basis and one player only to be present in the medical room at any one time. Treatment administered in the Medical room will be limited to a maximum of 15 minutes
* Essential and/or emergency treatment will be provided if needed

**Training Sessions**

* Players and staff must always observe social distancing guidance issued by the Government keeping at least 2 metres apart aside from when competing technical training where this may not be possible
* Bibs must not be swapped between players
* The use of equipment during training drills is to be limited as much as possible
* Where equipment is used, it must be mandatorily disinfected by the Kit Manager before the next training group takes to the training pitch. This will be done using wipes/disinfectant spray and cleaning materials will be disposed of immediately in black bags provided and double bagged
* When training in larger groups or as a squad - players individual drinks with be spaced out around the pitch to maintain a distance of 2 metres when taking drinks breaks
* Spitting is banned in any form. Goalkeepers must not spit into their gloves
* Players and staff must use the designated toilet facilities with only one player or member of staff permitted to use them at any one time

**Training Drills including Contact Training**

Training drills and sessions will incorporate a new objective of mitigating the risks of COV1D­1 9 infection and transmission

* A session plan will be completed for each session and risk mitigation actions taken
* A copy of each sessions plan and the training groups must be sent to the Club COVID appointed officer prior to each training session
* Training drills will be assessed using a risk management framework which considers: Size
* of area per player
* Active duration
* Risk mitigation will consider the nature of close contact and whether contact is face to face
* Training sessions will be modified, and training drills will be adapted to minimise close

contact where a distance of 2 metres is not possible in ways to minimise or eliminate close contact while still achieving the objectives of the training session and/ or drill

* Where close contact is essential training drills will be kept to a maximum of 15 minutes
* When working on set pieces or other similar training drills risk mitigation will include only utilising the selected individuals required for the objectives of the drill to be achieved
* Where close contact technical work requires players to be within close contact, they should reposition to at least 2 metres as soon as passible
* There will be no swapping between training groups unless it is required for realistic training
* Records of time and group interactions will be maintained

**After Training**

* Once the session has finished, players are to make their way to their cars following the player and staff one-way flow plan as soon as possible taking all personal belongs with them, exiting through the main gate from the stadium
* Staff and players to wash their own kit that day on minimum 40c'G wash cycle

**Facilities**

There will be STRICTLY no entry to the following areas:

* Offices
* Player changing rooms (other than to exit to the car park)
* Hospitality areas
* Medical room (other than for emergency/essential treatment)
* Gym

**Gym Arrangements**

* Additional individual work programmes will be created by the Sports Scientist to suit individual needs
* Equipment will be located outside
* Equipment to he used Individually and must be cleaned and disinfected after each use by the user

**Meal Arrangements**

* NO SERVICE PROVIDED
* Please ensure you make other provisions and bring your own water bottle (2 Litre) and post-training snacks and shakes

**Player Changing Facilities and Showering**

* NO PLAYER CHANGING FACILITY AVAILABLE UNDER ANY CIRCUMSTANCES. ARRIVE READY IN TRAINING KIT EACH DAY
* TOILET FACILITIES AVAILABLE IN THE STADIUM

**Staff Changing Facilities and Showering**

* NO STAFF CHANGING FACILITY AVAILABLE UNDER ANY CIRCUMSTANCES. ARRIVE READY IN TRAINING KIT EACH DAY
* TOILET FACILITIES AVAILABLE IN THE STADIUM

**Social Distancing**

* Players and star must always observe social distancing guidance issued by the Government keeping at least 2 metres apart, aside from when competing technical training where this may not be possible
* Where close contact technical work requires players to be within close contact, they should reposition to at least 2 metres as soon as possible
* No handshakes, fist bumps or similar
* Other work requiring skin to skin contact should not be carried out

**Physiotherapy Treatment**

Essential and/or emergency treatment to be provided when correct PPE and protocols are available to staff members.

Essential and/or emergency treatment will only be provided where correct PPE can be provided for the medical team\_ Treatment will be on a pre-booked appointment only basis and one player only to be present in the Medical room at any one time. Treatment administered in the Medical room will be limited to a maximum of 15 minutes. Longer treatment may be completed outside.

**STAGE 3 - Return To Playing Behind Closed Doors (not league fixtures) - No Spectators**

The return to competition phase consists of a full return to training of the whole group with contact and competitive matches. This phase always maintains social distancing on travel to the stadium and, where practical, with strict hygiene and disinfection measures.

There is an acceptance that when competing in matches social distances may not be possible. This includes tackling and technical work. However, it is accepted that matches with no spectators is necessary to allow players to gain full fitness and prepare for a return to play in stage 4 and stage 5 of the phased return to football.

**Travel to work**

* **If any player, member of staff or a family member feels unwell, and believes they may have coronavirus like symptoms please contact the Physio and DO NOT come to the training ground**
* Players and staff should always travel independently unless accompanied by another household member wherever possible
* Avoid public transport unless absolutely necessary
* Essential treatment or massage will only be provided where correct PPE can be provided for the medical team. Treatment will be on a pre-booked appointment only basis and one player only to be present in the medical room at any one time. Treatment administered in the Medical room will be limited to a maximum of 15 minutes
* Essential and/or emergency treatment will be provided it needed

**Match Day Player and Official Facilities**

* Car parking will be reserved as close to changing facilities as possible.
* A separate one way entry and exit route will be provided for all changing facilities with visiting teams and match officials being directed via stewards
* Enhanced cleaning regimes to all hand contact areas, shower areas, work surfaces and seating.
* Regular hand washing remains one of the Government's key controls and we have facilities providing access to soap, warm water, hand washing facilities, Each changing room will have hand washing practice guidance in step by step poster form.
* Alcohol hand sanitiser is available for use in each changing area.
* Teams and officials will be asked to arrive at staggered times to minimise contact.
* Changing rooms should be used for changing and showering only with team talks taking place on thepitch

Separate warm up areas will be provided to ensure social distancing for both the teams and match officials.

**Entrance*/*Exit to and from the pitch**

* Teams and match officials will enter / exit the pitch via the tunnel one at a time to keep contact to a minimum.

**Pitch*/*Match Operations**

* No substitutes will sit on the benches in the dugouts but will sit in the stands on seats that

have been marked out in accordance with distancing measures.

* STRICTLY No Handshakes, elbow or fist bumps
* Staff in the technical areas must always observe social distancing guidance issued by the Government keeping at least 2 metres apart.
* individual water bottles will be used and segregated adhering to segregation requirements\_

**Meal Arrangements**

* NO SERVICE PROVIDED
* Please ensure you make other provisions and bring your own water bottle (2 Litre) and post-training snacks and shakes

**Physiotherapy Treatment**

Essential and/or emergency treatment to be provided when correct PPE and protocols are available to staff members.

Essential and/or emergency treatment will only be provided where correct PPE can be provided for the medical team. Treatment will be on a p re-booked appointment only basis and one player only to be present in the Medical room at any one time. Treatment administered in the medical room will be limited to a maximum of 15 minutes. Longer treatment may be completed outside.

**Personal Protective Equipment (PPE)**

**Hemel Hempstead Town Football Club will *ensure* that:**

* Any member of staff performing essential physiotherapy or soft tissue treatment wears appropriate PPE throughout the treatment, which must include:
  + Fluid resistant surgical mask (type IIR)
  + Disposable gloves
  + is Disposable plastic apron
* Every member of staff involved in such physiotherapy or treatment disposes of their apron and gloves in between attending each player and puts on clean replacements after handwashing and before seeing the next player
* Every member of Staff involved in such physiotherapy or treatment replaces their face mask whenever it becomes moist or soiled
* Where a member of Staff is conducting an examination of a Player's mouth, head or ear, nose and throat areas, they wear a fluid resistant visor (in addition to the PPE referred to

above)

All used PPE items are disposed of in a medical bin, which is removed from the stadium as often as possible but no longer than every 14 days.

Hand sanitiser dispensers are freely available throughout the training ground, handwashing facilities are clearly signposted and soap dispensers are always adequately filled.

Providing social distancing measures are carried out there should be no requirement for any additional staff members to wear PPE.

**Media Arrangements**

Media staff will only be allowed access if they have booked to attend the fixture. Social distancing rules will apply and all media staff with access to the stadium will undergo the same testing and screening checks as players and coaching staff.

Media staff will spend as little time at the stadium as possible to capture the content required.

Interviews will take place adhering to social distancing guidelines pm distance). Long arm microphones should be used and thoroughly disinfected before and after use.

**Players and staff code of conduct**

This protocol covers the return to training, training activity *and* return to competition with no spectators. Outside of this it is important that players and staff take personal actions to reduce the risks of an infection to themselves, their families and to mitigate the risk of spread of the virus within the club and amongst other players and staff.

Players and staff should always follow Government guidance regarding social distancing and isolation while they are not at the training ground.

Players and staff are requested to:

* Avoid visiting shops or public places unless it is absolutely necessary to do so
* When adding fuel to vehicles ensure gloves are always used and wash hands afterwards
* Clean vehicles regularly using anti-bacterial wipes
* Avoid public transport
* Limit contact with others outside of your household
* Always maintain strict hygiene particularly in relation to guidance on hand washing – Appendices 3 and 4

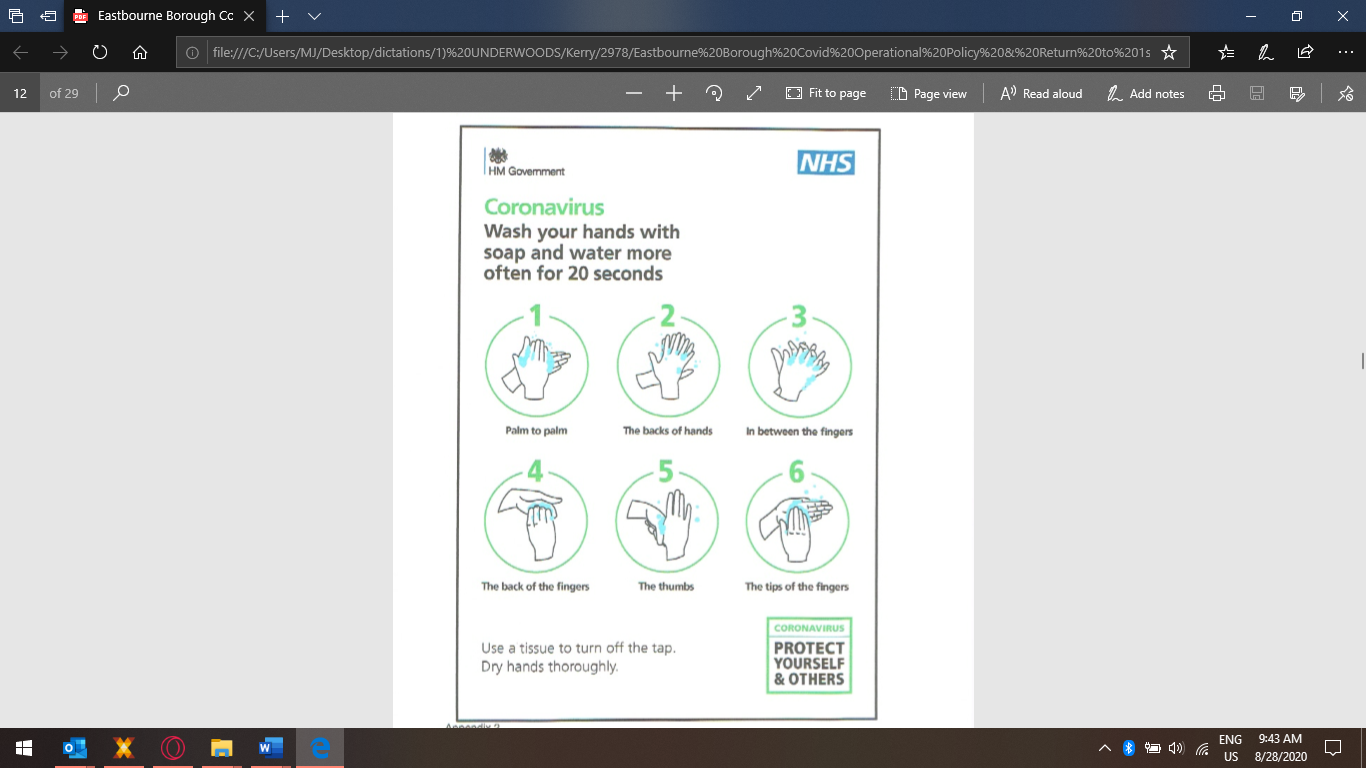
**Contact details**

**Club COVID appointed officer**

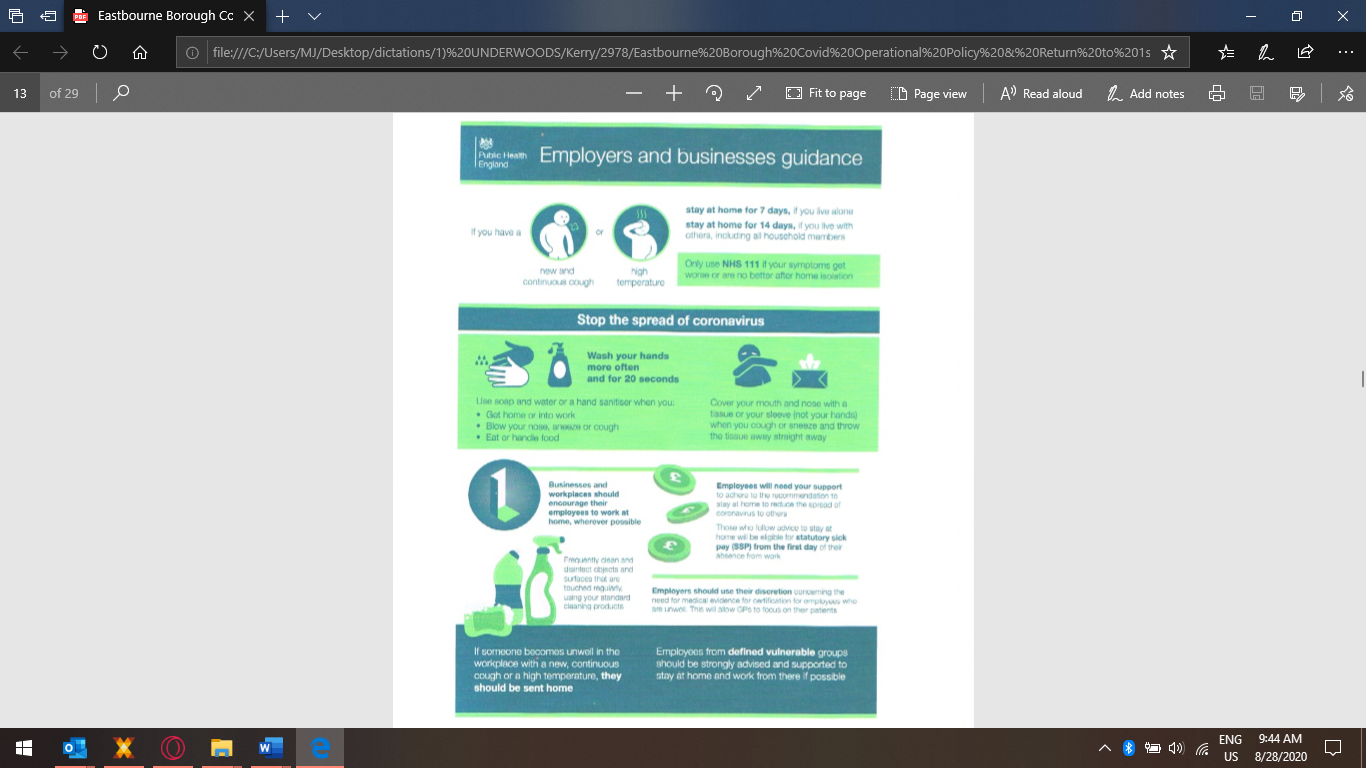
Stephanie Nash / [stephandrick@hotmail.co.uk](mailto:stephandrick@hotmail.co.uk)

**Chairman of Hemel Hempstead Town FC**

Dave Boggins / [daveboggins@aol.com](mailto:daveboggins@aol.com) / 07831 596 954

**Appendix 1.**

**Appendix 2.**



**Appendix 3**

**Management Plan of Symptoms of COVID-19**

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 1. WHAT TO DO IF YOU HAVE SYMPTOMS WHICH MIGHT BE DUE TO COVID-191,2** | | | |
| **IMMEDIATE ACTION** | **NEXT STEP** | **COVID TEST RESULT** | **WHAT NEXT?** |
| SELF ISOLATE for seven days  NO ATTENDANCE at Training Ground for any reason  INFORM Club Medical Team | REQUEST NHS Covid Test3 | POSITIVE | ISOLATE for minimum of seven days. Return to Club when free from symptoms for 48hrs (go to Table 2) |
| NEGATIVE | RETURN to Club once free from symptoms for 48hrs (go to Table 2) |

1. New Cough, Fever/Temperature, unusually short of breath during exercise or at rest, loss of smell, loss of taste, these are the most common symptoms, other symptoms include: new unusual fatigue with muscle and joint pains, feeling generally unwell in any other way.

2. If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

3. Antigen testing is now available to anyone with symptoms. The government has now expanded eligibility for coronavirus antigen testing to anyone over the age of five displaying symptoms. You can request this swab test online, and it can be done either through a drive-through testing centre or via a home test kit. It tells you whether you are currently infected with COVID-19.

**Testing must be done within he first five days of having symptoms. The NHS advises requesting a test within the first three days. You can book a test online through the NHS:**

**https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/**

**Management Plan for COVID-19 Test Results**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TABLE 2. WHAT TO DO IF YOU HAVE NO SYMPTOMS AT PRESENT** | | | | | | |
| Have you had **any** symptoms within the past Two weeks? | **Have you had a Covid Swab Test in the past seven days?** | **What was the test result?** | **What Next?** | **What was the test or re-test result?** | **What about Training?** | **Comments** |
| NO | YES  (Routine Club Screening) | POSITIVE | You must self-isolate for seven days from date of test.  The attend for re-test after seven and ten days, | POSITIVE | No, you must self-isolate if all tests are positive | Club Doc to monitor, consider Antibody Test |
| NEGATIVE | RTT if all tests negative | Report unusual fatigue, chest or muscle pains |
| NEGATIVE | **Attend normally for scheduled training, screening, testing and re-testing** | POSITIVE | No, go back to start of Table 2 | If symptoms occur go back to table 1 |
| NOT YET | N/A | NEGATIVE | NO RESTRICTIONS |
| YES  But now clear of symptoms for more 48hrs | Yes  (NHS Swab Test) | NEGATIVE |
| POSITIVE | ATTEND for Club Swab Test before resuming training | NEGATIVE | RETURN TO full intensity 14 days from start of symptoms | Report unusual fatigue, chest or muscle pains |
| NO | N/A | POSITIVE | No, you must self-isolate if all tests are positive | Club Doc to monitor, consider Antibody Test |

Appendix 4. Authorized Staffing

**Group Training Phase Staff List**

|  |  |  |
| --- | --- | --- |
| **Staff Name** | **Position** | |
| LEE BIRCHAM | Manager | |
| STEVE BATEMAN | Assistant Manager | |
| DMITRY KHARIN | Goalkeeping Coach | |
| NATALIE PIGOTT | \_  Head of Medical Services | |
| KELLY JOYCE | Sports Therapist | |
| SCOTT DALEY | Strength & Conditioning Coach | |
| MARK SWALES | Performance Analyst | |
| ANDY KING | Kit Manager | |
| STEPHANIE NASH | Club COVID appointed officer | |
| DAN FINILL | Media & Communications Manager | |
|  |  | |
| **Ground Staff Name** | |
| FRED BENNING | |
| xxxxx | |
| xxxxx | |

**Collective Training Phase Staff List**

|  |  |  |
| --- | --- | --- |
| **Staff Name** | | **Position** |
| LEE BIRCHAM |  | Manager |
| STEVE BATEMAN |  | Assistant Manager |
| DMITRY KHARIN | . , | Goalkeeping Coach |
| NATALIE PIGOTT |  | Head of Medical Services |
| KELLY JOYCE |  | Sports Therapist |
| SCOTT DALEY |  | Strength & Conditioning Coach |
| MARK SWALES | \_ | Performance Analyst |
| ANDY KING |  | Kit Manager \_\_. |
| STEPHANIE NASH |  | Club COVID appointed officer/CEO |
| DAN FINILL | \_ . | Media & Communications Manager |
| ANDY MACKNESS |  | Safety Officer |
| DAVE BOGGINS |  | Facilities Manager \_. |
| DEAN CHANCE |  | Operations |

|  |
| --- |
| **Ground Staff Name** |
| FRED BENNING |
| MICK STANBRIDGE |
| xxxxx |

**Return to Competition - No Spectators**

|  |  |
| --- | --- |
| **Staff Name** | **Position** |
| LEE BIRCHAM | **Manager \_\_\_\_**  **Assistant Manager** |
| STEVE BATEMAN |
| DMITRY KHARIN | **Goalkeeping Coach** |
| NATALIE PIGOTT | **Head of Medical Services** |
| KELLY JOYCE | Sports Therapist |
| SCOTT DALEY | Strength & Conditioning Coach |
| MARK SWALES | **Performance Analyst** |
| ANDY KING | **Kit Manager** |
| STEPHANIE NASH | **Club COVID appointed officer/CEO** |
| DAN FINILL | **Media & Communications Manager** |
| ANDY MACKNESS | **Safety Officer** |
| DAVE BOGGINS | **Facilities Man**a**ger** |
| DEAN CHANCE | **Operations** |

|  |
| --- |
| **Ground Staff Name** |
| FRED BENNING |
| MICK STANBRIDGE |
| xxxxx |

**Appendix 5.**

**COVID SYMPTOM SCREENING QUESTIONNAIRE 2020**

*As you will be aware, as a result of the Covid-19 Pandemic, medical staff will be conducting daily* routine *screening of new health symptoms in all players and staff This is to protect your health and safety, and those of others at the club.*

**Today, have you had:**

|  |  |  |
| --- | --- | --- |
| **COMPLAINT** | **NO** | **YES** |
| ***New cough\**** |  |  |
| ***Fever/Temperature\**** |  | ***.*** |
| ***Unusually Short of Breath during* exercise *or at rest\**** |  |  |
| ***Loss of Smell\**** |  |  |
| ***Loss of Taste'***  ***.\_*** |  |  |
| **Red Eyes or Sticky Eyes** |  |  |
| **New Abdominal Pain or Diarrhoea** |  |  |
| **New Blocked/Runny Nose** |  |  |
| **New unusual fatigue with muscle and joint pains** |  |  |
| **Headache** |  |  |
| **Feeling generally unwell in any other way** |  |  |

**If you have had any of these symptoms, please report it to your medical   
staff immediately BEFORE ATTENDING training**

*\*Indicates most sensitive symptoms*

*Objective fever defined as 37.6'C*

*\*Most individuals that* are *positive for Covid-19 do not appear to have fever*

**RECORD SHEET FOR POSSIBLE/CONFIRMED COVID-19 CASE**

*To be filed in player's medical record*

**Notes For Medical Practitioners**

1. Consider the sensitivity of individual symptoms

* Fever/Shortness of Breath/Cough/Loss of Smell or Taste are more sensitive as individual symptoms than those not italicised
* Fatigue, skipped meals and joint/muscle pain are the most common symptoms for those that test positive

1. Please consider clusters of symptoms in suspecting COVID-19, rather than individual symptoms,

* Muco-respiratory (Fever, cough, wheeze, sore throat, runny nose, 0Onjunotivitis)
* Enteric (Abdominal pain, vomiting, diarrhoea)
* Constitutional (Malaise, joint pain, myalgia)
* Neurological **(Loss of smell,** loss of taste, headache)

*Predisposing medical conditions* (e.g. "Hay *fever") may complicate diagnosis.* Use professional   
*Judgement.*

**Player:**

**Date:**

|  |  |
| --- | --- |
| SUMMARY OF RECORDS | |
| Symptoms |  |
| Close contacts  (Defined as prolonged, > 15 minutes continuously) |  |
| Test Conducted |  |
| Treatments provided |  |

**Appendix 6, Stadium Risk Assessment**

**Hemel Hempstead Town Football Club – RISK ASSESSMENT: RA10G COVID-19.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Generic Risk Assessment** | | **Activity: Covid-19** | | | |
| Assessor: Andy Mackness | | Date: 29/08/20 | | | |
| Risk Assessment review frequency: | | Annually and in-line with government requirements/changes. | | | |
| Authorised by: Stephanie Nash | | Date: 29/08/20 | | | |
|  | |  | | | |
| Part A | | | | | |
| **Hazards** | **Who could be affected** | | **Risk** | **Control measures required** | **Resultant risk** |
| Exposure to teammates, officials or supporters carrying COVID-19 | Team members, officials and supporters | | Serious | Control measures detailed in part B of the risk assessment. | Low |
| Mental health issues due to social isolation/furloughing requirements. | Team members | | Serious | Additional communication methods detailed in part B of this risk assessment. Active encouragement of exercise. | Low |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK ASSESSMENT MATRIX** | | | | |
| **Severity**  **Probability** | **Catastrophic**  **(1)** | **Critical**  **(2)** | **Marginal**  **(3)** | **Negligible**  **(4)** |
| Frequent  (A) | High | High | Serious | Medium |
| Probable  (B) | High | High | Serious | Medium |
| Occasional (C) | High | Serious | Medium | Low |
| Remote  (D) | Serious | Medium | Medium | Low |
| Improbable  (E) | Medium | Medium | Medium | Low |
| Eliminated  (F) | Eliminated | | | |

**Part B - Control measures.**

**Business actions have been undertaken as follows:**

* World Health Organisation (WHO), Government guidance & The Health Protection (Coronavirus) Regulations 2020 are being followed, as is advice and guidance from partners and stakeholder groups such as the FA. if these are not aligned The Health Protection (Coronavirus) Regulations 2020 and relevant government (devolved or otherwise) guidance will take precedence.
* Vulnerable team members and Volunteers have been asked to self-isolate along with government guidelines.
* All internal and external public areas are marked with signage to remind the need for social distancing and hygiene requirements. Seating and capacities will be constantly reviewed in line with UK government advice.
* Financial planning is in place based on various financial scenarios.
* A colleague furlough process has been completed.
* A regular senior leadership team conference call/meeting is taking place to review business decisions & regular shareholder engagement occurs as a result.
* Regular operations, commercial & board communications are taking place to review operational matters.
* Regular communications are in place to assist with the well-being of furloughed team members and volunteers who have not returned. This includes but is not limited to, their physical health and mental well-being.
* Business benchmarking is in place to ensure that appropriate measures can be implemented when required

**General Control principles:**

* Regular hand washing remains one of the Government's key controls and we have facilitated all team members, volunteers, and public, access to soap, warm water, hand washing facilities. We will ensure regular breaks for team members to enable this to take place frequently. Team members have access to hand washing practice guidance in step by step poster form.
* Social Distancing measures are in place at entry/order/preparation/collection points, Hand washing is increased after handling cash.
* Alcohol hand sanitiser is also available to team members, volunteers, and the public.
* Alcohol hand Sanitiser is available for public use at entrance points.
* Additional PPE e.g. face coverings, will be considered and provided as deemed appropriate, based on PHE scientific advice and brand guidance.
* Non-medical 3 ply Face masks are available for all team members and volunteers, but not mandatory. Detailed use instructions provided.
* Signage is in place on all entrances to the club, reminding Team members, officials, volunteers and the public not to enter the club if they are suffering from symptoms or have been in contact with anyone suffering from symptoms of Covid-19.
* We are communicating messages to our team, officials and volunteers through a daily communication brief and posters have been issued. Daily calls are available to share information & best practice.

Sneeze screens are being provided for the turnstiles.

* Social distancing measures based on the Government guidance of 2m separation or 'I m plus have been put in place. Signage is displayed throughout and floor space measures are in use both front and back of house
* Where appropriate and possible, one-way systems are in operation with clear signage, along with separate entry and exit points.
* Customers are encouraged to pay through card/contactless methods.
* A process has been put in place to control risk at turnstiles and counter ordering and cash handling.
* Enhanced cleaning regimes to all hand contact areas, work surfaces and public areas. This will include playing equipment.
* Fire Assembly points have been reviewed and Club officials, team members and volunteers have been reminded of social distancing measures that are required should evacuation be necessary.
* A documented monitoring process is in place to ensure the controls are always in use and corrective actions are taken and recorded where issues are found.

**Football Activity**

* All football activity, training, or competitive matches will take place following all relevant Government and FA guidance.
* Match day equipment such as balls, goals, dugouts, corner flags etc will be sanitised at appropriate times and intervals by a dedicated team.
* Technical areas will be extended in a way to allow appropriate social distancing.
* Spectators will be allowed, considering, and following all relevant Government and FA guidelines regarding capacities and social distancing.
* Training equipment will not be shared with other groups without being disinfected and sanitised fully.
* Medical/Physiotherapy staff will operate in line with the FA First Aid Guidance and will follow this guidance unless a medical incident requires a breach of this guidance.
* Name and contact information of all participants will be recorded to support test and trace efforts following all NHS test and trace guidance.
* All participants from Hemel Hempstead Town FC will have a Covid questionnaire prior to any activity at the club.
* Hemel Hempstead Town Youth FC will have their own Risk Assessment and Ways of Working.

**Match Day Player and Official Facilities**

* Car parking will be reserved as close to changing facilities as possible.
* A Separate entry and exit route will be provided for all changing facilities.
* Enhanced cleaning regimes to all hand contact areas, shower areas, work surfaces and seating.
* Regular hand washing remains one of the Government's key controls and we have facilities providing access to soap, warm water, hand washing facilities. Each changing room will have hand washing practice guidance in step by step poster form.
* Alcohol hand Sanitiser is available for use in each changing area.
* Teams and officials will be asked to arrive at staggered times to minimise contact.
* Changing rooms should be used for changing and showering only.
* If a separate area for team talks cannot be provided on match day, then numbers should be limited to match day squad and management only inside the changing rooms.
* Separate warm up areas will be provided to ensure social distancing.

**Managing the number of people entering the club:**

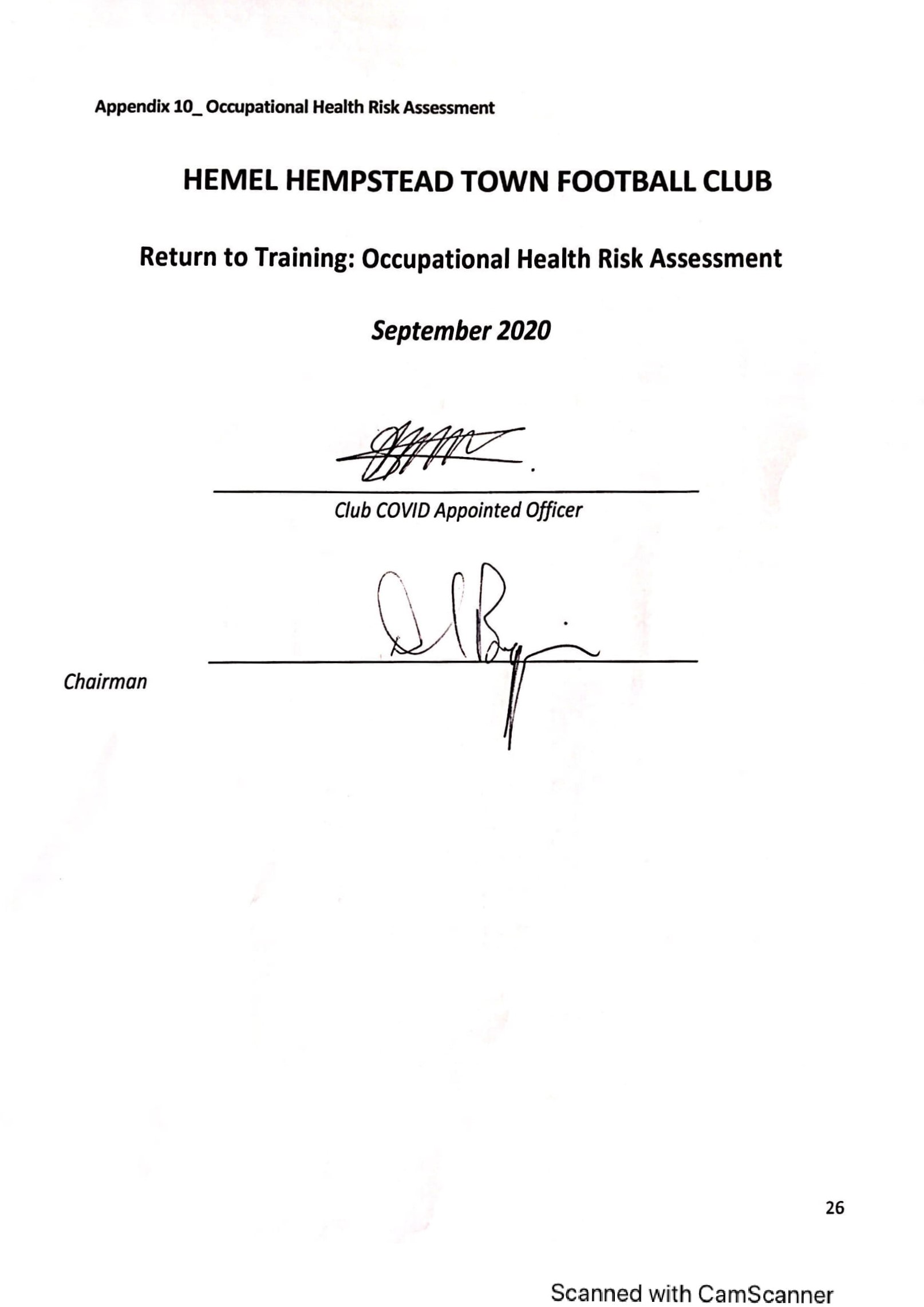
* The club is experiencing limited foot fall due to lockdown guidance. To date there have been no issues with high volumes of footfall through the club. There is signage in place to remind team members, officials, volunteers and public of the social distancing requirements. We will review capacities regularly, based on Government and FA guidance, along with our own safety reviews enabling adequate social distancing.
* The club is operating a track and trace programme for players, staff and anyone else that comes to the club.
* Where appropriate and possible, one-way systems are in operation with clear signage, along with separate entry and exit points.
* This will be regularly reviewed throughout the day and at busy times a club official or volunteer will be placed at entrances and queue points to remind people of the social distancing measures in place.

**Team member and Volunteer Safety:**

* Social distancing measures are practiced throughout.
* Where-ever possible workers and volunteers are working from home using conference and video calling for meetings and communication. Travel to work is only permitted where essential.
* Team members, club officials and volunteers returning to work are only permitted to do so if they do not reside with a vulnerable/shielding person, they are in full health

and are not living with someone who has symptoms or is self-isolating. Full return to work conversations are being held with individual team members and volunteers before returning.

* Before a team member, club official or volunteer returns to work, they are required to be fully briefed on the risk assessments and new working practices required, this includes social distancing expectation whilst travelling to and from, during work and rest breaks, well-being and reporting of illness/self-isolation procedures, food hygiene practices and hand washing disciplines, PPE and mask use and disposal, emergency evacuations, first aid and dealing with anxious/difficult customers, saying no and requesting customers remove themselves from premises.
* Team members, officials and volunteers are requested to use their own method of transport to travel to and from work, car-pooling between members of other households is allowed but FA guidelines must be followed where this is the case. Team members are also requested not to use public transport.
* Non-surgical grade face masks are available for team members, club officials and volunteers, these are not provided as PPE. Staff are given full information following WHO guidelines and are free to make their own informed choice should they wish to wear them,
* All Team members, club officials and Volunteers are made aware of the latest government advice and guidance on Covid-19 available from Public Health England and the NHS 111 website, and are required to take appropriate action if they believe that they have any symptoms of Cavid-19. We have a set reporting system for all team members and volunteers to report, isolation and symptoms, advice is given on a case by case basis.
* Team members and Volunteers are regularly reminded of the government guidance regarding the signs/symptoms of covid-19 and to report these immediately to management should they occur whilst at work.
* Team members are also made aware of the HE anonymous reporting procedure that is available to them. <https://www.hse.gov.uk/contact/concerns.htm>
* All back of house areas and rest areas are subject to social distancing rules if in use or taken out of use completely.

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|  |  |  |
| --- | --- | --- |
| **ACTIVITY & FACILITY** | **RECOMMENDED ACTIONS** | **Mitigation  Score  COMPLETED**  **(2)**  **IN PROGRESS**  **(1)**  **NOT IN PLACE  (0)**  **Delete as**  **appropriate** |
| **Travel** | It is recommended that personal vehicles are used  Players must travel in individually  Questionnaire completed on arrival by all players and staff  Clean car regularly with anti-bacterial wipes  Disposable gloves should be worn at petrol pumps after which hands should be washed using soap and water or sanitised using appropriate hand gel  On arrival at the training ground, players should maintain social distancing recommendations and not engage in physical contact of any kind | 2  2  2  2  2  2 |
| ***Entrance*** | One-way system is in place. All should wash  their hands both on arrival and leaving (sufficient gels/handwashing facilities available) | 2 |
| ***Changing. Showering, Toilets*** | IR Temperature checks in place  Sufficient kit should be provided  Players/staff should have a change of clothes (consider outdoor changing area with used clothes bagged to return home for washing)  Specific care should be paid to keep toilets in good condition, clean and handwashing after using them  These areas should be cleaned as frequently as possible, and preferably several times per day. A cleaning rota and record is recommended. Longer-acting cleaning agents should be applied at appropriate intervals on the advice of the manufacturer | 2  2  2  2  2 |
| ***Dining*** | Dining areas remain closed | 2 |
| ***Medical/***  ***Treatment Room*** | Surfaces should be cleaned using an appropriate agent on a regular basis in medical assessment room  Couches at least 6 feet apart  Surfaces/Couches which have been used for medical assessment/treatment should be sprayed and wiped between assessment  Appropriate PPE should be worn by medical staff performing face-to-face duties with players such as providing treatment or massage, taking blood tests or other specimens (separate recommendations for CPR below)  This PPE should consist of:   1. Fluid Resistant Surgical Masks (Type 2R) 2. Eye Protection (goggles or visor) when conducting an examination of a player's mouth, head or ear, nose and throat areas 3. Gloves 4. Plastic Apron   In instances where it is not practical to wear gloves and/or apron, the practitioner should adhere to strict hand hygiene procedures before and after patients  There is no requirement to change eye protection and face masks between assessment, unless they are soiled, or the mask becomes damp  it is recommended that doctors restrict medical  examinations to those which are essential. For  example, ENT assessments may be unnecessary, and treatment may be provided on history alone  Donning and Doffing areas for PPE should be arranged at training grounds  PPE equipment should be cleaned using an appropriate (e.g. Chlorine-based agent) or disposed of following use in a clinical waste bin   * Goggles and Visor may be cleaned after  use * Medical Masks should be disposed   Medical waste bins should be emptied as often as possible but not longer than every 14 days Oxygen, Entonox and nebulisers may be delivered using the PPE ascribed above | 2  2  2  2  2 |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Indoor Environment***  ***Including Gym and Laundry*** | Gym should remain closed and out of use for all players and staff  In the initial phase of return to small group training players should come ready changed, which kit should be taken home and washed separately | | 2  2 |
| ***Accommodation***  ***/Living families*** | The risk of contracting COVID-19 is increased through interaction in community settings  Thus, players and staff who live with their families and children are at greater exposure risk than those that live alone (as other family members will be going about their normal lives) Players that test positive/develop symptoms should leave the training facility until it is safe to return (see recommendation below). This brings a risk of players potentially infecting family member which will inevitably cause concern  Options  Self-isolation of co-habiting members  and children for 14 Days | | 2 |
| ***Training*** | Session planning has been undertaken remotely  Guidelines and social distancing are always being complied with | | 2  2 |
| ***Testing*** | | I No Player or member of Staff is permitted to attend the Training Ground on or after the Training Return Date unless they have submitted to a CAT within 48  hours of their intended arrival at the Training Ground, which has returned a negative result. (see protocol for RTT for details) | 2 |

Government guidelines to be followed for cleaning in non-healthcare settings

**GREEN (2)** Alf necessary levels of preventions are in place carry out duties

**AMBER (1)** Some levels of preventions are not sufficient enough to carry out duties, Carry out remedial actions prior to continuing with duties

**RED (0)** Levels of preventions are insufficient to carry out duties. STOP WORK - do not carry

out duties until remedial actions are in place

**Appendix 11.**

**Collective and contact training risk management framework**

The collective and contact training risk management framework will assist the clubs coaching staff in reducing the severity and duration of physical interactions during training sessions. It will provide a framework for the careful planning of training sessions to achieve the desired outcomes of each training session including the additional outcome of minimising risks of COVID-19 infection.

A key factor is spatial orientation. Training drills and sessions will be modified and manipulated to achieve distancing of 2 metres whenever possible and to increase area per player.

A risk profile will be built for induvial training drills based on drill size, duration, activity type, physical nature, and interactions. and training sessions will be risk assessed from the training drills for each training session to assess the risks from each session.

**Size of area per player**

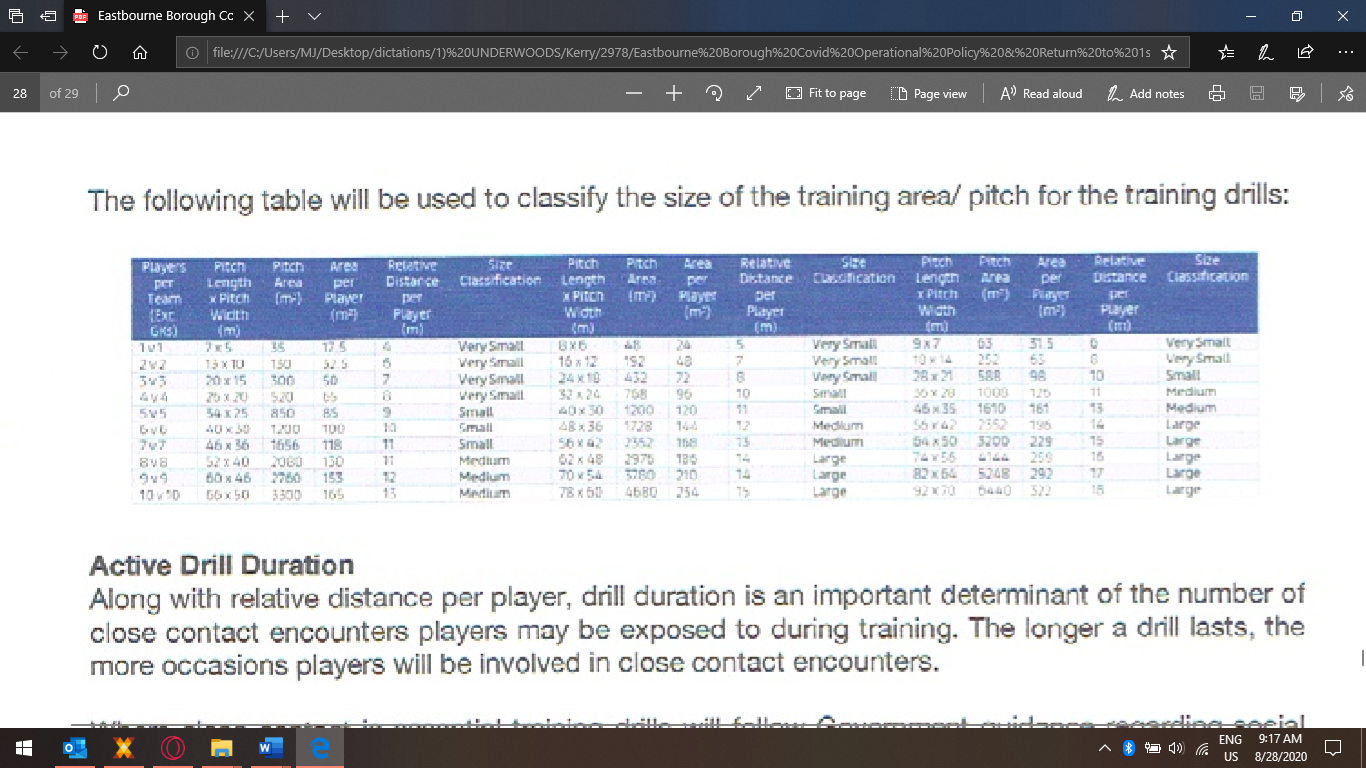
The area of a pitch (length x width (n-12)) relative to the number of Player's involved (area per player   
(m2)) is a key training design factor. The space each Player has within a training drill will help inform   
an assumed distance that may exist between Players (relative distance per player = 4area per player

(m)).

Maximising the distance between players in training drills relates to the opportunity players are in   
close interactions and, therefore, the perceived risk of transmitting infection, Maximising the   
distance between players in training sessions is a key risk mitigation strategy under this framework\_

The table below shows the relative distance per player based on different training pitch sizes manipulated by pitch dimensions for an 11 v 11 and gives a pitch size classification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pitch** | **Length x width (m)** | **Area m2** | **Number of players** | **Area per player m2** | **Relative distance per player m2** | **Drill size classification** |
| **Full pitch** | 100 x 66 | 6600 | 22 | 300 | 17 | Large |
| **Box to box – full width** | 67 x 66 | 4422 | 22 | 219 | 15 | Large |
| **½ pitch – full width** | 50 x 66 | 3300 | 22 | 159 | 13 | Medium |
| **Box to box – 18yd width** | 67 x 40 | 2680 | 22 | 133 | 12 | Medium |

**The following table will be used to classify the size or the training areal pitch for the training drills:**

**Active Drill Duration**

Along with relative distance per player, drill duration is an important determinant of the number of close contact encounters players may be exposed to during training. The longer a drill lasts, the more occasions players will be Involved in close contact encounters.

Where close contact is essential training drills will follow Government guidance regarding social distancing in the workplace where close contact is essential and will be kept to 15 minutes or loss wherever possible\_

The table below shows how the duration of each dry I I will be classification by duration from very short to long:

|  |  |
| --- | --- |
| **Drill duration** | **Classification** |
| < 5 minutes | Very short |
| 5 to 10 minutes | Short |
| 11 to 15 minutes | Moderate |
| > 15 minutes | Long |

**Training drill risk classification**

This risk management framework provides a risk score for training drills based on drill size, drill duration and the accompanying modifications to inform the relative risk of infection transmission.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **DRILL SIZE** | | | | |
| **Drill** | **Classification** |  | **Large**  > 175m2 or  > 13m | **Medium**  125 – 174m2 or  11 ro 13m | **Small**  75 – 124m2 or  9 to 10m | **Very** **small**  < 75m2 or  < 9m |
| **Active duration** |  | **Score** | **1** | **2** | **3** | **4** |
| Long | **4** | 4 | 8 | 12 | 16 |
| Moderate | **3** | 3 | 6 | 9 | 12 |
| Short | **2** | 2 | 4 | 6 | 8 |
| Very short | **1** | 1 | 2 | 3 | 4 |

Red = High Risk Yellow = Moderate Risk Green = Low Risk

**Training session scoring**

The various training drills being used in each training session will be risk assessed using the training drill risk classification table and taking account of the other factors that will impact of the specific risk of each drill,

The risk score of the training drills to be used in each day’s training session using the daily session plan will be added to give an overall session risk score.

Below is the table used to assess the risks of the daily session plan including mitigating actions that will be taken to reduce the potential of virus transmission.

|  |  |  |
| --- | --- | --- |
| Score | Risk key | Actions |
| >60 | High | Attempt to mitigate actions where possible to reduce the potential incidence and severity of virus transmission |
| 40 - 59 | Medium | Monitor during session to minimise interactions. Mitigation actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented. |
| < 40 | Low | Low risk during the session. Little action needed but ensure mitigations are working. |

**Training session approval**

Each training sessions plan must be sent to the Club COVID appointed officer in advance. The Club COVID appointed officer must approve the training session plan and any mitigating actions prior to the session starting.