



# ESMBA Covid-19 Compliance guidelines V1 (July 2020)

Last Reviewed: 14<sup>th</sup> August 2020

## Social Distancing

Government guidelines continue to state that if you have a health condition that places you in the clinically vulnerable category, you could be at higher risk of severe illness from coronavirus. Although you can meet people outdoors and indoors, you should be especially careful and be diligent about social distancing and hand hygiene.

**This includes those who are aged 70 or older, regardless of medical conditions.**

The current, full guidelines can be found here:

[gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-aGer-4-july](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-aGer-4-july)

County Associations and Clubs must first be able to sign a declaration that all the below can be followed. If all criteria are met then "Safe Bowls Status" (license) will be granted to allow Short Mat Bowls to resume at that venue. The ESMBA reserve the right to remove or suspend this "Safe Bowls Status" (license) at any time to prevent the spread of the virus. The ESMBA Management Committee decision will be final on this.

## Procedure for the approval of 'safe bowls' status

- The County or Club Safeguarding officer or nominated person is responsible for ensuring that the County/Club remains Covid-19 safe at all times
- The Safeguarding Officer or nominated person will complete all the necessary documents and declare the site safe
- The safeguarding Officer or nominated person will then get the Officer above them (i.e. Club to County, County to National) to review and counter sign if all conditions are met
- The County Safeguarding Officer must notify the ESMBA Lead Safeguarding Officer of Covid-19 safe clubs as they are signed off. The ESMBA Lead Safeguarding Officer will update the ESMBA Management Committee on a weekly basis of the 'Safe' clubs/associations, these will be advertised on the dedicated ESMBA Covid-19 Web page
- The ESMBA reserve the right at any time to cancel the "Safe Bowls Status" status and restrict activities for any period to control any localised outbreak. The ESMBA will closely monitor Government advice for "hot spot" areas. Short Mat Bowls will not be permitted in these areas
- The ESMBA reserve the right for its Safeguarding Officers and Management Committee members to make spot checks on "safe clubs" to monitor they are following the agreed conditions. Clubs found not conforming will be removed from the list, and not allowed to bowl until their status has been re-issued
- If a club does not have a Safeguarding Officer then in the first instance they should appoint one, failing this a senior member (person in authority e.g. Chairman) to be nominated to undertake the roles

| Venues                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Risk Assessments</b>                        | <ul style="list-style-type: none"> <li>• It is the Associations/Clubs Safeguarding Officer or nominated person to ensure that the venue has completed a venue risk assessment, to confirm Short mat Bowls can resume. This must be documented and submitted for approval. Our clubs play in varied venues, that are all unique in their size, layout, and location. Some venues will find it easier than others to comply with the conditions</li> <li>• The Safeguarding Officer or nominated person will need to complete a risk assessment for activities of short mat bowls</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact Tracing</b>                         | <ul style="list-style-type: none"> <li>• The venue must confirm that it is following a “track and trace” scheme for users of the venue and highlight how they will manage this and confirm their procedures for informing other users if a case is reported</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Cleaning, Hygiene and Social Distancing</b> | <ul style="list-style-type: none"> <li>• The venue at a bare minimum must be able to provide: <ul style="list-style-type: none"> <li>▪ An adequate ventilated space for Short mat Bowls to operate whilst maintaining a social distance of 2m</li> <li>▪ If a club wishes to play on more than one mat it must demonstrate it can lay them a clear 3m apart (sketch of hall layout and mats are to be included)</li> <li>▪ Hot water close to the entrance and exit for members to wash their hands on arrival and before leaving, along with times within the session</li> <li>▪ Cleaned and dedicated WC facilities, these will be for one person at a time and suitable indication must be available to show at a distance if engaged or not</li> </ul> </li> <li>• Hand sanitiser must be made available for members at each end of the rink mat either by the venue or club</li> <li>• Face coverings must be worn in communal areas, as per government guidelines.</li> </ul> |
| <b>Sickness</b>                                | <ul style="list-style-type: none"> <li>• If you are feeling unwell at all, please stay at home</li> <li>• If you have had symptoms (change or loss of taste and smell, a new continuous cough or a high temperature) you <b>MUST</b> stay at home, and book a test and inform the club accordingly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Posters</b>                                 | <ul style="list-style-type: none"> <li>• Latest Government posters advertising the potential dangers, symptoms, and general advice notices must be on display at various locations around the venue</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Changing Rooms</b>                          | <ul style="list-style-type: none"> <li>• Under no circumstances should there be any use of changing rooms. Participants should arrive in their playing kit apart from bowling shoes which should be changed at the venue</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Equipment               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Equipment set up</b> | <ul style="list-style-type: none"> <li>• Equipment will be set out and put away by a maximum of three nominated individuals per session. A record of these individuals will be kept for “track and trace”</li> <li>• Shared equipment (Jacks, etc.) will be cleaned with anti-bacterial wipes before and after every session. Any member that touches shared equipment should then wash their hands with hot soapy water</li> <li>• If equipment is stored in an area where 2m Social distancing cannot be achieved then the Governments guidelines for 1m plus must be followed. Thus face coverings must be worn</li> </ul> |
| <b>PPE</b>              | <ul style="list-style-type: none"> <li>• Clubs will make available disposable gloves and masks that must be used when putting equipment out and away, these will be disposed of after and individuals will wash their hands with warm soapy water</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Mats and Bowls</b>   | <ul style="list-style-type: none"> <li>• Members are to bring their own bowls</li> <li>• Bowls are not to be shared at this time</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Playing Conditions                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Attendance</b>                    | <ul style="list-style-type: none"> <li>• No individual is to attend a club session if they have shown any of the symptoms of Covid-19 in the last 14 days as indicated by the current Government guidelines</li> <li>• Only bowlers will be allowed at sessions. There are to be no non bowlers or spectators.</li> <li>• Short Mat Bowls clubs should set up a booking system to restrict the number of participants to only allow the maximum number per mat as detailed in these guidelines</li> <li>• There will be no external or internal club matches at this time</li> </ul>                                                                                                                                                                                                                                                                                                                  |
| <b>Before, during and after play</b> | <ul style="list-style-type: none"> <li>• There is to be NO physical contact with members (Shaking hands, kissing) before, during or after any sessions</li> <li>• When changing ends players will walk to the opposite end with the rink mat on their right hand side</li> <li>• Sessions should be capped to 1hr to reduce the contact time with others</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Track and Trace</b>               | <ul style="list-style-type: none"> <li>• At the start of each session the Safeguarding Officer or nominated person in charge of that session is to have everyone in attendance sign a “ESMBA Track and Trace” form, refusal to sign these forms will result in the member not being able to attend and a note should be made that such person attended and refused entry</li> <li>• These forms will be kept for 21 days ( in accordance with GDPR) in a secure location by the Safeguarding Officer or nominated person. If a case is reported from a member of one of these sessions in that time period then everyone is to be informed that they must self-isolate and take further consultation from the local health authority</li> <li>• Copies of these forms will be made available to the local track and trace Organisation/contact if a case is reported or requested to do so</li> </ul> |

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|                                           | <ul style="list-style-type: none"> <li>The ESMBA must be notified immediately by its dedicated email (<a href="mailto:covid19@esmba.co.uk">covid19@esmba.co.uk</a>) of any outbreak at any of its County/club venues. The ESMBA Chairman will lead on any further action.</li> <li>The ESMBA decision will be final with no right of appeal</li> </ul> |
| <b>Disciplines</b>                        | <ul style="list-style-type: none"> <li>Unless all players are from one household games will be limited to 4 players per mat only</li> </ul>                                                                                                                                                                                                            |
| <b>Laying of the foot mat and Jack</b>    | <ul style="list-style-type: none"> <li>At the start of the session one player will be nominated to lay and collect the foot mat. One player will be nominated to always set the jack (this will always be the same player but will be instructed by the winning side to its position)</li> </ul>                                                       |
| <b>Resetting the block</b>                | <ul style="list-style-type: none"> <li>One player will be nominated to reset the block, no matter who hits it</li> </ul>                                                                                                                                                                                                                               |
| <b>Removing dead bowls from the mat</b>   | <ul style="list-style-type: none"> <li>Bowls will be removed or moved from the rink mat by bowls lifter or other aid. There is to be no hand contact with bowls except of your own set</li> </ul>                                                                                                                                                      |
| <b>Touchers/measuring And Scoreboards</b> | <ul style="list-style-type: none"> <li>There will be no measuring of any sort</li> <li>Touchers will only be marked with spray chalk</li> <li>Scoreboards should not be used</li> </ul>                                                                                                                                                                |
| <b>Transactions</b>                       | <ul style="list-style-type: none"> <li>Clubs should consider 'cashless' transactions, if this is not possible the correct money should be placed in a storage container supplied by the Treasurer</li> </ul>                                                                                                                                           |

| Refreshments        |                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Refreshments</b> | <ul style="list-style-type: none"> <li>There is to be No communal refreshment breaks or use of venue kitchen facilities</li> <li>Members should be encouraged to bring bottled drinks for their own consumption</li> <li>It is important to remember although there is to be no designated refreshment break members should keep hydrated during the session</li> </ul> |
| <b>Smoking</b>      | <ul style="list-style-type: none"> <li>Smoking members must smoke in their venues designated smoking areas singly only and not in groups</li> <li>Smokers must wash their hands with Soap and water before resuming play</li> </ul>                                                                                                                                     |
| <b>Hand washing</b> | <ul style="list-style-type: none"> <li>Any member leaving the venue must wash their hands before and after re-entering</li> </ul>                                                                                                                                                                                                                                       |

#### Appendices:

- ESMBA risk assessment template (Appendix 2)
- ESMBA Track and Trace document (Appendix 3a)
- ESMBA 'Covid-19 safe' declaration form (Appendix 3b)
- ESMBA venue COVID checklist (appendix 4)

#### Useful resources:

The Government roadmap and COVID-19 Secure Guidelines:

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19->

[recovery-strategy](#)

Guidance for the Safe Use of multi-purpose Community Facilities:

<https://www.gov.uk/government/publications/covid-19-guidance-for-safe-of-multi-purpose-community-facilities>

“Catch it, Bin it, Kill it” poster:

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

Face Coverings:

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>

Guidance for social distancing and vulnerable people:

<https://www.gov.uk/government/publications/staying-alert-and-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>