



# Covid-19 General Protocols

Version 5 - 17th May 2021





## Introduction

Harlington Sports Centre (HSC) and its associated clubs are keen to reopen within the government advice and guidance pertaining to the outbreak of Coronavirus(COVID-19). HSC will adhere fully to advice provided by government organisations, and HSE, Public Health England and the World Health Organisation. HSC will also operate within the individual requirements of sport governing boards when creating protocols for specific sports usage.

HSC's priority is the safety and welfare of our members and staff and we have implemented a range of advice and guidance in line with our risk assessment. Rigorous checks will be carried out by the centre management to ensure that the necessary procedures are being followed by users and staff.

This Guide is a live document and may change depending on government and Public Health England guidance.

We apologise in advance if it is necessary to close or adopt further COVIDSecure measures at short notice, and thank you in advance for your support and cooperation in these matters.

## Reopening Plan

Inline with recent Government Guidelines, we plan to reopen some of our facilities from Monday 12th April 2021, with bookings and enquiries open from Wednesday 7th April 2021.

Please ensure you read this document carefully prior to using our facility. If you have any questions please contact either Simon Ready or Andrew Wood on the contact details below;

Email: [hsc@harlingtonsportscentre.co.uk](mailto:hsc@harlingtonsportscentre.co.uk)

Telephone: 0208 569 3211



# Generic Protocols for all HSC Use

Generic Protocols are applied to all bookings to ensure safety of site users and employees. Generic protocols may change at short notice, in line with government or Public Health England updated guidance.

## Operational Hours

Harlington Sports Centre has adjusted its operational hours to allow for deep and regular cleaning tasks to be carried out. Please note the revised operational times below:

Monday - Friday	-	16:30 - 22:00
Monday - Friday	-	9:00 - 16:00 (Play Scheme Only)
Saturday	-	9:00 - 16:30
Sunday	-	9:00 - 16:30

## By Appointment Only

In order to maintain a safe and controlled environment, the use of our facility will be via appointment only. No 'walk ins' will be allowed, and we'd be grateful for your support and understanding in this matter. For all block bookings please refer to our Sports Hall User Guide.

## Timed Sessions

Sessions will be booked by the hour and have maximum time allowance for member use, whilst providing time for cleaning to take place between each session.

## Test & Trace

In line with government guidance, we will keep secure records of users for three weeks. You must provide us with a telephone number when booking, and consent to your details being passed on to the Test & Trace facility in the case of a suspected COVID outbreak.

Members are encouraged to download and use the NHS Covid-19 Application upon entering the facility.

## Entrance and exit arrangement to the building and car park

### Entry

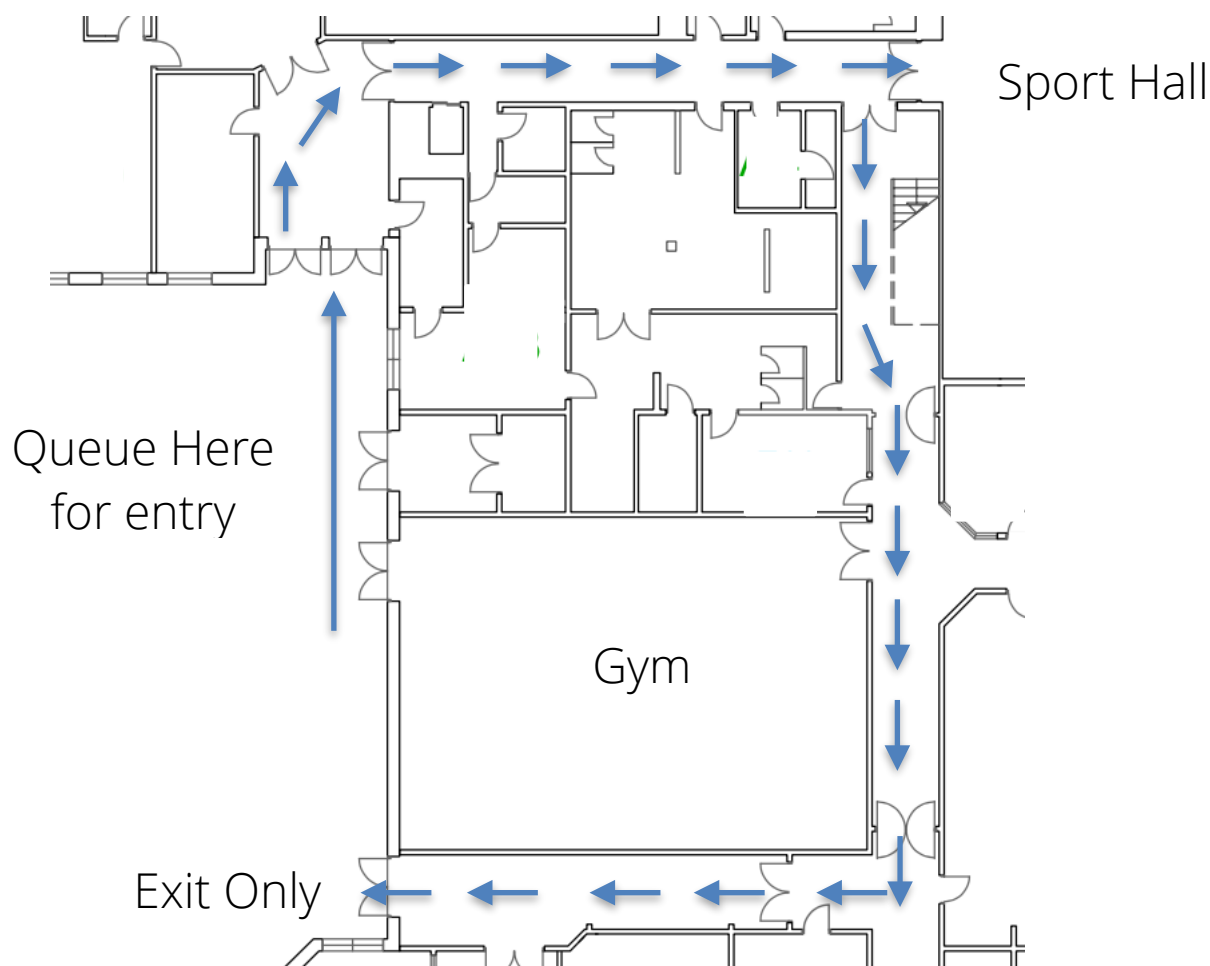
- From Rear Car Park - Normal Car Park Gate
- In Building - Main Sports Centre Entrance

### Exit

- To Rear Car Park - Normal Car Park Gate
- From Building - Exit via doors at the end of one way system

## One Way System

There is a one way system applied throughout the facility. Site users are encouraged to maintain a 2 meters distance at all times.





### **Authorised Entry to Facility**

Site Users / Members are not permitted to enter the building until authorised via a member of HSC Staff. All persons entering the facility are subject to temperature checks. Upon entry all persons are to wash or sanitise their hands and confirm their test and trace details. Site Users / Members who enter without being authorised will be asked to leave premises and consequently have their booking suspended or discontinued. Please note, no refunds will be given.

### **Hand Sanitiser Stations**

There will be a number of hand sanitiser stations throughout the facility. Members / Site users must sanitise or wash their hands on a regular basis.

### **Leaving the Facility**

Exiting the facility will be via the one way system. Prior to leaving all persons are encouraged to wash or sanitise their hands.

### **Changing Rooms / Toilet Facility**

The changing rooms / use of shower facilities is not permitted at present. The use of toilet facilities will be limited to 4 people at any given time. Site users should come appropriately dressed for sporting activity, and refrain from bringing kit bags into the sports centre.

### **Cleaning**

The facility will be deep cleaned prior to going into operation. There will also be hourly intervals of cleaning on high contact points.

### **Rest Zones**

In order to reduce surface contacts, specified rest zones will be established for the use of resting or rehydration.

### **No Cash / Cheque Payments**

As of the 1st October 2020, Harlington Sports Centre and its operation will no longer allow cash or cheque payments. Payments will be accepted via Debit Card or larger payments via a Bank Transfer.



## **Booking Information**

HSC is required to record the following information when booking a session:

- Name of user
- Contact number of user
- Next of kin name
- Contact number for next of kin

## **What to do if you start feeling unwell whilst onsite?**

Should for any reason you feel unwell, please notify a member of staff immediately.

## **Drinks / Rehydration**

Site Users / Members are asked to bring their own drink. HCS is unable to provide water or other drinks at present.

## **Refusal of Entry to Facility**

Harlington School reserves the right to refuse entry to any persons using Harlington Sports Centre if the following occurs, and has directed the HCS Management Team of the following reasons for refusing entry:

- Person's individual temperature check exceeds the recommend safety guidelines
- Refusal to adhere to rules laid out in the Actions Plans / Guidelines and Risk Assessments
- Showing visible signs and symptom of Covid-19
- Unauthorised entry to facility
- If in the option of HCS Staff, you are showing visible signs of being unwell
- Any impolite or aggressive behaviour towards HCS staff, including coughing, spitting or any action that could be perceived as a deliberate threat to infect staff or other users with COVID19
- Breach of membership terms and conditions



### **Sudden Closure of the facility**

Unfortunately it may be necessary to close facilities at short notice. This could be due to the following:

- as directed by government guidelines, PHE or the local authority
- an outbreak of Covid-19 occurs
- staffing levels are affected by self isolation or illness, and are insufficient to fulfil operational requirements
- Harlington School is required to close for any reason

We apologise in advance if this occurs.

Every effort will be made to contact users in advance, but if this is not possible, updates will be posted on the Harlington Sports Centre Website.

### **Indemnity Form**

All persons wishing to use our facility will need to complete our Indemnity Form prior to use. Please [click here](#) to download our form.