

Guidance for Clubs

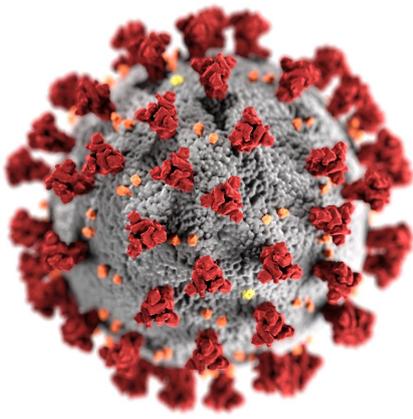


Club Covid-19 Officer Pack



#Saferballer

7th August 2020
Version 3



This guidance is correct at the time of publishing & is subject to change at short notice due to the nature of the uncertainty of the Coronavirus Pandemic. The most up to date information will always be on our website.

Please ensure that along with this guidance you check the latest information from Welsh Government in key areas such as social distancing, gatherings, cleaning & sanitising.

All Clubs are required to appoint a Club Covid-19 Officer to implement procedures to minimise the risk of people contracting Coronavirus. We have a Covid-19 Resource Pack on our website which you are free to use.



Club Covid-19 Officer Role Description

To keep basketball sessions safe for participants, coaches & volunteers all Basketball Wales Clubs are required to appoint a Covid-19 Officer whose role is to implement & manage safety procedures within the club.

Purpose

To manage the Club's phased return to basketball, implementing Welsh/UK Government & Basketball Wales' restrictions & #saferballer guidance for the management of Covid-19 risk in their Club's activities.

Role Summary

- The Covid-19 Club Officer will operate as the single point of contact for the club in relation to all Covid-19 protocol matters
- Implement & manage the phased return to basketball sessions in the Club.
- Undertake the risk assessment for the Club. Each venue used should have it's own risk assessment
- Ensure the Club Committee is briefed on the guidance & procedures required to minimise risk of contracting Covid-19 & update them on a regular basis, reporting any incidents of non-compliance.
- Form a Covid-19 Committee to support the Covid-19 Club Officer in carrying out their role.
- Provide training for those support roles (e.g. screening, cleaning) as required.
- Liaise with Covid-19 support officers/coaches/officials to ensure that attendance records of participants attending sessions are kept in line with Welsh Government requirements. To ensure that any data collected is collected & stored within the Club's data management policy & GDPR requirements.
- To keep up to date with all Covid-19 advice/protocols & ensure members/parents of the club are aware of any information required to be implemented by the club.
- To communicate & liaise with Club Coaches & volunteers with regards to the procedures & guidelines that need to be followed. Ensure there is adequate signage within the facility. This should include reminders about hand washing, social distancing, sharing of equipment & routes of entry & exit.
- Disseminate relevant Covid-19 related information to members & parents within the club. Promote good practice & educational material via the clubs social media accounts.
- Work closely with the Basketball Wales Covid-19 Lead Officer on implementing national protocols, guidance, plans & risk assessments at club level.

Preparation

#saferballer

Arrange a meeting with your facility. Check if you are still able to have your regular sessions. Find out what procedures you will need to follow. Ask what the costs will be.



Carry out a risk assessment for each venue. Use the template to help guide you. We have designed a number of posters for you to use to remind members to follow procedures.

Arrange a meeting with your club members. Prepare them for the procedures you need them to follow. Try & answer questions members or parents may have. They need to 'buy-in' to the restrictions on contact & competitive play.



Apply for grants to help you return to basketball. Sport Wales has launched its Be Active Wales fund which is designed to support club costs through this difficult time, covering shortfalls in costs & adaptations of activities.

Think about how people may be affected by the measures you are taking. Use face shields where communication is compromised instead of masks. Some may need direct supervision with hand sanitisation & need reminding to comply with social distancing. Others may need instructions in a different format such as Easy-Read.



Record Keeping

#saferballer

Clubs must keep thorough & meticulous records so that preparations, activities & actions can all be accounted for.



Store any documentation securely - paperwork should be placed in a locked drawer or cabinet. Online records should be password protected. We recommend keeping records for at least 2 years.

All these records are confidential. Access to information should be restricted. GDPR regulations apply to these records.



Use the templates created by Basketball Wales to help you ensure you are collecting the right information & recording the preparation & actions you have taken.

Cleaning & PPE

#saferballer

Consider what cleaning & sanitising materials you will need. Follow current Welsh Government guidance on which products to use.



Consider the PPE you will need to wear if a person requires First Aid. We recommend disposable gloves, apron & a face mask.

Consider the times when organisers or volunteers must wear PPE during or after sessions - cleaning equipment, balls & surfaces.

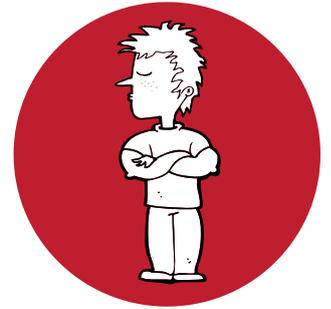


Any person who needs to wear PPE needs to be trained. There is a correct way of putting on & taking off PPE. Welsh Government have guidelines on their website. Make sure your volunteers know the correct methods.

Non-compliance

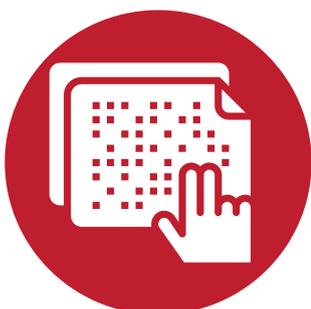
#saferballer

There are many reasons why someone may not follow the procedures you have put into place. If a person is not complying, have a chat with them to find out why & explain the reasons for the measures in place.



Are your signs confusing or unclear? Use the Basketball Wales posters to help you convey clear & simple guidance to help keep everyone safe.

Is there a lack of understanding? As there are differences between the Home Nations guidance it is very easy to become confused about what is right or wrong. Make sure you communicate with your members to help them understand the importance of following the procedures.



People with sensory, intellectual or physical impairments may struggle. Make sure you know your members so you can support them individually. Take time to explain procedures in a way they can understand. Adapt procedures for those who need additional support.

Basketball Sessions

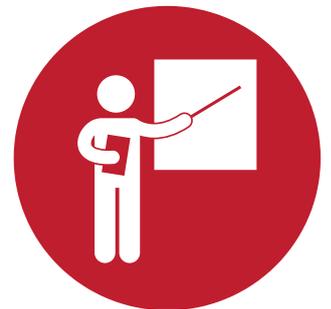
#saferballer

All sessions MUST have a "Responsible Person" ensuring that the protocols set out by Basketball Wales & Welsh Government are adhered to. This can be the Covid-19 Officer or another suitable trained person.

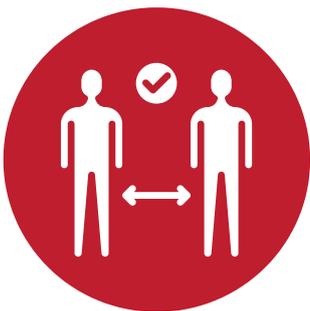


Self-Declarations must be made prior to entry to the session for all attendee's. Use the Basketball Wales Self-Declaration Poster. People unable to agree with the statement must return home.

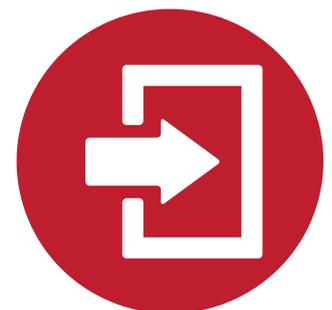
The "Responsible Person" will ensure attendee's understand the measures & rules in place for the session.



The "Responsible Person" will oversee compliance with the measures & rules in place. They will also deal with any issues around non-compliance.



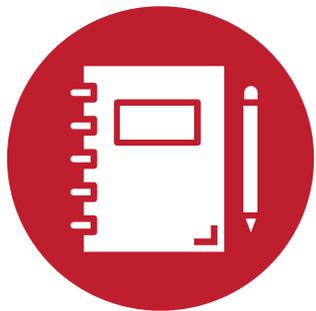
The "Responsible Person" will ensure a timely & safe dispersal of people after the session has finished.





What if a person reports symptoms of Covid-19 after a session?

Anyone reporting symptoms of Covid-19 after attending a basketball session the Club Covid-19 Officer should advise the person to self-isolate & call 119 to obtain a test.



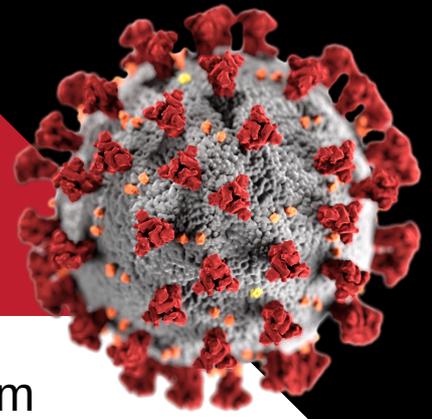
Do NOT record any of the details of the person as this may be unlawful. You must inform Basketball Wales' Covid-19 Lead Officer without giving personal details of the person.

The Test, Trace & Protect Service may contact you if they need further information of attendee's at the session. Do NOT contact these people yourself, this is the role of the TTPS.



This information is confidential - don't gossip.

Basketball Wales Covid-19 Hub



Basketball Wales will be using an online platform called Groop to host our Covid-19 Hub.



The platform is very easy to use - we will hold a step by step training session for new users to get set up.

There is a Chat function where Club Covid-19 Officers can share useful information & good practice as well as seeking help with an issue.



There will be regular online Drop-In sessions for Club Covid-19 Officers to access for any queries or support they may need.

There is an online library section where we will keep the latest guidance along with other useful forms & posters.



There is a Club Membership section, with online session booking & logging if your club would like to utilise it.



General Principles of Cleaning

General Guidance:

- Clean then sanitise/disinfect
- Follow directions for use of each product
- Routinely clean all frequently touched surfaces
- Use PPE when cleaning – disposable gloves & apron
- Wash clothing on the warmest wash setting for the garment
- Do not mix any cleaning fluids together, this can cause toxic fumes

Cleaning after a person with symptoms has left the area:

PPE

- Disposable gloves & apron
- Wash hands for at least 20 seconds after removing PPE

Surfaces

- Use a disposable cloth or paper roll to clean surfaces
- Use a disposable mop head
- One site, one wipe, one direction

Detergent & Disinfectants

- Use combined detergent disinfectant at a dilution of 1,000 parts per million available chlorine OR
- A household detergent, followed by a disinfectant at a dilution of 1,000 parts per million available chlorine OR
- A household detergent effective against enveloped viruses (see the label)

Laundry

- Use the warmest wash setting for the garments

Waste

- All waste should be double bagged
- Waste must be stored in a safe place
- If the persons test is negative the waste can be disposed of in the usual manner
- If the person test is positive the waste must be stored for at least 72 hours before being disposed of in the normal manner



Cleaning of Basketballs

General Guidance:

- Clean then sanitise/disinfect
- Follow directions for use of each product
- Use PPE when cleaning – disposable gloves & apron
- Do not mix any cleaning fluids together, this can cause toxic fumes

Cleaning Composite Leather Basketballs - in general:

- Do **NOT** use high concentrations of bleach or alcohol to clean balls
- Do **NOT** use hand sanitiser gel or liquid to clean balls
- Firstly clean with a detergent such as washing up liquid, diluted as per the instructions.
- With a soapy cloth wipe the ball for at least 30 seconds, rinse the cloth & wipe the ball again to remove any soap - it is important to make sure all the soap residue is removed.
- Dry the ball with a towel & ideally leave out overnight to air

Cleaning Composite Leather Basketballs - quick turnaround:

- Do **NOT** use high concentrations of bleach or alcohol to clean balls
- Do **NOT** use hand sanitiser gel or liquid to clean balls
- Start off with a mild detergent cleaning solution or wipe
- Remove any soapy residue before drying with a paper towel or sheet.
- Use a disinfectant product (wipes or liquid) which is effective against enveloped viruses (on the information label) to disinfect the ball. Follow the guidance for use of the product as contact times may vary & this will affect its effectiveness.

Cleaning Rubber or Synthetic Basketballs:

Use the same procedure as quick turnaround for composite leather balls.

Cleaning Leather Basketballs:

There is no current recommendations for the disinfection of leather basketballs without causing damage to the ball. We would not recommend using leather basketballs at this time until further testing has been done to find a suitable disinfectant product.



Useful Resources

www.basketball.wales



Basketball Wales Covid Lead Officer - Helen Pearce



enquiries@basketball.wales



01970 820063 or 07368 476147



Llywodraeth Cymru
Welsh Government

www.gov.wales

www.thecpsu.org.uk



www.mind.org.uk

www.disabilitysportwales.com



www.basketball.wales

enquiries@basketball.wales