

British Para-Swimming International Meet inc. WPS World Series 2021 – Event Management Plan

Important notice – please ensure you read and fully understand the information within this document before entering the event.

For any questions on the contents of this COVID Event Management plan please contact Nicole.burns@swimming.org

Event Overview

Classification & Training Dates: Sunday 4th – Wednesday 7th April 2021

Event Dates: Thursday 8th – Sunday 11th April 2021

Venue: Ponds Forge ISC
Sheaf Street
Sheffield
S1 2BP

Event: The Meet is an elite sports event operating under the UK Government Department of Culture, Media and Sport's (DCMS) Elite Sport – return to cross border competition guidance (stage 4 of a 5 stage model). It is a meet which has been approved by World Para Swimming.

Further details about the event, including meet conditions and schedule, can be found in the Entry Pack or on the website [here](#).

COVID-19: All requirements relating to COVID-19 regulations prevailing at the time will be adhered to.
All those involved in the British Para-Swimming International Meet (BPSIM) will be required to agree to a COVID-19 Code of Behaviour and opt in form. Should you not wish to opt in at this point your entry fees will be refunded in full.

All athletes, coaches, event staff and volunteers will be required to adhere to the guidelines set out for this event.

Accommodation: Accommodation bookings are now available via the booking form. In respect of British athletes, this has been sent directly to the email address indicated on your entry. International athletes, an accommodation booking form has been sent to your National Paralympic Committee (NPC). Nations have been allocated hotels based on numbers.

It is necessary for all attendees to stay in the designated event hotels:

OYO Hotel
Blonk St,
Sheffield,
S1 2AU

Best Western Plus Quay
Victoria quays,
Furnival Rd,
Sheffield,
S4 7YB

Ibis Hotel
Shude Hill,
Sheffield City Centre,
Sheffield
S1 2AR



Please note that all attendee will be allocated a single room in order to comply with government guidelines.

Only those under the age of 18 years requiring a responsible person, athletes that require support staff, or any persons who live within the same household are eligible to book twin rooms.

Rooms are booked on a full board basis.

Once you arrive at the event hotel between 3rd-7th April, you will become part of the controlled event bubble and will therefore not be permitted to go anywhere other than between the official hotel and the competition venue at any time.

Entry:

As per the DCMS guidance, British Competitors will meet the definitions of elite as previously defined (at steps 1, 2 and 3 of the DCMS elite sport return to training and competition) by British Para-Swimming.

International competitors are eligible to compete in the event as outlined in the UK Government DCMS Elite Sport – return to cross border competition guidance (stage 4 of a 5 stage model).

International attendees:

No medical insurance will be provided to any of the participants by the Event. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event, including but not limited to coverage of hotel quarantine should a participant present a positive test result.

It is also highly recommended that athletes obtain written proof of their elite athlete status prior to attending the meet as they could be asked to quarantine on arrival to the UK without this information.

Entries are now closed. Please contact Nicole.Burns@Swimming.org should you have any queries.

Accreditation

All athletes, coaches, event staff and volunteers must have a valid accreditation to access the event. Accreditation is non-transferable and must be worn at all times when inside the venue and in the public areas of the event hotels.

NPC's will be emailed the accreditations for their delegation. You are required to print passes and distribute to athletes prior to the event. You will receive a pouch and a lanyard on arrival at the hotel.

Accommodation bookings must be made prior to being sent accreditation.



Testing

Everyone must go to the Best Western Quay Plus Hotel for arrival testing at your allocated time.

Once tested, anyone staying in the Best Western Quay will be given their room key and asked to stay in their room until they receive an email confirming the result of their test. If you have not received your result within 30 minutes of your test please contact Nicole Burns on +447583 029285 so we can check your result for you.

Anyone staying in the OYO or Ibis Hotels will be directed to a waiting area until they have received their result and then go to their hotel to check in.

Any positive tests will be referred to the COVID Officer.

Once checked into your allocated Hotel everyone is required to stay in their rooms unless attending the pool for classification, training or competition.

GBR Athletes, Team Staff, Event Staff and Volunteers::

You will be required to have a Lateral Flow COVID test within 72 hours prior to your arrival at the event hotel, and must agree to maintain isolation from the time the test was taken until leaving for the event. Further details will be issued related to this. You will be contact by email directly. These tests will be covered by BPS.

International Athletes and Team Staff

You will be required to provide proof of a negative PCR COVID test taken within 72 hours prior to departure from your home, and must agree to maintain isolation from the time the test was taken until travel to the UK.

This test, taken in your home country must be paid for by the individual or NPC.

Proof of this test must be supplied to britishevents@swimming.org at least 24 hours prior to departure. Failure to provide this will mean you are unable to access the venue or compete at the event.

£100 per person will be added to the entry invoice to cover on arrival testing costs.

We understand some countries will require departure 72 Hour PCR COVID tests prior to returning. We have arranged for PCR tests to be taken at the hotel within 72 hours of departure times.

The additional cost of £120 has been invoiced to applicable nations. Should this test not meet the standards required. You must organise an alternative yourself at your own cost. Please inform Nicole.Burns@Swimming.org should you be arranging your own test.

Key Principles

- **Face Masks** are mandatory at all times inside the venue and hotel unless in the water, eating a meal or drinking or in your own hotel room. We advise you wear your own mask in the Hotel, and walk to the pool. On entry to the venue, you will receive a medical grade face mask to wear. Athletes will also be given a new mask when leaving poolside after warm up and post race swim down.
- **Social distancing** of 2 metres is permitted at all times, even when wearing a face mask. In areas where space does not allow for 2m distancing, a minimum of 1 metre is required.
- **Symptom and temperature check** is required prior to each training and competition session by all involved in the event, prior to leaving the hotel for the pool before each training or competition session. The Symptom check will be oral, please however familiarise yourselves with the Daily Medical Screening questions in Appendix 2
- **Personal hygiene** is vitally important and includes:
 - Thorough hand washing with soap and water for 20-30sec
 - Wash hands as regularly as possible and especially on entering the venue and hotel.
 - Use approved hand foam or sanitizer frequently when contacting a surface and not having access to hand washing.
 - Avoid touching your face with your hands.
- **Mobility Aids** e.g. wheelchairs/crutches must be cleaned with anti-viral wipes.

Format of Heat sessions

- A warm up schedule will be sent to attendees prior to the event
- Where deemed necessary to control the flow of athletes, manage the total number at any one time and to enable appropriate cleaning hygiene regimes, heats sessions may be subject to a mid-session break or breaks. The timing and duration of these break(s) will be communicated prior to competition.
- Only personal training equipment can be utilised during warm-up and swim down in the competition pool
- Personal identified drink bottle left at point of entry.
- Athletes may be allotted arrival times for entry into the competition venue.

Protocols for individual user groups prior to leaving home

- Prior to leaving home, all individuals attending the event must assess whether they have (or exhibit any symptoms of) COVID-19 (high temperature or fever, a new continuous cough, new, unexplained shortness of breath or loss of taste or smell).
- As defined by Public Health England, a temperature of 37.8 degrees Celsius or above must be used as the threshold for a suspected case.
- All individuals must also confirm that no-one in the same household has reported or exhibited any of the symptoms outlined on the symptom checklist form within the last 14 days. Individuals should not leave their home if anyone in their household has positive symptoms. Appendix 2
- Individuals must read, sign and return an Opt in Form and Code of Behaviour for the British Para-Swimming International Meet inc. WPS World Series event. These two documents (shown in Appendix 1a and 1b) will be electronically circulated to all participants prior to the start of the event. Should athletes not wish to opt in to the event, full entry refunds will be given.



Protocols for individual user groups once arrived in Sheffield (including coaches, volunteers and event staff)

- All individuals staying at the event hotels must remain in the hotel bubble at all times unless training or competing
- All individuals staying in the event hotels must undertake a temperature test before they leave the hotel for training or competition each day to ensure the event venue remains at low risk of COVID exposure.
- All event staff and volunteers must have electronically read, signed and returned the Opt in Form and Code of Behaviour prior to attending the BPSIM. This will be sent prior to the event.
- All user groups including athletes, coaches, volunteers and event staff will have a Lateral Flow COVID-19 test on arrival. Individuals will be allocated arrival slots.

Venue Access and Management

For Individuals staying in the Event Hotels

- All athletes, coaches, event and volunteers staying in the hotels will have a temperature check undertaken each day, which will be recorded before they leave the hotel for the venue.
- Any individual who reports a temperature or symptoms must be reported to the COVID-19 Medical Officer on site and remain at their hotel without interacting with anyone else and act on the medical advice given.
- If an individual inside the venue reports a temperature or symptoms, they must be isolated within the designated area and await advice from the COVID-19 Medical Officer (or nominated other) and COVID-19 Venue Operations Officer (in accordance with Public Health England guidance) and when appropriate, the individual must return to the hotel / home (leaving the Venue in the agreed manner).
- If any individual has a suspected or confirmed case of COVID-19, this information will be shared with the doctor on site to support the identification of all close contacts (as defined by Public Health England) with the individual in question. Anyone deemed as a close contact will need to isolate for 10 days in line with guidance from Public Health England
- Public Health England define 'close contact' as having face-to-face contact with someone less than 1 metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more. We urge internationals in particular to consider this when booking flights. Should a positive test occur in a member of your team, all within the group will be asked to isolate unless proof of no close contact prior to arrival is given.
- If an individual has driven to the event, they may travel directly home without stopping to isolate.
- All other individuals must self isolate in the designated hotel for the isolation period at their own cost. (Event volunteer costs will be covered by BPS).
- Individuals who have prescription medicine, please ensure you have enough with you to cover the isolation period, in the case of a positive test.

- All athletes and staff must wear a face covering over the nose and mouth, at all times at the competition venue, except when in the water. In addition to a face mask being worn, all essential staff must maintain proper hand hygiene before, during and after the event and maintain social distance at all times during competition wherever possible. Particularly in areas such as the Call Room and Athlete Preparation Areas .
- All personnel entering venue will be registered as entering the building and the time recorded.
- All personnel exiting venue will be registered as leaving the building and the time recorded.

Competition Planning and Risk Assessment

Introduction

- This concept for the organisation and implementation of the British Para-Swimming International Meet inc. WPS World Series 2021 is based on compliance with the currently applicable distance and hygiene regulations. Above all, maintaining a safety distance 2 meters(or at least 1 metre where space does not allow), between all participants at all times during the event and wearing of face coverings except when in the water has the highest priority. The only exception of this rule is for guides and assistants who need to support athletes.
- The commitment of all those involved is voluntary and confirmed via the Opt In form and agreed behaviour code. For athletes, employees and volunteers under the age of 18, a declaration of consent from a legal guardian must also be submitted.
- The access to the competition venue will be coordinated with the help of a time and competition schedule.
- Athletes must only attend the venue at the times allocated and leave immediately after your event(s) are completed.
- For athletes under 18, 1 accompanying parent or guardian will be allowed to stay in the hotel, however they will not be permitted to enter the venue. They will be subject to a Lateral Flow COVID test on arrival at their own cost.
- Spectators will not be allowed at the competition. Only people essential to the safe and effective running of the meet will be accredited and have access to the venue.
- The use of changing rooms will be limited with no showering at the venue. Toilets including sinks will be available in sufficient numbers.
- Hand sanitising stations will be available throughout the venue including competition areas, at entrances and exits as well as zone transitions. All user groups are asked to bring personal hand sanitizing gel to the event.
- It is mandatory for all those involved in the meet to wear a face covering. Athletes who are in the warm up pool, competition or swim down phase are excluded for the duration of these activities only.
- After finishing competition (or training and classification) and swim down activities, athletes must leave the competition and preparation area immediately and return to their event hotel.
- The maximum number of individuals in any one area will be shown at the entrance to that area and must be adhered to. Stewards/ staff will be on site to ensure maximum numbers are not exceeded. Please adhere to all advice and guidance given.

Accreditation office

- Accreditation has been pre submitted by NPC representatives.
- Accreditation for athletes and Team staff will be send to NPCs, and should be printed and distributed before arriving in Sheffield.
- Volunteer and event staff accreditation will be available to collect at the Best Western Quay desk prior to the arrival test
- A Sports Information Desk will be located in the venue for any queries regarding accreditation.

Call Room

- A large waiting area will be set up poolside (below athlete seating) in compliance with social distancing and hygiene regulations.
- Access to the call room is regulated by the schedule and hygiene rules
- Three rows of 10 seats with safety distance of 1.5 metres each will be installed in the waiting area.
- The maximum number of athletes in the call room area will be 30 and only essential support staff may accompany an athlete with exemption code A, Y or T.
- The World Para Swimming (WPS) Call Room entry time of 15 minutes is not in use at this event. Athletes should not report to the Call Room any earlier than 5 races before their own race

Changing room and shower area

- The changing rooms will be available to swimmers but social distancing must be maintained at all times in this area.
- Athletes will be asked to wipe down cubicles before and after use to support the ongoing venue cleaning regime. Disinfectant, paper towels, sanitiser and bins to dispose of paper towels will be supplied and available in this area.
- Showering at the venue is not permitted.
- Ice baths are not permitted.

Warm-up and swim-down area

- The Competition Pool will be used for warm up and the Diving Pool for swim down. Any variation to this plan will be by direction of the Pool Marshalls.
- The competition staff, volunteers and officials will keep a 2metre distance to the athletes.
- The warm-up and swim-down area will be managed appropriately to ensure that social distancing can be maintained and this will be implemented with the help of the schedule and stewarding.
- Lower classification lanes and VI athlete lanes will be implemented
- Only the use of an athlete's own equipment and aids is permitted and athletes are required not to share equipment with other competitors.
- Numbers of athletes per lane and lane resting positions will be tightly controlled to avoid close contacts forming during warm up or swim down.



Venue plans

- Please see the venue plans which include the flow and one way systems attached in **Appendix 4.**

Sanitary and medical area

- The sanitary and medical area will be set up in compliance with a Medical Risk Assessment plan which will be carried out by event doctors.
- Regular surface disinfection, especially after possible treatments, is ensured by the medical staff.
- The medical staff work with a mouth and nose mask and disposable gloves during every treatment

Anti-Doping Control Room

- A separate room for anti-doping has been identified just off of the competition pool at the venue. This will be cleansed appropriately before and after any use.

Physiotherapy area and land warm up

- Social Distancing must be observed in dry land warm up and Physiotherapy areas in the open area under athlete seating. A separate area located in the Café is also available for dry land warm up and physiotherapy.
- Space will be limited, however social distancing must be adhered to at all times. Any team not found to comply with social distancing will be asked to move.
- Face coverings will be required at all times within this area.
- The Athlete Preparation area will be managed by volunteers at all times.

Seating

- Athletes will be seated in the balcony, no athletes will be permitted to be seated on the poolside. Clear signage will be displayed to signpost athletes to the seating area.
- Any seats that cannot be used are blocked to ensure the minimum distance and hygiene measures are in place.
- The seating area will be managed by volunteers at all times athletes are in the venue to ensure social distancing is maintained.

Medical requirements and risk assessment

- A Medical Emergency Plan will be prepared and will be approved by British Swimming.
- Only cleared individuals may access the venue each day if they have satisfactorily passed the temperature and symptom screening protocol.
- No cleared individual who is required to self-isolate under Public Health England Guidance will be allowed to enter the venue.
- The medical team will consist of 2 Doctors on site for the duration of the competition, and supported by a paramedic team, technician and ambulance from MediSkills.



Appendix 1a – Opt in Form for British Para Swimming International Meet 2021.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Public Health England, senior citizens and individuals with underlying medical conditions are especially vulnerable.

British Swimming cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in this event. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in this event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19. By participating in this event you voluntarily assume all risks associated with exposure to Covid-19 and cannot hold British Swimming liable in the future.

I hereby confirm that I would like to participate in the British Para Swimming International Meet 2021, which will involve interaction within the social distancing boundaries established. In doing so, I confirm and undertake that:

Medical

- If I am classified as ‘clinically extremely vulnerable’ (as defined from time to time by Public Health England) or if I live in the same household as anyone who is deemed to be ‘clinically extremely vulnerable’ I have had the opportunity to discuss my individual risks with either:
 - the British Para Swimming medical team (GBR athletes)
 - My NPC medical team (international athletes only)and will follow the latest [government guidance](#)
- I do not have, and no one in my household has, (and have not had within the last 14 days) any of the symptoms of COVID-19 (“Symptoms”). Which are a high temperature of 37.8 degrees Celsius or above or fever, a new continuous cough, new, unexplained shortness of breath or loss of taste or smell

Understanding

- I understand the potential risks of the disease to at-risk populations and also the potential for unintended transmission at the BPSIM venue, and I understand that although steps taken by British Swimming are intended to minimise risk, these steps cannot entirely mitigate these risks. I have had the opportunity to ask any questions about these risks.
- I am clear about my responsibilities and the expectations of me upon attending the BPSIM venue including maintaining social distancing at all times and complying with all UK government advice within and outside of the BPSIM venue.
- I understand the measures that have been put in place as provided in the Event Plan Summary.
- I understand that I will be subject to a COVID test upon arrival at the event hotels, and will also be required to have a temperature check each day when leaving the event hotel before attending the meet venue
- I understand that opting into this meet I will become part of the controlled event “bubble” and will not be permitted to go anywhere other than between the official hotel and



competition venue at any time. If any modifications to training are needed or if further clinical examinations are recommended, these have been outlined to me and have been implemented at the Meet Venue.

My commitments

- I will immediately inform the nominated COVID-19 Medical Officer or COVID-19 Venue Manager should I (or anyone with whom I have been in contact) develop (or be suspected to have) any symptoms or be required to “shield” or “self-isolate”; in such circumstances, I will not access (or seek to access) the venue.
- I will observe and comply with all relevant guidelines, guidance, rules and advice published or made from time to time by the UK Government in connection with COVID-19 and any that relate to travel to and from the BPSIM premises.
- If required, I will comply with any testing that may be required due to presentation of symptoms, clinical suspicion or otherwise. I understand that any failure or refusal to undertake daily screening or testing if required will result in access to the venue being refused.
- I understand the need to self-isolate, if I show symptoms or am in contact with anyone who shows symptoms or tests positive for COVID-19.
- I also understand that any additional costs incurred if I cannot return home immediately and I need to isolate will be at my own cost (Event staff and Volunteer costs covered by BPS).

Personal data processing

- I agree to complete and sign a health declaration form and to have my temperature taken (to check that it is within the normal range for a healthy person) and recorded prior to being permitted entry to the BPSIM if required on each occasion on which I wish to access them (‘daily screening’).
- I understand that if I return a positive result on any test that I will need to follow isolation guidance from Public Health England and that this may impact any close contacts around me from inside and outside of the competition venue and may result in me being unable to return home immediately.
- I understand that any failure or refusal to undertake daily screening will result in access to the venue being refused. I understand that the medical staff will need to record any health concerns and symptoms that I report to them and/or display at any time alongside any testing results. Any concerns may be shared with appropriate individuals.
- I understand that my personal data will be processed (including special category personal data) in accordance with each organisation’s Privacy Policy. This may also include the use of data (possibly anonymised or pseudonymised) in order to monitor, analyse and take any necessary steps or action in connection with the protection of health and/or safety, including but not limited to COVID-19 contact tracing and providing information to the UK Government, Public Health England and other regulatory bodies.

Please note that you are not required to participate in the BPSIM and if you do opt-in, you can change your mind. If you change your mind, you must contact Nicole.Burns@Swimming.org

Signed and dated.....



Appendix 1b – Code of Behaviour - COVID19 Mitigation Protocol

In order to minimise the likelihood of transmission or infection from COVID -19 the following safer working practises will apply at the Event.

These principles are not intended to frustrate work processes but to provide a safer and controlled environment that minimises the risk of infection and these principles must be applied to all swimmers, staff, contractors and volunteers during the planning and operational phases of the event.

- Be aware of your own personal health. If you show any COVID-19 symptoms you must stay at home or if at the BPSIM then report to the medical officer on site.
- Travel alone or only with those from your household group or work bubble.
- Minimise the personal items you bring to site.
- Arrive at the competition venue at the confirmed time in order to warm up, compete or undertake your role.
- Comply with all access control and accreditation requirements.
- Comply with all health screening actions.
- Comply with COVID testing and temperature checks throughout the event.
- Comply with the controlled event bubble protocols at all times.
- Follow one way systems on site - with exception in a genuine emergency.
- Wear a face covering at all times unless an exception is approved by venue manager or an athlete is competing or warming up Wash hands regularly and sanitise wherever possible.
- If calling a meeting consider virtual conferencing where possible.
- Maintain social distancing of at least 2.0m whenever possible even when wearing a face covering.
- Do not exceed any specified room occupancy.
- Do not share food or drink.
- No sharing of equipment.
- Challenge others who do not comply with protocols, in a friendly way.
- Leave the BPSIM venue as soon as possible after your participation in the event has been completed.
- Comply with additional or short term safety measures which may be applied on site.

Please be aware that, in order to support the national test and trace system the following details may be disclosed;

Your Name

Your mobile number

Your email address

Your role

As a result you may be required to self-quarantine in accordance with the test and trace process (please be aware that any additional bed nights in the hotel will be at the cost of the individual who is required to self-quarantine, excluding Event staff and volunteers



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Host City and Venue





Appendix 2 - Daily Medical Screening Questionnaire

Name:

Date:

<p>Are you currently diagnosed with or do you believe you have COVID-19</p>	<p>Yes/No</p>	<p><i>If 'Yes' please provide details</i></p>
<p>Have you had a confirmed COVID-19 infection or any symptoms (listed below) in keeping with COVID-19, in the last 14 days?</p> <ul style="list-style-type: none"> • Fever • New, persistent, dry cough • Sore throat or horse voice • Shortness of breath, chest pain or tightness • Nasal congestion • Any confusion or disorientation • Loss of taste or smell • Diarrhoea, vomiting or nausea • Headache • Abnormal fatigue or drowsiness • Muscle aches not related to sport/training • Loss of appetite 	<p>Yes/No</p>	<p><i>If 'Yes' please provide details</i></p>
<p>Have you had a known exposure to anyone with confirmed or suspected COVID-19 in the last 14 days? (close contact defined as >15 minutes within 2 metres, face to face contact or household member)</p>	<p>Yes/No</p>	<p><i>If 'Yes' please provide details</i></p>

Please return to **By**

Appendix 3 - Travel Recommendations

Travel by Car

- If athletes, coaches, volunteers or event staff are travelling separately by car to the venue, then they must not car-share other than when unavoidable (e.g. an individual who does not have a car or if a car is off the road). In these exceptional cases, no more than two individuals may travel together, and the same people should share transport each time.
- If sharing a car with another Essential Staff member outside of the household then;
 - A face mask covering nose and mouth must be worn
 - Windows should be opened for ventilation
 - Travel side by side or behind the other person and face away from each other at all times.
 - Limit the time spent at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible pay using contactless card.
 - Wash your hands for at least 20 seconds or sanitise your hands often, and always when exiting or re-entering your vehicle.
 - All frequently touched surfaces must be wiped down with disinfectant wipes. Make sure you clean door handles and other areas that people may touch.
 - Appropriate parking (maintaining social distancing) should be arranged prior to the event by contacting Nicole.burns@swimming.org

Public Transport

- Travel to the Venue by all User Groups on public transport is strongly discouraged, however, if it is absolutely unavoidable, a face mask must be worn, and hand gel provided to the individual for use as required throughout the journey.
- If using public transport is absolutely unavoidable then Essential Staff;
 - Must maintain social distance wherever possible whilst travelling.
 - Must ensure that they maintain social distancing before and after they travel including at busy entrances, exits, under canopies, platforms or outside of stations.
 - Individuals should travel either behind or diagonally across from other people. Face to face seating should be avoided whenever possible.
 - Should touch as few surfaces as possible whilst travelling.
 - Must dispose of waste safely, including items such as used disposable face coverings.
 - Should be prepared to queue or take a different entrance or exit at stations.
 - Should wait for other passengers to get on/off first before you board/leave the transport to maintain social distancing.
 - Should avoid consuming food and drink on public transport where possible.
 - Should change clothes after taking public transport where possible.
 - Athletes travelling from overseas and who are collected from the airport by Corporate Sporting Events (CSE) should follow all guidance at all times including the wearing of face masks and social distancing.



Air Travel

- The general government guidance on travelling by air can be found at the link below
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-air-travel-guidance-for-passengers>
- If undertaking travel by air, the following must be adhered to;
 - Social distance must be maintained wherever possible.
 - The COVID-19 Medical Officer (or nominated other) must be responsible for determining the next steps should an Essential Staff member exhibit a COVID-19 symptom before, during or after travel. This should be in accordance with guidance from Public Health England.
 - In accordance with government policy, all Essential Staff must wear a face mask in enclosed areas of airports and during any air travel.
 - Where possible check in should be completed online to reduce face-to-face contact at the airport.
 - Checking in baggage to the aircraft hold and minimising any hand baggage is strongly recommended. This will speed up boarding and disembarking and will minimise the risk of transmission.
 - All Swimmers and Essential Staff should avoid walking around the airport and mixing with people from outside of the team environment that they do not normally meet.
 - The highest levels of hand hygiene and respiratory etiquette must be maintained at all times. All Swimmers and Essential Staff must travel with hand sanitiser.
 - Where possible, avoid touching any surfaces in the airport. If contact with a surface is made, the individual must undertake proper hand hygiene immediately following each contact.

Accommodation

The following measures will be in place for the event:

- A risk assessment must be undertaken by the Hotel and supplied to The Event to ensure compliance with all Government & PHE guidance. This risk assessment should be retained by The Event.
- Identify to the hotel that an isolation room may be required to be available at short notice.
- Arrange for hand-sanitisation points (with suitable products/equipment) to be installed at suitable locations in the hotel for the duration of the stay.
- Arrange for all rooms to be 'thoroughly cleaned' prior to arrival, during the stay at agreed times or occupants undertake self-clean, and on departure.
- Arrange for all attendees to have individual rooms (unless pre agreed Twin room criteria is met) and where possible, avoid mixing with other hotel guests/people outside of the Event party.
- Where reasonably practical, arrange for the entire Event party to have accommodation on the same floor of the hotel.
- Meals will be taken in the hotel and further details about how this will be managed will be confirmed in due course.



- Ventilation and air flow in bedrooms and meeting rooms should be maximised which may include the opening of doors and windows as appropriate.
- Arrange for food preparation and delivery to observe infection prevention and control measures, for example by staggering mealtimes and no use of communal buffet style food services.



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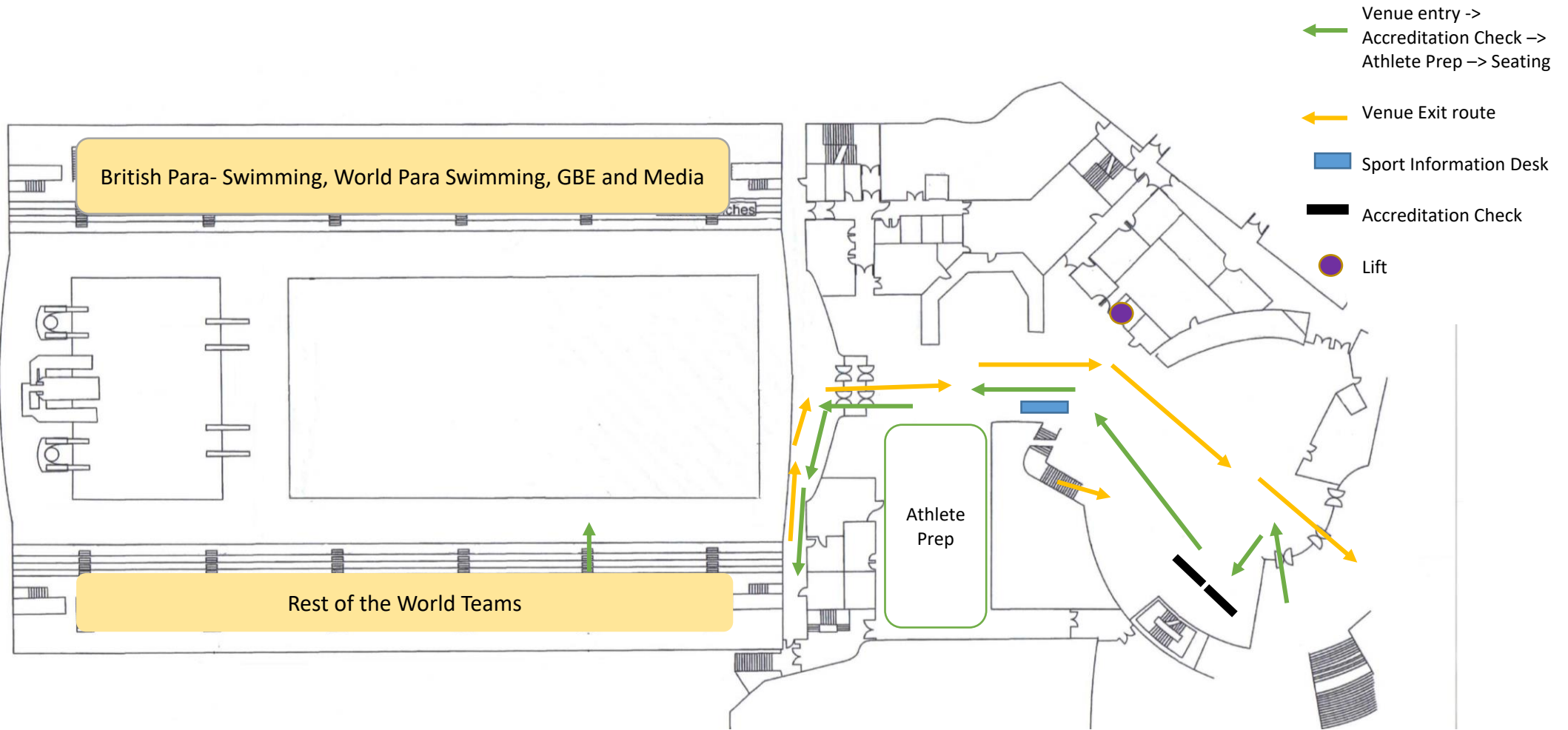
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Host City and Venue



Appendix 4 – Venue layout and flows – Level 1



Venue Layout and Flows- Level 0

