

## **COVID – 19 EVENT MEASURES AND RISK ASSESSMENT**

**IN THIS DOCUMENT YOU WILL FIND EVERY MEASURE WE WILL IMPLEMENT WITH ALL EVENTS GOING FORWARD UNTIL A VACCINE IS FOUND FOR COVID – 19 (CORONAVIRUS) AND/OR THE GOVERNMENT STATE WE CAN RETURN TO A STATE OF NORMALITY AKIN TO PRE MARCH 2020.**

**THESE MEASURES ARE IN PLACE TO PROTECT **THE PUBLIC, THE PARTICIPANTS** OF THE EVENT AND **ALL STAFF/VOLUNTEERS** WORKING AT THE EVENT. THESE THREE CATEGORIES OF PEOPLE ARE AT RISK FROM THE START TO THE FINISH OF THE EVENT. DUE TO THE OPEN NATURE OF THE SPORT, IT IS DIFFICULT TO HAVE A CLOSED EVENT WHERE ONLY PARTICIPANTS AND STAFF ARE SAFE.**

**PLEASE NOTE THAT WE ARE NOT AFFILIATED TO ENGLAND ATHLETICS AND OUR PERMITS ARE ISSUED BY THE ASSOCIATION OF RUNNING CLUBS (ARC). THE GUIDELINES/MEASURES/ADVICE IN OUR ASSESSMENT BELOW ISN'T THE GUIDELINES/MEASURES/ADVICE/VIEW OF ANY GOVERNING BODY IN THE WAY IN WHICH WE HAVE SAID AND STATED IT HERE.**

### **PRE EVENT AND THE EVENT START**

- COVID – 19 meetings online through Zoom, Microsoft Teams, Facebook/private crew group etc. (DURATION OF PROCESS ALSO).
- One in/One out at 'Health Screening'/ID check. (Runners will need to provide photo ID). The 'Health Screening' will be a distanced queue of a small group of runners. There will be 4 time slots (1 for each start phase). They will have their temp taken, be ID checked, have to return their 'Test and Trace' form that will be emailed to them prior (disqualification will beckon for those who forget or don't bring it with them). They will have their name and temperature check logged by a race official which will be overlooked by a member of our medical staff.
- Temperature checks for each participant and crew member on arrival. Records which we'll keep hold of for 21 days.
- Employ a specific individual to log all names/temperature. (As mentioned above).
- We'll aim to ask our waste collectors if there is anything else you need to do as we don't have a contract as this business never usually needs one. We're not a medical based business.
- If our staff are using PPE at our events to protect against risks other than coronavirus, they can throw it away in the usual way.
- Extra portable toilets. Set out spaces a metre apart and everyone wears a mask until the running start line commences.
- Runners MUST use the PPE bins provided to discard their waste at ALL points that carry them. Failure to do so will lead to a disqualification. Being caught littering anything carries a lifetime ban from entering ALL 'Bys Vyken Events & Cornish Trails' races/events.
- ID/Health Screening slots for each set of 25 runners. We will be strict on timing and if a runner is late they will not be participation. (As mentioned above).
- PPE (Full kit – mask/visor, gloves, apron, hand gel, anti-bacterial sprays, blue roll cloth/tissue/disposable wipes) for all crew at all times, supplied by us. All kit must be placed

into a yellow medical bag and will be disposed of properly in the correct PPE waste bins at all points that carry them.

- Perspex screens for registration/'Health Screening'/ID check crew. Perspex screen protector for those recording the data.
  - Masks to be worn by all those being 'Health Screened'.
  - Hand sanitisation stations to be on tables so making sure an adequate amount of tables are purchased before the event.
  - 25 people every 15 minutes and use metre cones/separators/clear spray markers on the ground in good weather etc on the start line.
  - Checking and maintaining communication with insurers over whether insurance covers everything before sending copies to all authorities and venues. (AVAILABLE TO SEE ON REQUEST THROUGH THE DURATION OF THE EVENT).
  - All hydration containers to be sterilised pre event and left for 72 hours prior to the event before filling. All staff that fill containers will need to be in full PPE whilst doing so.
  - Communicate with the timing solution company at the finish on the phone at each starting phase. Chip timing working from a generator and a van rather than inside a venue if there's no conceivable way to use an indoor venue.
  - Make sure that the timing solutions company set 4 different times to each phase etc.
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- Hand gel to ALL runners after passing the 'Health Screening/ID check. It's the runner's responsibility to look after their hand gel. They MUST take one from us even if they have their own. Disqualification will ensue if they fail to take one of ours.
  - Those with a fever greater than 38 degrees Celsius should NOT attend. We are aware that during and after physical exertion such as running this event, it will mean that another screening could bring up a reading greater than 38 degrees Celsius. Whilst it wouldn't necessarily be a suspected case of COVID 19, it should be analysed with the participant's presentation/current state/persisting symptoms. Runners who present symptoms will be made to leave the event with a member of their household if available after they have been called by phone. The event will be closed down if a runner is suspected of having symptoms with no refunds given and a reschedule of the event. All runners would be recommended to isolate for 14 days and will be recommended to be tested. It is the runner's responsibility to take this advice and use it. Ultimately runners are responsible for themselves. No event will take place under the circumstances of symptoms being present.
  - Make sure the start and finish areas are wide enough to cope with the necessary distancing to enable people enough freedom to not physically touch each other, thus creating a safe environment where there isn't an issue with the transmission of germs, or it's limited.
  - Make sure the faster runners are placed accordingly by asking them to go in their order of 5 rows on the start line, ie faster to slower/row 1 to 5. 5 rows of 5.
  - As much discussion and information through emails and social media as possible so everything doesn't need to be discussed on race day. The less hanging around before the start, the better. This will promote less congregational time, not that there should be any congregating at all.
  - Emergency services informed prior to the event, as per every event prior to the COVID 19 pandemic of 2020.

- Runners will set off in groups 15 minutes apart and will all be timed from the moment they go off. This will either be with chip timing or manual depending on the number of runners at the start.
- (Number of runners to be determined on overall entry limit and the number of those running/starting off at each 15 minute interval. 100 runners to start the race overall. (As mentioned above).
- Look into doing a safety briefing on Facebook live or film and post it prior. Bibs out in the post but ID check tunnels/gazebos to speed up the process along with the mandatory 'Health Screenings'.
- Kit check remains important and must be done on the day along with tracker fitting. Runners expected to lay all items out themselves on a table ready for inspection and put them away again themselves. Kit check tables will be disinfected between each check. Failure to comply will result in disqualification. No crew will touch your gear and will NOT be instructed to. You must follow everything they ask of you.
- Each phase will go off alphabetically in groups of 25 separated by sprayed crosses/cones etc (As previously mentioned above) on the floor 1+ metres apart from each other. No exceptions or excuses when it comes to wanting to be in groups with friends. Couples (married/cohabiting/otherwise) that we know are definitively together and at events with family who we know share the same residence, will be grouped together for obvious 'social bubble' reasons.

## ***DURING THE EVENT***

- No dogs on events going forward as they could pull you into others who are trying to distance from you. Dogs could also be involved in incidents with other dog walkers/runners on the same route but uninvolved/not associated with the event.
- No pacers. This will prevent people crowding in groups as they run to get a time.
- Runners must maintain a safe distance before and post event. One in and one out system for food and drink at venues (If we can supply food). The distance apart must corroborate with the Government guidelines.
- Arrows and signage will be in place throughout to remind runners to clean hands and follow the correct procedures laid out in our new rules for our events during the pandemic.
- Sanitisers will be available for use at very aid station and are mandatory to use.
- Food at aid stations will be packaged. Runners are responsible for opening the packages themselves and correctly disposing of the waste.
- No spectators.
- No patting each other or high fiving allowed/advised.
- Nobody shares food/drink and each stick to their own. Being caught doing so may lead to disqualification.
- Runners will have to supply all of their own PPE except hand gel which will be provided by Bys Vyken Events.
- Masks, visors, gloves, aprons and hand gel will be supplied to all crew by us.

- Crew will have to make own food and drink if they wish to eat whilst marshalling but will need to clean hands after.
- Crew should wear and use the PPE provided throughout the duration of their duties at events.
- Nobody can touch food or drinks at aid stations without using hand gel first.
- Hand sanitisers/sanitisation stations will be available for use at registration on the way in and on the way out after registration. Crew will use anti-bacterial spray on surfaces between participants.
- A COVID – 19 officer (first point of contact) will be appointed and it will be the Governing Event Director's responsibility to take on this role for each event going forward.
- No bag drop. Runners are responsible for their own baggage collection to limit personal belongings changing hands with members of our crew any more than the kit check
- Runners will have maps that will help keep them on the course so they hopefully won't need to ask another other route users directions. They will be encouraged to phone Race HQ/Governing Event Director if they are lost, pending a strong enough mobile phone reception from both parties.
- Runners will be told only to use wider spaces on the race/event routes to overtake and to not overtake on single, narrow tracks where they are at their closest to each other and most likely to touch.
- Runners will be encouraged to used sleeves to pull themselves over stiles and fences as to not expose bare hands to surfaces, so germs can be passed on to the next runner who does the same.
- Runners will not be allowed to congregate under gazebos/temporary structures. Other than 'Health Screenings' and ID checks, they will have to be outside regardless of weather. (See our separate risk assessments and policies for what we do in the event of bad weather/acts of God/etc).
- Our medical team will be made aware (although it will obviously be their policy but we can't speculate on this) to sterilise their vehicle in between picking up patients and transporting them. It will be made aware to them that the runners will also need to wear PPE, such as masks and gloves whilst in transit. (Again, something that we would have thought would have already been their policy).
- No showers at any event.
- No use of end venue unless runners abide by the guidelines and rules that the event venue operate under.
- Food to remain packaged. (As mentioned above) Disappointing as we're a plastic free business but needs must through the pandemic. We will still attempt to eliminate as much single use waste as we can under the circumstances).
- No cups at races. Runners are responsible for bringing their own hydration containers.
- Touchless antibacterial hand gel/soap mounted to all tables at water and food points.
- We will have all next of kin numbers to use in compliance with GDPR regulations.
- Revised cut off times if needs be.
- Runner etiquette on passing each other and no spitting, snotting, shouting close to each other etc. This will be a major talking point of 'pre-event guides' of which all participants will be emailed.
- Provide signage that must be maintained throughout at all destinations on the route including the start and finish.

- Entrants to help themselves to their own water from water butts and butts cleaned and sanitised/sterilised after each mass surge by crew. Crew to be supplied with all cleaning chemicals and tools/equipment to make sure this is maintained throughout the event.
- All soiled PPE must be changed/discarded into correct waste facilities onsite.
- Clean/disinfect toilets after each few visits (Every 20 minutes), as that level of toilet users can't be held up.
- Have runners to respect all the social distancing and COVID – 19 measures of every event venue.
- No changing facilities.
- Put used cloths and wipes in the 'black bag' waste bin. We do not need to put them in an extra bag or store them for a time before throwing them away.
- Runners are advised not to use shops or pubs on any route.
- 1 x support crew only from the runner's social circle. (DURATION OF EVENTS EXCEEDING 26.2 MILES ONLY)
- No spectators. Participant runs the risk of being disqualified if they break this rule, other than the 1 allowed support crew on any event exceeding 26.2 miles.
- We will put used disposable face coverings and PPE in an 'offensive waste' collection (yellow bags with a black stripe or red biohazard bags, zip-tied closed).
- If we're producing additional waste because of extra cleaning of work areas, premises and/or public places during the coronavirus, we will dispose of this waste as normal.
- An adequate number of bins will be available at every major point during the event.
- We'll provide extra bins for our staff and customers to throw away their waste, face coverings and PPE used for social distancing, and any other additional waste, such as food packaging and disposable tableware.
- We'll make sure that staff and customers do not put face coverings and PPE in a recycling bin as they cannot be recycled through conventional recycling facilities.
- We'll make sure bins are emptied often so they do not overflow and create litter.
- We do not need to collect PPE separately but we will and it's important that we must describe and code our waste correctly.
- Have participants and crew in masks whilst in any indoor and outdoor area.
- No product sampling from sponsors, ie shoes/clothes/nutrition etc at the event.
- Waste bags should/will be a different colour for the medical waste, which will only be placed inside yellow bins marked as biohazard waste. Double bag each bin.

## ***POST EVENT/FINISH***

- Runners encouraged to move through each station quickly and not lay down or stay stationary post finish unless they are being medically treated.
- Post awards out. No awards ceremony.
- No use of end venue unless they abide by the guidelines and rules that the event venue operate under.
- Make sure the start and finish areas are wide enough to cope with the necessary distancing to enable people enough freedom to not physically touch each other, thus creating an issue with transmission of germs.

- Runners will grab their own medals post event and not be handed one as usual like previous events.
- Make sure the start and finish areas are wide enough to cope with the necessary distancing to enable people enough freedom to not physically touch each other, thus creating an issue with transmission of germs.
- If there is food at the end of an event, it will be from outside caterers who are qualified. Copies of insurances will be viewed and permission will be asked if we can display them on our information boards.

## ***RUNNERS SHOULD NOT ATTEND IF:***

- They have a fever greater than 38 degrees Celsius. We are aware that during and after physical exertion such as running this event will mean that another screening could bring up a reading greater than 38 degrees. Whilst it wouldn't necessarily be a suspected case of COVID 19, it should be analysed with the participant's presentation/current state/persisting symptoms. Runners who present symptoms will be made to leave the event with a member of their household if available after they have been called. The event will be closed down if a runner is suspected of having symptoms. All runners would be recommended to isolate for 14 days and will be recommended to be tested. It's the participant's/crew member/staff/volunteer's responsibility to isolate. No event will take place under the circumstances of symptoms being present from the start.
- THE RUNNER OR STAFF MEMBER PRESENTS A CHANGE IN SMELL/TASTE OR HAVE A NEW COUGH/FEVER
- HAS BEEN TO A HIGHLY AFFECTED COUNTRY IN THE LAST 14 DAYS.
- HAS BEEN AROUND ANYONE WITH SAID SYMPTOMS.
- THERE WILL BE A 'HEALTH SCREENING' AT REGISTRATION. PUT MASKS ON FOR SALE AT REGISTRATION. SEPARATE EACH MASK IN A ZIPLOC BAG, ZIPLOC CLOSED.
- RUNNERS ARE TO FILL OUT AN NHS TEST AND TRACE FORM. AN APPOINTED MEMBER OF STAFF/VOLUNTEER CREW WITH FIRST AID QUALIFICATIONS CREW WILL RECORD EACH CHECK. RUNNERS WILL BE EMAILED THE FORM TO PRINT AND BRING IN. THIS MUST HAPPEN OR PEOPLE DON'T RUN. WE'LL HAVE MEDICAL PROFESSIONALS TO SUPERVISE THE CHECKS.
- WE WILL HAVE DIGITAL THERMOMETERS DO THE TEMPERATURE CHECKS (GREATER THAN 38 DEGREES CELCIUS AS STATED ELSEWHERE IN THIS ASSEMSMENT).

To order a test immediately go to [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119 if you have no internet access.