

COVID SAFE OPERATING PROCEDURES



Guidance for officials
and volunteers at SI
punching events.

COVID-19 GUIDANCE FOR ORGANISERS

- 🦺 Online registration must be used, including payment and start time booking – no more than 10 entries per 15-minute window per start location
- 🦺 Payment on the day to be discouraged, but if absolutely essential to be by contactless payment with terminal 2m from official or with barrier in between.
- 🦺 Warning in event literature and signage not to attend if showing symptoms or have been in contact or diagnosed - direct to read and follow the [Participant Code of Conduct](#). Full refund given if unable to attend due to Covid restrictions.
- 🦺 Competitors to be advised that when following another competitor they should remain at least 10m behind to avoid aerosol inhalation from other competitors. They should also maintain 2m distancing approaching control sites and move away promptly.
- 🦺 Warning in event literature and signage not to congregate.
- 🦺 Briefing to competitors to social distance, including waiting for controls.
- 🦺 All boxes to be mounted, not held by hand.
- 🦺 Check, clear, start, finish and download boxes disinfected frequently throughout event.
- 🦺 Consider enabling contactless punching.
- 🦺 Boxes to be disinfected prior to collection, or collectors to wear gloves and then boxes disinfected at a central point.
- 🦺 Hire SI cards disinfected, bagged and named by someone wearing a mask and gloves at least 72hrs before event and then disinfected on return. No reuse during event.
- 🦺 One-way flow from parking → start → finish → download → parking planned and signed.
- 🦺 Clearly marked queuing distances at start and download.
- 🦺 No more than 6 people in the start area at one time.
- 🦺 Starts staggered by at least a minute regardless of course (unless in same household).
- 🦺 Sufficient spare slots left in start schedule to allow those who miss allocated time don't have to wait around nearby for too long.
- 🦺 Maps placed so easy to get while distancing and without having to touch others. No reuse of maps.
- 🦺 Finishers reminded to move clear as soon as they've punched and directed to download.
- 🦺 Download box 2m from manned computer.
- 🦺 No results to be displayed, though printout is acceptable if it can be obtained by the participant themselves.
- 🦺 Gel available at key points – start, download, first aid.
- 🦺 Unless in same household, volunteers manning stations such as download to be one per tent or wear masks.
- 🦺 Consideration to be made of individual officials' risk status.
- 🦺 First aider to have appropriate PPE.
- 🦺 Record of all participants and volunteers kept in case needed for contact tracing (normal procedure to keep for insurance anyway).
- 🦺 Equipment uses by volunteers to be disinfected at start, any handover, and at finish. Where that would prove difficult, e.g. laptops, gloves should be worn.
- 🦺 All used wipes, gloves and similar to be kept in dedicated bags and disposed of without being unsealed.

COVID-19 GUIDANCE FOR PLANNERS

- 🦺 Avoid courses running in opposite directions on narrow sections.
- 🦺 Avoid courses going into/through areas where the public are likely to be congregating.
- 🦺 Choose start and finish locations to allow a one-way flow parking → start → finish → download → parking. Ideally the start should be within sight of the parking so competitors can wait in their cars until close to their start time.
- 🦺 Consider having separate starts for different courses.

COVID-19 GUIDANCE FOR CONTROLLERS

- 🦺 Courses must be planned to avoid running opposite directions on narrow sections.
- 🦺 Courses must be planned to avoid areas where the public are likely to be congregating.
- 🦺 Courses should have start and finish locations that allow a one-way flow parking → start → finish → download → parking. Ideally the start should be within sight of the parking so competitors can wait in their cars until close to their start time.
- 🦺 Consider having separate starts for different courses.

COVID-19 GUIDANCE FOR STARTERS

- 🦺 All boxes to be mounted, not held by hand.
- 🦺 2m queuing distances must be clearly marked and enforced.
- 🦺 Check, clear and start boxes must be disinfected frequently throughout event.
- 🦺 Equipment uses by volunteers to be disinfected at start, any handover, and at finish. Where that would prove difficult, e.g. laptops, gloves should be worn.
- 🦺 Hand gel must be available and participants encouraged to use it.
- 🦺 Maps must be placed so they are easy to get while distancing and without having to rifle through. Junior courses maps can be placed before the start and 'competitive' maps after as usual. No reuse of maps.
- 🦺 Hire SI cards will have been bagged and named. These should be placed so that participants can easily collect theirs.
- 🦺 There must be no more than 6 people in the start area at one time, including the starter.
- 🦺 Starts must be staggered by at least a minute regardless of course (unless participants in same household eg. child and shadowing parent).
- 🦺 No more than 10 entries per 15 minute window per start location.
- 🦺 Anyone who misses their start window can be assigned one of the spare times in the 15 minute window.
- 🦺 Boxes to be disinfected prior to collection, or collectors to wear gloves and then boxes disinfected at a central point.
- 🦺 All used wipes, gloves and similar to be kept in dedicated bags and disposed of without being unsealed.
- 🦺 Competitors to be advised that when following another competitor they should remain at least 10m behind to avoid aerosol inhalation from other competitors. They should also maintain 2m distancing approaching control sites and move away promptly. *Ideally there will be a sign with this on that can be pointed out, rather than having to say it every time.*

COVID-19 GUIDANCE FOR DOWNLOAD

- 🦺 Download boxes must be mounted, not held by hand. They should be at least 2m from the laptop and person managing it.
- 🦺 Download boxes must be disinfected frequently throughout event.
- 🦺 Queueing distances must be clearly marked and enforced.
- 🦺 After downloading, participants should be advised to move clear so that others may approach.
- 🦺 No results to be displayed, though printout is acceptable if it can be obtained by the participant themselves without breaking the 2m rule.
- 🦺 Hand gel should be available next to download box.
- 🦺 Unless in same household, volunteers manning stations such as download to be one per tent (or wear masks).
- 🦺 Equipment uses by volunteers to be disinfected at start, any handover, and at finish of event. Where that would prove difficult, e.g. laptops, gloves should be worn.
- 🦺 All used wipes, gloves and similar to be kept in dedicated bags and disposed of without being unsealed.

COVID-19 GUIDANCE FOR CONTROL SETTING OUT AND COLLECTION

- 🦋 Equipment used by volunteers to be disinfected at start, any handover, and at finish. Where that would prove difficult, e.g. laptops, gloves should be worn.
- 🦋 Boxes to be disinfected prior to collection, or collectors to wear gloves and then boxes disinfected at a central point.
- 🦋 All used wipes, gloves and similar to be kept in dedicated bags and disposed of without being unsealed.

COVID-19 GUIDANCE FOR FIRST AIDER

- 🦋 Wear appropriate PPE (provided) when assessing/treating a casualty.
- 🦋 All used wipes, gloves and similar to be kept in dedicated bags and disposed of without being unsealed.

COVID-19 GUIDANCE FOR PARKING MARSHAL

- 🦋 Remind participants of the one-way flow parking → start → finish → download → parking. Point out the start.
- 🦋 Remind not allowed more than 6 people in the start area at one time so to wait in car until almost their start time.
- 🦋 Remind participants of to use hand gel provided.
- 🦋 Remind participants of not to congregate.