



LACROSSE CLUB COVID OPERATING PROCEDURE

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COVID-19 RISK ASSESSMENT

The Lacrosse Club has fully identified and assessed all risks, including COVID-19, associated with the sporting activity and events. The club has identified measures that will be taken to minimise these risks and will be sharing their club risk assessment with all club members. All members will be required to abide by the risk assessment agreement to be permitted to participate in club activities.

INSURANCE COVER

The Lacrosse Club is fully covered under the University of Essex Students' Union and University insurance policies relating to both Public Liability and Personal Accident cover, covering scheduled Students' Union activities including but not limited to training and competitions.

LACROSSE CLUB COVID OPERATING PROCEDURE

The Lacrosse Club COVID operating procedure includes, but is not limited to the details below:

The Lacrosse Club has reviewed its National Governing Body guidance on return to play and has ensured that all planned activities will be kept in line with National guidelines. Attached is a latest copy of the NGB return to play documents for the Lacrosse Club to follow:

<https://www.englandlacrosse.co.uk/coronavirus>

The Lacrosse Club will be using appointed COVID Officers to carry out pre-session screening of attendees before each session. Pre-session screening will include:

- A Health Questionnaire to identify anyone who may have COVID symptoms.
- A record of attendees at the session, including the specific bubbles that people will be participating within.
- A secure upload of the session attendee and health screening information, which will be kept securely for 21 days.

The secure upload of information will be conducted by the club COVID Officers onto a password-protected database or spreadsheet (e.g. shared Google Doc). Uploads should be completed within 24 hours of the session taking place and proof-read to eliminate errors. Session attendee/health screening information should be backed up in some format prior to upload, e.g. a photo/scan taken of a written document.

Students' Union and Essex Sport staff should be given access to view this information whenever necessary. COVID Officers will be required to manage this system and delete records as they become 21 days or older.

A template screening for individuals to complete can be seen below. This will need to be completed before each training session and/or competition by all prospective attendees.

Each participant should self-screen prior to leaving home for training and matches to ensure they do not have any of the following symptoms.		
Potential indicators of COVID-19 infection:	Negative (✓)	Positive (✓)
A high temperature		
A new, continuous cough		
Short of breath		
A sore throat		
Loss of, or change in normal sense of taste or smell		
Feeling generally unwell		
Persistent tiredness		
Been in close contact with/travelled from a high-risk region/living with a suspected or confirmed case of COVID-19 in the previous 2 weeks.		

Figure 1 - Self-assessment questionnaire

If symptoms of COVID are identified, individuals should report this to the club committee and COVID Officer immediately. Additionally, the individual should not attend the training session and begin self-isolating whilst they source a COVID test. If the test is returned positive, the individual should continue to self-isolate and the club committee will be required to support University & NHS track and trace processes. The individual should also contact covid19@essex.ac.uk and blades@essex.ac.uk to inform them of a positive test. Staff managing these email accounts can assist the club committee with track and trace processes.

If a positive test is returned, all those who have participated in club activities with that individual should begin to self-isolate. This includes session leaders and club committee who have been present, meaning that future sessions may be cancelled until a 14-day period of self-isolation has been completed by all those affected.

Club committee member names and Essex email addresses are listed below which can be used by University Occupational Health staff to contact if required. Additionally, this information can be used to identify that student on University databases which are likely to have further contact details if required.

The Students' Union & Essex Sport will be provided a list of contact phone numbers for the club COVID Officer and other committee members. This should be kept securely in line with data protection regulations and only used in the event of an emergency.

The Lacrosse Club COVID officers are listed below. Additional responsibilities of Club COVID Officers are detailed here:

<https://www.essexstudent.com/activities/studentactivitiesexechelp/covid-19-information/>

A pre-session briefing will take place by the session leader, captain and/or COVID Officer to outline these measures as per the club risk assessment. This pre-session briefing should be given whilst participants continue to maintain a social distance.

ARRIVAL PROCESS AT SESSION

Session participants will be required to complete a self-assessment

Day / Time	Location	Process	Lead
Monday Before 7:45pm Friday Before 4:45pm	Home	Self-assessment Participants should book onto the session before attending via the Essex Sport app (on-campus) or club booking system (external). Participants should complete a self-assessment using the template above before travelling to the session. If an individual identifies symptoms of COVID from the self-assessment, they should not attend the session and source a COVID test.	ALL
Monday Before 7:45pm Friday Before 4:45pm	Monday To University of Essex – Synthetic Turf Pitch (STP) Friday To University of Essex – Grass Pitches Monday (Astro) Around STP Both gates open on STP, separating Men's & Women's training Friday (Grass) Pavilion area queuing onto road.	Travel and arrival Participants travel separately to venue where possible (unless from the same household) and arrive maintaining a social distance from others. All individuals should wear mask until participating in the activity and adhere to the COVID safe protocols of that venue. As both training venues are outside, required social distancing should be easily achievable.	ALL
Monday 7:45-8pm Friday 4:45-5pm	Monday Synthetic Turf Pitch (STP). Queuing safely inside STP. Both gates open on STP, separating Men's & Women's training groups. Friday (Grass) Pavilion area, queuing onto	Screening COVID Officer(s) to confirm with participants they have completed a self-assessment before travelling and that they are following the club COVID Operation plan and measures implemented by the venue. COVID Officer to record attendees at the session, using the booking system to assist. Additional screening questions regarding symptoms will be asked prior to beginning the sessions at a social distance. If a participant is believed to have COVID symptoms they (and	<u>COVID Officers:</u> Meg Westrope Patrick Fitzsimon

	pathway area alongside the right fence.	anyone they travelled with) will be asked to leave the session immediately, self-isolate and source a COVID test. Cones should be used to indicate safe social distancing measures when queuing for a pre-session screening.	
Monday 8-8:10pm Friday 5-5:10pm	Monday Synthetic Turf Pitch (STP). Friday (Grass) Adjacent to grass training grids.	Cleaning process Committee to ensure that balls, cones and storage bags have been thoroughly cleaned with anti-bacterial products. Individual clothing items (e.g. bibs) should not be shared.	<u>COVID Officers:</u> Alex F Mickhael James Dunn Alicia Taylor Natasha Smith

LACROSSE CLUB 2020/21 COVID OFFICERS

Full Name	Essex Email Address
Megan Westrope	mw18295@essex.ac.uk
Patrick Fitzsimons	pf16524@essex.ac.uk

In the unlikely absence of a COVID officer, a member of the club committee will be required to deputise and follow the procedures listed in this document. If this is not possible, then the session will be cancelled.

The Students' Union & Essex Sport will be provided a list of contact phone numbers for the club COVID Officer and other committee members. This should be kept securely in line with data protection regulations and only used in the event of an emergency.

PROCESS AND LOCATION OF PARTICIPANT SCREENING

The Lacrosse Club will be using the following process to screen participants:

- All members intending to attend activity will be asked to conduct a personal health self-assessment prior to leaving home, using the template above. The club committee should regularly inform their club members that even if they are displaying mild symptoms, they should not be attending training.
- Participants should arrive at their designated arrival slot, which should be clearly communicated by the club committee. On arrival to the session the participant will conduct a further health screening with the COVID officer and

confirm participant details and their training bubble. This health screening will include questions about current health and symptoms.

- Participants will arrive for Grass training at the Glass pavilion area, queuing at a social distance along the path next to the fence. Participants will arrive for training on the STP and queue safely around the inside of the STP on the concrete. Avoid crowded areas or busy thoroughfares. The session lead and or captain should ensure participants are maintaining social distancing practices when arriving at the sessions.
- Participants will be asked to use hand sanitiser and wipe down any equipment they will be using prior to start of session. These cleaning processes should follow those outlined in the National Governing Body return to play protocol.
- Participants will be reminded about current social distancing regulations during the session brief by the COVID Officer and session lead, along with the Lacrosse Club guidelines and code of conduct. This briefing will also be delivered at a social distance. These club documents will be made available on the Lacrosse Club webpage at www.essex.su/sport
- Session will be completed (with sanitisation of equipment, where required, during session). Cleaning processes will take place during all breaks in-play or when a ball is changed in-line with NGB cleaning guidance - <https://www.englishlacrosse.co.uk/coronavirus> . Cleaning equipment every 20 minutes.
- At end of session, equipment will be sanitised, and individuals will be asked to wash hands/use sanitiser.
- Any disposable products such as wipes/towels/gloves etc. will be put in a disposable container. These cleaning procedures will be led by the COVID Officer(s) or committee members that are deputising for the COVID Officer.
- Participants will leave the session immediately and return home, avoiding large groups. Club committee and session leaders should ask participants to leave promptly follow their session and remind them of the need to social distance (i.e. not travel home in a vehicle with someone outside of their household).

RECORD KEEPING FOR SCREENING AND EXCLUSION OF PARTICIPANTS

All participant records will be controlled by the Lacrosse Club COVID officers and committee and kept for 21 days, as per government guidelines. Participant records will be stored securely using a password protected document, with records deleted after 21 days of the session taking place. This record keeping should be completed in line with the processes outlined [above](#).

Anyone found to have/report COVID symptoms will be asked to self-isolate and seek a COVID test for confirmation. If a positive test is received, the Lacrosse Club COVID Officer and/or committee will be required to share recent participant records to support test and trace processes. The individual should also contact covid19@essex.ac.uk and blades@essex.ac.uk to inform them of a positive test. Staff managing these email accounts can assist the club committee with track and trace processes.

Club committee member names and Essex email addresses are listed below which can be used by University Occupational Health staff to contact if required.

Additionally, this information can be used to identify that student on University databases which are likely to have further contact details if required.

The Students' Union & Essex Sport will be provided a list of contact phone numbers for the club COVID Officer and other committee members. This should be kept securely in line with data protection regulations and only used in the event of an emergency.

After a 14-day period of quarantine/confirmation of negative test the individual will be allowed to return to training providing they are symptom free, via club health screening conducted with the Lacrosse Club COVID Officer. All participants regardless of role will be asked to follow these strict guidelines. Participants who have suffered particularly severe symptoms and may still be feeling weak ('Long COVID') should be encouraged to return to light training to begin with in order to regain strength and stamina gradually over a period of weeks.

SOCIAL DISTANCING MEASURES

Participants are expected to adhere to social distancing where possible, including when travelling to/from sessions, and between venues. This includes movements between buildings such as the Essex Sport Arena. Participants should wear a face covering if using public transport as per the latest Government guidelines and not share a personal vehicle with anyone outside of their household. Where possible, participants should be encouraged to walk or cycle to/from their activity. To maintain person safety (i.e. at night) group walking may still occur but following social distancing practice. It will be the responsibility of the club committee to distribute this travel information to club members.

All members will be informed of the Lacrosse Club code of conduct and guidelines on return to sport. These documents will also be available to view on the club webpage via www.essex.su/sport . These documents will include the reminder for social distancing where possible, before, during and after sessions by the club committee and session lead. The Lacrosse Club will recommend that participants wear appropriate PPE and face coverings, and follow specific guidance relating to face coverings inside buildings and built up areas.

Club members will be reminded by the club committee that they must only attend sessions at the specific times agreed in their booking slots and may not turn up at other non-booked times. Club members will also be reminded that there will be no capacity for spectators or non-booked (turn up and play) attendees, to ensure the Lacrosse Club can manage the limited capacity.

All participants must book onto their on-campus session via the Essex Sport app without exception. This includes all indoor and outdoor sessions held on campus using Essex Sport facilities, which include but are not limited to; Grass Pitches, Tennis Courts, STP (Astro), Essex Sport Arena, Arena Activity Studios, Squash Courts, Sports Hall and Sports Centre Activity Studios.

'Workaround' arrangements (i.e. phoning the session lead) will not be acceptable. Attending a session without booking on via the Essex Sport app will be regarded as a disciplinary offence and may lead to a banning from future sessions.

Participants will be managed into bubbles on arrival and departure to minimise issues around crowding in entry/exit points of buildings. These bubbles of participants should be established by the session lead at the beginning of the session, ensuring participants train and then leave in those bubbles, or travel home independently.

All on-campus club sessions will have a member of Essex Sport or Students' Union staff in attendance to assist the club COVID Officer in managing the sessions in line with the club risk assessment and operating procedure. As clubs adjust to the new measures and operating procedures, the need for this staff presence will be reviewed, and hopefully, removed.

All members will be reminded at the start of each session about the need for social distancing. The COVID Officer(s), session lead and/or Lacrosse Club committee will be monitoring the adherence to this policy and a strike system will be implemented for any participants that transgress from this. Repeated breach of policy may result in a permanent ban from Lacrosse Club sessions and further reporting of behaviour.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

Personal Protective Equipment (e.g. gloves, sanitiser product) and face coverings will be available for session leaders and officials to ensure they can maintain a safe working environment. Gloves provided should be disposed of properly and not re-used. Where possible, bare hands and regular use of sanitiser products should be used. Session leaders will be required to maintain social distancing from participants and wear face coverings to protect all parties. Should close support be required, such as an aerial move that requires safety support, the coach should request another member of that participant bubble provide the support and direct from a safe distance. Face coverings may be removed by the session lead if absolute necessary to communicate but all present should still maintain social distancing and avoid shouting. Sharing of water bottles is prohibited. The Lacrosse Club COVID Officer or deputy will be responsible for ensuring participants follow these processes.

Participants are required to wear a face covering during breaks in play, such as for team talks.

COVID Officer(s) should liaise with Students' Union staff to ensure there is a sufficient supply of PPE for their members to safely take part in sessions throughout the year.

Both on-campus and off-campus venues have additional signage and guidance regarding safe movement around their facilities, including the use of face coverings where appropriate.

CAPTURING PARTICIPANT DETAILS

All attendees will be recorded through a paper register which will include the name, contact details, health screen and bubble info, along with the date, time and venue of the activity. This will be carried out by the COVID officer(s) and uploaded to a secure portal for safe keeping using the processes detailed [above](#), stored for 21 days, as per government guidance to assist with track and trace, then destroyed. Students' Union staff will conduct regular monitoring to ensure these procedures are being

followed by the Lacrosse Club. If participant details are not being recorded at each session, or recorded incorrectly, then sessions will be cancelled.

RETURN TO PLAY FOR PREVIOUSLY EXCLUDED PARTICIPANTS

Any members who have previously been excluded due to health reasons will be asked to liaise with the Lacrosse Club Welfare and COVID Officer to ensure their safe return to play. This includes providing the date of the positive COVID test or self-isolation period to allow the Lacrosse Club committee to ensure it is safe for that individual to return to play. The Lacrosse Club is keen to ensure that no player is returning too soon to activity that could jeopardise their health in the long run. Providing the individual is showing no symptoms and has been cleared to return via a 14-day period of quarantine and/or negative COVID test, they will be permitted to return to training/competition after completing a club health screening conducted with the Lacrosse Club COVID Officer. All participants regardless of role will be asked to follow these strict guidelines. Participants who have suffered particularly severe symptoms and may still be feeling weak ('Long COVID') should be encouraged to return to light training to begin with in order to regain strength and stamina gradually over a period of weeks.

Individuals attempting to attend Lacrosse Club activity whilst required to self-isolate or recording a positive test will immediately be referred to the University Student Conduct team and face disciplinary action.

ADHERING TO SESSION CAPACITIES

The Lacrosse Club will ensure that the venue capacity for each scheduled session is followed. All sessions using Essex Sport facilities ([listed above](#)) will require participants to book on via the Essex Sport app in order to attend. If the booking capacity of the session is reached on the Essex Sport app, no further admittance will be permitted. Session capacities also include coaching staff, who should follow the same processes to book on. If required, please contact blades@essex.ac.uk to request your coach is pre-booked onto all of your training sessions for the term/academic year to ensure they are guaranteed a place. Sessions taking place using external facilities (e.g. Leisure World) will be subject to the session capacities of that venue and a pre-booking sheet should still be used by the club committee to manage this.

Members will be reminded by the club committee of the need to book on to each session to guarantee their place. Members who repeatedly book on to sessions but fail to show (without a valid reason) may be barred from future bookings and have further club disciplinary action taken.

CLEANING PROCESSES FOR DURING AND AFTER SESSIONS

The Lacrosse Club takes its responsibility for participant safety and avoidance of potential COVID spread very seriously. Due to this, the Lacrosse Club will assign at minimum of 5 minutes at the start and 5 minutes at the end of each session for enhanced cleaning using Students' Union approved sanitising spray and following the National Governing Body guidance for cleaning equipment. These cleaning procedures will be led by the COVID Officer(s) or committee members that are

deputising for the COVID Officer whilst they manage the pre-session screening processes. These processes include immediately cleaning the Lacrosse ball if it is handled by any participant.

All members will be required to assist in this process to ensure a thorough clean of club equipment and personal hand cleaning. Where the Lacrosse Club has activities that may involve shared equipment, players hands and equipment will be cleaned at regular intervals of approximately 20 minutes. Prior to equipment being stored, this will be sprayed with Students' Union approved sanitiser product to prevent any potential COVID spread. Any disposable products used for cleaning should be disposed of immediately and a record kept confirming cleaning of equipment has taken place after this session.

COMMITTEE APPROVAL

By signing below, the Lacrosse Club committee agree to adhere to the COVID operating procedures listed above.

Full Name	Club Committee Position	Date
Jemma Paterson	President	14/10/2020
Megan Westrope	COVID Officer	14/10/2020
Patrick Fitzsimon	COVID Officer	14/10/2020
Alec Postawa	Welfare Officer	14/10/2020
Alex Fouad Mickhael	Men's Captain	14/10/2020
James Dunn	Men's Vice Captain	14/10/2020
Alicia Taylor	Women's Captain	14/10/2020
Natasha Smith	Women's Vice Captain	14/10/2020