

Rowing at PCRC During Covid-19

Version 8 22 May 2021

The Rationale

Recently, the UK Government released revised guidance for the return of grassroots sport which can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers> This sets out more detailed information, specific for the sports sector, and builds on the Governments recently published 'Roadmap out of lockdown' which can be found at <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary> British Rowing have further mapped how they see our sport returning and have published revised guidance, **version 12** which can be found at <https://www.britishrowing.org/wp-content/uploads/2021/05/210514-Managing-COVID-19-v12.pdf>

On 17 May 2021 British Rowing guidance moved to Step 3 of the above plan whereby On Water activity can move from groups of 12 to groups of 30, gym usage and competition may continue under this guidance and as reviewed by DCMS (a Government requirement for 'organised sport').

PCRC COVID-19 Principles

In March 2020, the Trustees together with the CRSA, Chair of the Rowing Committee and both Captains recognised the need for careful management of the club through this pandemic, they came together to form a Panel, meeting each week to discuss how the latest guidance would affect life at PCRC.

Thankfully, we are now at a stage where we can continue to enjoy rowing as a club and hopefully with a fair wind, the Government's Roadmap will continue, and we will be able to cautiously operate more areas of the club for all to use and enjoy.

We have looked closely at the revised guidance and continue to discuss and consider all available information to allow access to boats and equipment including the gym for your enjoyment in the short term and how we later re-open the club further in the medium term when guidance allows during **Steps 4**. The overarching principle that the Panel has worked towards is to put a framework in place that allows members back on the water & into the gym, safely and within the guidelines, should they wish to do so. However, Coronavirus does not change any of our responsibilities towards safeguarding or safety and with the current guidance in place this will mean that not everyone may be able to return to rowing immediately, for example anyone who falls into the Government defined 'at risk' category.

Safety and Risk Management

At all times, throughout this plan, PCRC will need to put in place appropriate, adapted safety plans backed up by quality revised risk assessments which are in line with British Rowing's RowSafe guidance and comply with all relevant COVID-19 guidance (including from the Environment Agency and Nene Park Trust). These should always follow both the spirit and the letter of any Government restrictions.

Government restrictions altered on **17 May 2021**; however, social distancing and hygiene remain of paramount importance and should be practiced at all times, not simply at home or when rowing.

This plan and the instructions below apply to both club boats and privately owned boats alike, there shall be no deviation from them; The plan also applies to gym usage too.

If you decide to proceed with an activity based on this plan (either individually or as part of a crew/Group), it will be at your own risk. PCRC would discourage anyone from taking any unnecessary risks during the Covid-19 pandemic and this includes outings in a single scull whereby you do not feel confident of being able to self-rescue or boat/de-boat by yourself.

Furthermore, access to boats and equipment (club or private) will be granted on a competency/skills basis with the final decision on being able to access a boat being granted by the Chair of the Rowing Committee or either Captain, in the case of juniors this will be by the junior coaching team.

Vaccinations

At this stage, the fact that someone is partially or fully vaccinated against COVID-19 does not change what COVID-19 restrictions apply to them.

Lateral Flow Testing

The Government is currently providing free lateral flow COVID-19 tests designed to test those with no symptoms which provide a result in 30 minutes. Whilst we are not mandating members to use these you may wish to make use of these tests; they can be ordered via <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Opening of Club Facilities

The precise club facilities that can be opened at each step will be led by Government and British Rowing guidance. At Step 3 Government guidance says that changing rooms and showers may be opened, however, their use should still be minimised as much as possible. Social distancing should be observed by those using changing facilities and whilst more than one household may use the changing facilities, a total capacity should be set. Please see later section for our policy on 'Changing Rooms & Showers'.

The gym will continue to be open for members to use, please see Appendix 4 of this document on the re-opening of the gym which is to be read in conjunction with the remainder of this document.

The Trustees are formulating a plan for the further opening up of club facilities including internal social space & hospitality areas, as such all other internal areas will remain closed until later steps of the Roadmap allow & not before 21 June 2021.

On-Water Activity Schedule at PCRC (in-line with British Rowing guidance)

The club will continue to operate in line with British Rowing guidance and allow all boat types to access our waters. Boat bays, toilets, the gym, and throughways will be open, but all other areas of the club will remain closed.

The Panel have considered group sizing & agreed that a larger group size will be trialled, the new group size will rise from 12 to 16.

Please note that the risk of transmission of the virus is increased in a crew boat vs. a single scull, however, the normal distance between two rowers in a crew is over 1m and by following the below guidelines as set out by British Rowing the risk of transmission is reduced.

When not on the water crews should maintain the 2m social distancing rule & wherever possible when carrying a boat crews should attempt to maintain 2m apart. Crews may wish to carry a boat on shoulders for instance so that the hull acts as 'mitigation'.

PCRC has always been careful to follow the guidance to help minimise the risk of transmission of the virus, your care and diligence around hygiene & social distancing is ever more important as we continue along this road to recovery.

Crew Group Formation

For crew rowing PCRC is operating a 'group' system similar to the Governments 'household bubble' system. British Rowing guidance states that 'clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other'. Members can form 'Crew Groups' whereby they can then row with others from within their group.

Registering a Crew Group: - Members should contact the Captains to register their group; the Captains will maintain a list of registered groups. Coxes are included within the Group and can therefore only cox one group.

Size of Groups: -Groups will be permitted up to a maximum size of 16 people including coxes This amendment is so that crews may be formed from small squads rowing regularly together. Group sizes should be kept to a minimum size at all times, 16 is the maximum, this does not mean you have to form a group of that size; for instance, if two people are happy rowing together just as a double, then that group of 2 can remain.

Coronavirus is still in circulation; we should all work to minimise non-socially distanced interactions as far as possible. The Panel, Chair of the Rowing Committee and Captains will be proactive in challenging Groups that appear to be larger than is necessary.

Rowing activities within the Group: -Groups are permitted to operate both larger and smaller crews within the same Group. For instance, one Group could row an eight once a week, but then break down into a four and a couple of doubles for their second outing.

Growing a Group: -Groups can now start registering their mixed household doubles as a Group.

Switching Groups: -In order to be able to switch from one Group to another you will need to 'quarantine' for a period of 10 days. In this instance we mean an individual does not crew row for ten days but, may use a single during this time.

Households of more than one club member: -Members from the same household may be in different Groups to each other but must remember that if anyone from either group shows symptoms of the virus then all household members may have to self-isolate & follow NHS testing guidelines & Test and Trace procedures.

Coxes

Coxes are part of a crew and therefore may only cox one Group.

Coxes are often in closer proximity to the stroke of the crew and in stern-loaders are sat face to face. For that reason, there is an increased risk of transmission between a cox and rower.

To avoid droplet transmission coxes should not shout but use a cox box.

Individual life jackets will be assigned to each cox for safe keeping in order to personalise them. Coxes are asked to keep life jackets safe and with their personal possessions during this time. Life jackets remain the property of PCRC and will be returned upon request.

Each cox will be assigned a cox box and charger to use. Coxes are asked to keep these items safe and with their personal possessions during this time. These items remain the property of PCRC and will be returned upon request.

British Rowing guidance says 'coxes should wear both a face covering and eye protection - this eye protection could be goggles, sunglasses or a face visor (a visor protects both eyes and additionally keeps the face covering dry

Coxes will be provided with individual clip-on visors which they are asked to keep with their personal possessions. Disposable type IIR face masks will also be available to coxes. Should a cox wish to provide their own face covering or visor then the individual must make sure it meets minimum Government standards/guidance.

Coxing does not count as one of an individual's allowed outings under the booking system. Coxes may book rowing outings through the booking system for themselves in the normal way providing they are not contravening the above procedures around Group formation.

Booking Outings

Doubles and pairs can continue to use the booking system as currently set out in the instructions (see Appendix 2).

For larger crew boat bookings (4/8+) please liaise with the Captains to agree booking time slots.

Accessing Boats and Equipment

With current restrictions in place, we have adapted our safety and operational plans so as to allow those members who show good competency/skills within the available boat classes along with the ability to self-rescue the opportunity to access boats and equipment at certain times for daily exercise. You must be confident in your ability to boat, de-boat and self-rescue/rescue as a crew without any assistance of third parties before going out in a boat at this time.

In order to be as inclusive as possible to those members who wish to access the water a revised opening schedule is set out below.

Access to the boathouse bays will be controlled at agreed times when the building will be unlocked.

The club will be open for pre-booked sessions by adult members at the following times:

Monday	18:00-20:40
Tuesday	08:00-12:00 18:00-20:40
Wednesday	18:00-20:40
Thursday	08:00-12:00 18:00-20:40
Friday	17:00-18:20 ergos only
Saturday	07:00-13:00
Sunday	08:00-11:00

The club will be open for junior members at the following times (boats and timeslots will be allocated by the Junior Coaching Team):

Monday	12:00-18:00
Tuesday	12:00-18:00
Wednesday	12:00-18:00
Thursday	12:00-18:00
Friday	12:00-18:00
Saturday	13:00-17:30
Sunday	11:00-17:30

(Please see 'Return of Junior Rowing at PCRC' document for further information on time and boat allocations)

An electronic booking system has been put in place whereby members can select a two-hour timeslot along with preferred boat in advance, there will be no access allowed if a timeslot has not been pre-booked – this applies to both club and privately owned boats.

This two-hour timeslot will allow you to **'Show, Row & Go'**, turn up at the club in your kit, access and clean the boat and equipment, launch, exercise, de-boat, clean equipment and put away, then leave (there is no access to showers or changing rooms).

Prior to attending each session everyone should carry out a self-check health assessment for signs of COVID-19, if you show signs of any symptom do not go to the club; follow Government & NHS England advice, please also inform an officer of the club as we are duty bound to make our attendance records available for NHS Test & Trace. **This self-check is even more important now that we are increasing group sizes. Please also remember that full or partial vaccination does not mean that you may not carry or transmit the virus, please continue to self-check.**

Members, parents, carers, and guardians should not congregate as a group anywhere on club premises including the patio or car park.

Everyone should adhere to social distancing rules when either not accessing a boat, launching, rowing, de-boating or putting equipment away.

The 'rule of six' no longer applies outdoors but we would recommend not gathering in large groups before or after rowing due to space limitations, groups should not be greater than 30.

The Panel (with the backing of the Trustees) have agreed that face coverings are mandatory on club premises when not in a boat or using an ergo, this includes during boating/de-boating.

Government guidance states that spectators are permitted on public land, however we would discourage those not directly involved in either rowing as an activity or in the delivery of rowing to from staying within the club grounds. Where it is necessary for them to be present, supervising adults should not mix with others from outside their household or support bubble.

British Rowing guidance as reviewed by DCMS allows for groups of **30 athletes** at a time.

There will be **sixteen** spaces available per timeslot, with at least three timeslots available each time the club opens. Timeslots will be staggered in twenty-minute increments (**10 minutes for large boats on week nights**) to allow for the previous wave to set off before the next arrives. It is expected that boating and de-boating will be staggered.

This means that during each session, each timeslot will allow for a group of crews up to **sixteen** individuals to go afloat. Each crew/sculler must follow social distancing rules at all times.

Coaches & support personnel are not counted in the group of 16.

Revised instructions (and a link to the booking system) are provided in Appendix 1 of this document.

Private boat owners will only be allowed out if they have confirmed that their boat insurance is up to date.

Each pre-advertised session will be under the control of a designated Session Co-ordinator, this person has the express powers to allow or deny access as delegated by the Trustees to maintain social distancing and good hygiene practices. The Session Co-ordinator is responsible for opening and closing the boathouse. Details of their responsibilities can be found in Appendix 3.

Launches

The latest British Rowing guidance now makes provision for the use of launches; however the Panel have made the decision that launches are not to be used unless specific permission is granted on an individual basis by the Panel and that appropriate measures including the use of PPE are in place.

Coaching

In order to maximise coaching activity, the Rowing Committee will be coordinating coaching of adult members. All senior coaches must coordinate with the Rowing Committee before attending the club. Junior coaches will continue to be allocated accordingly. All coaches should register with the Session Co-ordinator so that adequate attendance records are maintained.

Coaching Bikes

All coaches who wish to use the club owned bikes are free to do so. Bikes must have all their touchpoints cleaned using soap and water, before and after use.

Social Distancing

Maintaining social distancing is important during these times and general care and patience is expected from everyone. If you feel unwell, have any COVID-19 like symptoms, or knowingly should be self-isolating, shielding or are in a high-risk group then please do not attempt to attend. Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Crew Briefings/De-briefings

These should be kept to an absolute minimum, be carried out in a socially distanced manner and be outside. Once a de-brief has been done, members should disperse from the club as quickly as possible.

Changing Rooms & Showers

Members are required to arrive at the club in clothing ready to train and leave the club, changing at home wherever possible.

The Panel does recognise that these restrictions, on occasions and in exceptional circumstances, may be difficult for some members such as juniors, for example, arriving at the Club direct from School and adults who may also be restricted due to personal circumstances such as commuting and distance to travel to and from home after work.

With the above in mind the Panel has agreed to making the changing rooms available for those members who are unable to arrive at the club in appropriate kit. This does not mean they are available to all; the guidance remains in place to turn up in kit ready to train wherever possible.

Communal lockers may also be used by those needing access to changing rooms but must be sanitised prior to and after use by the user. To access a locker, you must follow the tally system for access to the changing rooms.

The Club, whilst keeping with current Government and British Rowing guidance, will permit restricted access to the Changing Rooms on a strict procedure basis and limiting to a maximum number of five people in each of the changing rooms at any one time.

- On arrival at the Club seek permission from the Supervisor to access the Changing Rooms.
- You will be required to collect a “Tally” to access the Changing Rooms. If there is no Tally available this means that the maximum number of people are already in the changing room and you will be required to wait until they leave, and a Tally becomes free.
- A face covering must be worn whilst entering, using, and exiting the Changing Rooms via the toilets.
- Enter the Changing Rooms through the toilet area as normal. The changing room doors will be shut but the digital locks will have been secured in the open position. You will be required to use the hand sanitiser provided before entering the changing room. ALL people entering the Changing Rooms are required to use the Sanitiser irrespective whether, for any reason, you find the door already open.
- Find a free changing space marked on the wall. Use the Disinfectant Spray and paper towels provided to clean the area you are getting changed in.
- Once changed pack your clothes, clean down your area again and leave the changing room via the toilets disposing of the paper towels in the bin provided.
- When exiting the changing rooms and toilets be vigilant to maintain social distancing, following the one-way system around the remainder of the building.
- The tally must be cleaned by placing it in the bucket of cleaning solution provided and returned to its hook.
- Inform the Supervisor if any of the cleaning materials require attention.
- Leave your bag with clothes in the boathouse, you will not change back into your clothes after training, you will leave the Club in your training gear.
- You are reminded not to leave any valuables with your clothes in your bag.

You should only use the club showering facilities if you have capsized or have got wet and cold - ‘Show, Row & Go’ is still the principle.

Accessing the Club

As a member who has booked access, you can expect the front boathouse bay doors to be open and trestles set out on the hard for your use. These will be spaced to comply with social distancing guidelines.

A one-way system is now in place for access to the toilets, please follow this and do not abuse it. Access will be via the sculling bay and through the office to the toilets, egress will be via the corridor to the main boathouse, this is to keep the building safe and deter the general public from using the toilets. Doors will be propped open to avoid contact points where possible.

Blades will be assigned to individual boats and should not be swapped; this is to maintain a concise record of who has used what equipment should we need that information.

Tennis balls should be placed in the assigned bucket of cleaning solution during your outing. These should be replaced back on your boat at the end of your session. Boat tags are not being used at this time; the Session Co-ordinator will be aware of who is out on the lake.

We ask that single scullers boat as a pair of hulls where possible whilst maintaining social distancing so that you can adopt a 'buddy system' whereby should one of you need assistance in an emergency then the other can either give or call for assistance – this does not mean major relaxation of social distancing.

Cleaning of Equipment

We advise all members, including the owners of private boats that might be shared to follow the instructions given below regarding the cleaning of equipment, these are in-line with Government and British Rowing advice.

Please Note

Guidance will undoubtedly change in the coming weeks; the Panel will attempt to keep abreast of such changes so these guidelines/procedures will change from time to time.

If you decide to proceed with an outing based on the above plan (either individually or as part of a crew/Group), it will be at your own risk. PCRC would discourage anyone from taking any unnecessary risks during the Covid-19 pandemic and this includes outings in a single scull whereby you do not feel confident of being able to self-rescue or boat/de-boat by yourself.

This framework has been put in place by the Panel to allow access to boats and equipment for use on both the lake and the river. When using the river, you should inform the Session Co-ordinator before boating and make sure that you return in a timely manner, any lateness in returning will result in the ability to use the river being withdrawn either on an individual or club-wide basis.

When using the river, please be aware that there has been an influx of extra people in areas around waterways and on the water itself. Please promote a courteous attitude towards other water users and be aware many may be new to the waterways and have limited knowledge of navigation rules.

Please also note that there is a new hazard on the river around the buttresses of the Parkway Bridge at the end of the Embankment, please see separate safety notice about this hazard.

Stay safe at all times (and as Boris says, 'hug safely')

Appendix 1 - Instructions for On Water Rowing – ‘Show, Row & Go’



Appendix 2 – Instructions For Booking a Timeslot

The electronic booking system can be found here:

https://www.supersaas.com/schedule/PCRC/Boat_Booking_System

You will need an account to make a booking; this is free.

Fair Access to Sessions

To ensure everyone has the opportunity to row, we are currently asking members to limit advance bookings to three sessions per week.

Should there be spare slots still available within the next 48 hours, then these are free to anyone. You still need to book these spare slots; you will be turned away if you do not have a booking.

Bookings can be made 7 days in advance. Bookings will close 30 minutes before a particular time slot so that the Session co-ordinator knows who to expect.

Doubles/Pairs

Each member of a double/pair needs to book a slot. The first person should book the boat they wish to use, the second should book one of the dummy slots labelled as 'Crew X'.

Instructions for Making A Booking

- 1) Select your preferred start time from the panel on the left. This will highlight available slots on the calendar.
- 2) Click the slot you want; this will open a dialogue box.
- 3) In the dialogue box:
 - a. The 'When' will match the time/date you have just selected.
 - b. Select your boat from the 'Boat List' dropdown. Boats marked with an asterisk (*) are captains' permission; normal limitations apply. Boats already booked at that time will be greyed out and unavailable for selection.
 - c. 'xx:xx Start Time' is used to limit numbers; keep the default selection.
 - d. Type your name in the 'Full Name' field.
 - e. For household doubles, add the name of your partner in the 'Other crew member(s)' field.
 - f. Tick 'Send email' if you want a confirmation email.
- 4) Click 'Create Reservation' at the bottom of the dialogue box to complete. This will take you to the 'Agenda' tab, listing all your upcoming bookings.

Appendix 3 - Session Co-Ordinator Duties

Opening

- 1) Upon arrival at the club put on washing up gloves prior to unlocking any padlocks or doors.
- 2) Unlock and make sure that padlocks are locked back on the open doors and that shutters are fully open.
- 3) Clean padlock keys and padlocks with cleaning solution in spray bottles.
- 4) Switch on boathouse/toilet lights.
- 5) Open double doors from gym & sculling bay to allow ergo access.
- 6) Place cones in a line down the hard to separate outgoing and incoming.
- 7) Take trestles and wash with cleaning products provided and set out within markings on the hard.
- 8) Prepare a bucket of cleaning solution for tennis balls.
- 9) Place a bucket of soapy water at the front of the boathouse for arrivals to wash their hands.
- 10) Wash gloves thoroughly.

Closing

- 1) At the end of the session get the last members to wash the trestles and put them away.
- 2) Secure any cleaning materials ready for the next session.
- 3) Put on your gloves and lock down the building. Once locked, wash your gloves, bag them and take them home to wash in a bleach solution ready for your next session.

General

- Always observe a safe distance between yourself and members/the general public.
- Give firm instruction to members upon their arrival and advise if you see someone doing something they should not.
- Keep a written log of who is on the river or lake.
- Make sure there are sufficient cleaning materials available to members for cleaning their equipment.

Appendix 4 - PCRC Gym Management Plan

Gym Set-Up

- 1) There are 11 stations set up in the gym:
 - 4 ergo stations upstairs on the mezzanine
 - 4 ergo/bike stations on the main floor
 - 3 weight stations (1 machine, 2 squat racks)
- 2) Each station is outlined with hazard tape to ensure social distancing. Members may only exercise within their booked zone. Those who have booked a weights station may exit it to collect additional equipment (such as dumbbells, kettlebells, medicine balls, etc). Social distancing must be maintained. Do not enter or take equipment from other stations during the booked session.
- 3) Each station is labelled, so it is easier for users to find the space they have booked, e.g. 'upstairs ergo 1', 'downstairs ergo 3', 'rear weight machines', 'squat rack 2'. These match the names on the online booking system. See figure 1.
- 4) In addition to the stations outlines in point 1, there are two ergos and one bike available for use outside. See figure 1 for where these are stored.

Booking a Session

- 5) A timetable of gym use is provided at the end of this document.
- 6) Junior training sessions will be organised by the junior coaching team. WCS sessions will be organised by the WCS coaches.
- 7) Senior members must book their station in advance using the online booking system. This is through superSAAS: https://supersaas.com/schedule/PCRC/Gym_Booking_System
[Instructions on how to use the system generally are provided in the main guidance document.](#)
- 8) Seniors may make up to three advance bookings per week; up to one of these may be for a weights station. The system opens up seven days in advance for bookings. If a station is still available within 48 hours of its start time, it is free for any senior to book without constraint. Bookings close 30 minutes before a session starts.
- 9) There are set start times for senior members to book indoor gym sessions. These are outlined on the booking system.

Using the Gym

- 10) Use of the gym is for individual exercise only.
- 11) Users may not enter the club until their start time and should wait outside away from the boathouse until that time. The gym champion will let you know when you can enter.
- 12) Members must arrive at the club in kit ready to train unless they have permission to use the changing facilities. If you do have permission, use the changing rooms as per the relevant instructions then follow the one-way system out through the toilets to exit the building. Wait outside until the gym champion confirms you may enter the gym for your session. Bags and kit brought into the gym must be stored within your station.
- 13) Entrance and exit to the gym are through the main wooden gym doors whilst following the club one-way system (so entry through scullers' bay, exit through main boathouse). Doors will be opened by the gym champion at the start of the session and closed once everyone is in to ensure maximum ventilation efficiency.
- 14) Face coverings are required at the club, so members must use them when entering and leaving the gym. You may remove your face covering only whilst at your station exercising.
- 15) Members must wash their hands before entering the gym and wash their hands again before leaving. A hand sanitising station will be provided within the gym on top of the filing cabinet (hand gel).
- 16) Members must clean the equipment in their station before they use it. They must then clean the equipment again at the end of their session; ensure you leave ample time before the end of your timeslot to complete this. Cleaning materials will be provided by the club. Each station will have its own cleaning materials (a spray bottle filled with anti-viral cleaner and blue roll).
- 17) To clean the ergo, ensure all touchpoints and high risk areas are thoroughly wiped clean, using the materials found in the gym:
 - Slide rail and seat
 - Foot stretchers and straps
 - Handle, handle stay and surrounding bodywork (not the chain)
 - Monitor and posts (do not directly spray the monitor)
 - Flywheel housing (do not directly spray the flywheel)
 - Touchpoints from carrying the erg outside (legs, body)
- 18) If you wish to use the toilets during your booked session, you may access them through the changing rooms. A hand sanitising station will be provided on the bench between the

changing room doors for you to use as you leave/re-enter the gym. You must wear your face covering.

Use of Equipment Outside

- 19) There are two ergos and one bike available exclusively for use outside. The downstairs ergos/bikes may also be used outside if preferred.
- 20) Ergos/bikes may be used outside of gym opening hours; see the booking system and timetable at the end of this document for further details. Ask the Session Co-ordinator to open the wooden gym doors for you; do not open them yourself.
- 21) With the help of a second person, bring the equipment from the gym to the grass outside, and place on the slabs between the flag pole and the main doors. Clean the equipment as outlined above.
- 22) Please note that the ergos cannot be used if it is raining. If it starts to rain during your session, bring the ergo inside. You may wait until the rain has stopped and continue your session if time permits.

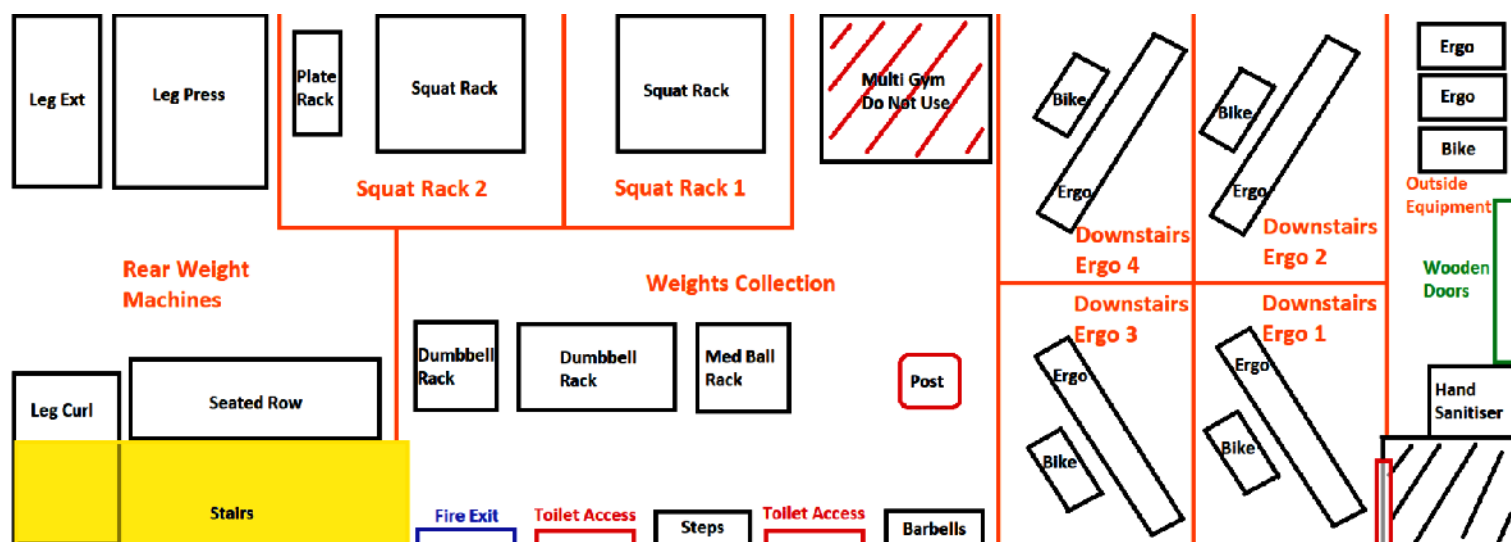
Supervision of The Gym

- 23) A gym champion will supervise each session. For the juniors/WCS, this will be a coach. The gym champion is expected to:
 - Arrive 5-10 minutes early to check that there are suitable cleaning materials on each station, and switch on the ventilation system.
 - Notify members who are waiting outside that they can now enter the gym.
 - Open the wooden gym doors for members to enter and shut them once everyone has entered for ventilation efficiency.
 - Refuse entry to anyone not wearing a face covering or who has not booked a space on the system - report the user to a Panel member if there is a problem.
 - Ensure hands are sanitised on arrival.
 - Monitor people as they arrive to check they clean their equipment properly.
 - Check that people have cleaned their equipment before leaving and wash their hands as they exit.
 - Wear a face covering when in the gym and not exercising.
 - Remind members of the time if they are still exercising 10 minutes before the end of their booking.

Third Party Cleaning

- 24) A third party has been contracted to provide deep cleaning services at regular intervals, in line with commercial gyms and leisure facilities. This is carried out on Monday, Wednesday and Friday mornings.

Figure 1 – Downstairs Gym Layout



Gym Timetable

	Juniors	WCS	Seniors
Monday	16:00 – 18:00 Ergos	17:00 – 18:00 Weights	18:00 – 20:40 Full Gym
Tuesday	16:00 – 18:00 Ergos		08:00 – 12:00 Outside 16:00 – 18:00 Weights 18:00 – 20:40 Full Gym
Wednesday	12:00 – 18:00 Ergos/weights	17:00 – 18:00 Weights	18:00 – 20:40 Full Gym
Thursday	-	17:00 – 18:00 Ergos	08:00 – 12:00 Outside 16:00 – 18:00 Weights 18:00 – 20:40 Full Gym
Friday	16:00 – 17:30 Ergos	16:30 – 17:30 Weights	17:30 – 18:50 Full Gym
Saturday	-	-	07:00 – 13:00 Outside
Sunday	11:00 – 17:00 Ergos/weights		08:00 – 12:00 Outside