

V1.0

THIS DOCUMENT HAS BEEN RATIFIED BY THE CLUB COMMITTEE.

ANY CHANGES SHOULD BE PROPOSED IN A NEW COPY OF THE DOCUMENT.

Organising COVID Safe Orienteering

Devon Orienteering Club

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Introduction

This document is a DOC-specific implementation of [the BOF Guidance on COVID Safe Orienteering](#). If there is any inconsistency, the BOF Guidance takes precedence.

Aspects of event organisation that do not need COVID-specific guidance (e.g. registering the event with BOF) are not described here - be sure to refer to existing DOC and BOF event organisation guidance, too.

The contents will be prescriptive where necessary, but if something is not clear then the event team is trusted to use their own intelligent and careful discretion.

Pre-Event

Organiser

[Read the BOF Guidance on COVID Safe Orienteering.](#)

COVID safety reduces flexibility in event planning, so it is **critical** that all members of the event team are communicating at all stages of the organisation process, especially since so many of these roles are interdependent.

Decide on venue, maximum participants and total start window in accordance with the [Venue Selection](#) guidance below. Involve the [Planner](#) and [SI Lead](#) in this process; especially when it comes to safe distribution of participants across the start window and possibly multiple starts.

Make sure COVID is accounted for in the risk assessment. A template for a COVID risk assessment is available from [the BOF guidance page](#).

Share all available COVID guidance/documentation as part of requesting landowner permissions, to demonstrate orienteering's diligence.

Collect the [requisite information to support test and trace](#) on all volunteers.

Any publicity must conform with the [Publicity](#) guidance below. Publicity **must** include at least one website post to ensure that the key info is available to anyone looking for it.

Take extra care when appointing and planning volunteers - see [Managing Volunteers](#) guidance below.

Create a clear plan for the day of the event, including times, locations and for each volunteer. Allow extra set up and pack down time compared to a pre-COVID event.

Ensure that all equipment to be used is dry, then leave untouched for 72 hours, after which any virus will not have survived.

Venue Selection

To allow effective social distancing between participants, volunteers and the public, the following must be planned/tuned together at the start of the organising process: **maximum participants, start window, venue choice**. Assuming even spacing of participants across the start window, ensure that social distancing will be easy to maintain at the venue, considering the following specifically:

- Car parking
- Assembly/registration area
- Possible start locations
- 'Throughput' rate of participants
 - Participant pre- and post-race time on site
 - Start occupancy and rate - see [Start](#) guidance
 - Course completion time
- Running area itself. E.g.
 - Not overly popular with the public
 - Few likely corridors (tracks through difficult terrain, long thin maps etc.)

Publicity

Must include the following:

- **A reminder that participants must not attend if they or a member of their household has COVID-19 symptoms, or if they have been asked to isolate by NHS Test and Trace**
- Link to and info on the mandatory pre-entry system
- Where the start(s) will be located relative to the parking area
- A link to the Participant Code of Conduct
(can get latest link from [BOF guidance page](#))
- A reminder that participants should make every reasonable effort to arrive at the event in time for their allocated start time, including allowing extra time to travel to the venue where necessary
- Encouragement for participants to arrive at the event in their orienteering kit, and where possible to travel home to change
- A reminder of what participants should do on arrival, at the start, at the finish and at download - see the relevant points in [During Event](#)
- A reminder that participants should avoid touching control units when punching

- Warn participants that they may need to enter a tent/building, in which case they will be required to wear a face covering
- The fact that there will be no tea tent, displayed results, or any other form of congregation
- Any other differences from a pre-COVID event

Managing Volunteers

It's important to have effective planning and extra planning for a COVID Safe event in order to minimise confusion, unplanned interactions and generally 'tripping over' each other.

Appoint [COVID Volunteers](#) to make sure a reported case can be treated with priority.

Clearly define roles for every event volunteer.

Ensure all volunteers are familiar with the sections of this document relevant to their role.

Ensure all volunteers are familiar with their role generally.

Have well communicated and understood emergency procedures for the event. Everyone should understand to report any cases of COVID to a [COVID Volunteer](#) immediately.

If any volunteers are classified as vulnerable: consider giving them the least risky roles, making their space extra COVID Safe, or replacing with someone less vulnerable.

Planner

[Read the BOF Guidance on COVID Safe Orienteering.](#)

Liaise with the [Organiser](#) on expected participant numbers and start window.

Start location(s):

- Consider multiple start locations if this helps achieve a more reasonable start window
- Try to position start(s) close to and ideally visible from car parking, which should minimise people arriving too early for their start time

Decide on the courses to offer using the [Course Spread](#) guidance.

Inform the [SI Lead](#) of the courses on offer and discuss expected numbers on each - may need to impose course number limits in the [pre-entry](#) system.

When planning courses, minimise:

- Heavily shared controls
- Heavily shared legs
- Heavily shared corridors through otherwise difficult terrain
- Participants passing along corridors in opposite directions
- Visits to parts of the area popular with the public

Ensure that all SI equipment is dry (SI stations and hire SI-cards can dry in their box with the lid open), then leave untouched for 72 hours, after which any virus will not have survived.

Wash hands before and after setting handling the controls.

Course Spread

Do not plan any relays!

The number and type of courses on offer will be important in ensuring the event is both **safe** and **fun**. Consider the following when deciding the course spread:

- Aim for a minimum of 5 participants per course
- The [Start](#) guidance determines the minimum time between starts on a course
 - These will have to share the start with other courses
 - Can obviously set a hard limit using [pre-entry](#), but ideally want to offer everyone their first course choice
 - Multiple starts may be helpful
- [Previous DOC results](#) might help gauge expected popularity

Controller

[Read the BOF Guidance on COVID Safe Orienteering.](#)

Ensure that the event team have conformed with all aspects of the BOF Guidance.

SI Lead

Liaise with the [Organiser](#) on pre-entry details.

Liaise with the [Planner](#) on course details.

At least 10 days before event:

- Set up online pre-entry
See [Pre-Entry](#) guidance below
- Share link with the event team

5 days before event:

- Close pre-entry
- Allocate start times
- Email participants notifying them of their start time
Also include all points listed in the [Publicity](#) guidance

Pre-Entry

Use [Racesignup](#) for pre-entries - it is cheaper and more flexible than other services, and was created during the COVID pandemic. [Martin Yeo](#) has the log in details and can offer expertise.

Collect the [requisite information to support test and trace](#)

Require acknowledgement of the Participant Code of Conduct
(can get latest link from [BOF guidance page](#))

Offer SI hire - we will take appropriate hygiene precautions

- Pre-allocate SI cards to simplify the pre-start process on the day
- Do not allow for re-use of the same card twice in one event

All payments (including 'extras' like car parking) should be collected during pre-entry

Full refunds should be paid for any COVID-related cancellations - both individual or whole event - and this should be made clear to entrants. Note that with Racesignup we owe them the [processing fee](#) (3% + 30p per card payment) if fully re-imbursing the entrant.

Create 15 minute start windows, with number limits aligning with the [Start](#) guidance.
Racesignup allows entrants to select their own start windows, removing the need for further administration of this element.
Allow regular free slots for missed starts

During Event

Organiser

Set Up

Provide hand sanitiser at point of arrival at the event and at any toilets.

Lay out the assembly area so that it is easy for participants and volunteers to maintain 2 metres distance at all times, but do not need to unduly raise voices.

If possible plan and sign-post a one-way route for participants while they are at the event: car-registration-start-course-finish-download-car.

Position the finish far enough from the start to avoid overlap of participants, and far enough from download that participants can recover before downloading.

Post social distancing signage (available from [the BOF guidance page](#)) around the event (inc Start and Finish), especially wherever queues are likely to form. Consider designating marshal(s) if difficulties are expected.

[Use of certain buildings will lawfully require the display of an NHS QR code](#) (also keeping records of attendees - already happening anyway). Avoid such settings if possible, otherwise display as required.

During

Be as available as possible to deal with issues arising in a prompt and clear manner (minimises 'rushing around').

Face coverings are required (allowing for legal exemptions) for anyone entering tents or buildings.

If toilets are provided: designate someone to regularly disinfect handles. Provide a 'cleaning station' with a supply of hand sanitiser, disinfecting solution and paper towels for anyone to use should they wish.

Do not reuse maps for multiple competitors.

All volunteers should sanitise their hands before eating and before leaving the event.

Any participants or volunteers who develop symptoms of COVID-19 during the activity must be sent home immediately and records made of who they have been in contact with and for how long. Should be handled by a [COVID Volunteer](#).

Pack Down

Make sure all equipment used for the event is either: dried then left untouched for 72 hours, after which any virus will not have survived; or cleaned if it needs to be handled sooner.

All volunteers should sanitise their hands immediately after they finish packing down.

COVID Volunteers

Appointed to handle any reported cases of COVID at the event.

At least one COVID Volunteer should be available in the assembly area throughout the event, with no other responsibilities (so probably a rotation job, allowing each CV to get a run too).

Should be equipped with mask, gloves and disinfectant.

If a COVID case is reported:

- Wearing mask and gloves, talk to volunteer/participant
- Get their name (all other details are already on record)
- Get information on who they have been in contact with and for how long
- Retrieve hired SI-card if they have one
- Send them home immediately
- Thoroughly disinfect any hired SI-card, then return it to the [SI Team](#) as usual

SI Team

Set Up

No entry-on-day, so don't need to set up for that process.

Set up two laptops:

- One for download - use SI Timing's DIY download mode
- One for admin - distanced from any participant-facing equipment by at least 2m
Consider connecting the laptops using WiFi if necessary

If possible avoid the need for participants to enter a building/tent.

Individual results print-out is permitted - the print-out is automatically teared by the printer.

Provide hand sanitiser at the download station.

Set up a bin/box for the return of hire SI-cards.

Do not set up any overall results sharing (e.g. boards, screens) - avoids congregations.

If possible, consider live publishing of results to the web, to compensate for lack of on-site results. This will require [adequate phone signal for cellular data](#) and a willing volunteer phone that has data allowance to spare and can be a WiFi hotspot during the event. [Martin Yeo](#) has details of how the SI Team can achieve this.

During

Anyone in a building/tent (participant or volunteer) must wear a face covering (allowing for legal exemptions).

Give clear guidance (spoken or signed) that everyone should minimise touching equipment.

Encourage participants to move through the space quickly. If there are problems, arrange to deal with them 'out-of-queue'.

Receive hire SI-cards into the bin/box after download.

Disinfect participant-facing equipment regularly.

Pack Down

Return hire SI-cards back to their storage box, washing hands afterwards.

With all equipment used, either: dry then leave untouched for 72 hours (hire SI-cards can dry in their box with the lid open), after which any virus will not have survived; or clean if it needs to be handled sooner.

Registration

Set Up

No entry-on-day, so don't need to set up for that process.

Set up the space to allow 2m distancing between all volunteers and participants.

If possible avoid the need for participants to enter a building/tent.

Ensure that you have the hire SI-cards and a list of their pre-allocations.

Place hire SI-cards in individual sealed plastic bags, and arrange such that the pre-allocated number can be picked up by the correct person.

Provide clear signage that those not hiring SI-cards do not need to visit this station.

Do not provide a key drop.

During

Anyone in a building/tent (participant or volunteer) must wear a face covering (allowing for legal exemptions).

Oversee the process of hire SI-card collection.

Be ready to address/redirect specific problems brought in by participants - registration is likely to be the target for these queries.

Pack Down

With all equipment used, either: dry then leave untouched for 72 hours, after which any virus will not have survived; or clean if it needs to be handled sooner.

First Aiders

This follows [the advice given by the Resuscitation Council UK](#).
[Further explanation available from St Johns Ambulance](#).

Appropriate PPE is available with the First Aid kit for use by the designated first aider. This includes disposable gloves, disposable medical grade face masks (covering the mouth and the nose) and disposable aprons.

When appropriate for procedure, minor injuries (cuts, bruises, sprains) provide first aid support to the injured person by directing the injured person in treating their own injuries.

For major injuries follow normal first aid procedure within your training/qualification, being particularly careful not to touch bodily fluid and open wounds without gloves.

Ensure that all dressings and waste that has been in contact with blood or bodily fluids, including gloves and aprons are put in yellow clinical waste bags and disposed of appropriately.

CPR – follow normal procedure with the following important changes/exceptions:

- Do not place your face close to the casualty (so with initial assessment don't listen closely for breathing).
- Keep other helpers 2m away from you and the casualty.
- Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

- Do not give rescue breaths, just continue with chest compressions.

Start

Constraints

- Maximum 2 starters on each minute
- No simultaneous starts on same course
- Maximum 6 total people (inc volunteers) at any one time

Set Up

Make sure it is possible to handle missed start times.

Clear, Check and Start stations should all be placed/mounted, not handheld.

Layout should make it easy for participants and volunteers to maintain 2 metres distance at all times, but do not need to unduly raise voices.

Layout specifics:

- 2 start lanes
- 3 minute 'countdown' boxes
- Each of the 6 cells should be 2x2m if possible
- Pre-call-up queueing area with 2m markings

Provide hand sanitiser.

During

Instruct participants to avoid touching controls wherever possible.

Regularly disinfect the Clear, Check and Start stations.

Pack Down

With all equipment used, either: dry then leave untouched for 72 hours, after which any virus will not have survived; or clean if it needs to be handled sooner.

Post-Event

Organiser

Retain volunteer info [relevant to test and trace](#) for at least 21 days.

Planner

Minimise the number of people allocated to collect controls, ensure they all wash their hands before and afterwards.

Allow the collected equipment to dry (SI stations can dry in their box with the lid open), then leave untouched for 72 hours, after which any virus will not have survived.

SI Lead

Publish final results online as soon as workably possible, since participants may have less idea than usual about how they finished.

Retain participant info [relevant to test and trace](#) for at least 21 days.