

Port Vale Covid-19 Policy



Version control

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Document review

Last reviewed	Position
15/07/2020	New Policy creation – Jon Bloore (Designated Safeguarding and Club Covid-19 Officer)

Version history

Version	Date Released	Originator	Authorised	Comments
1.0	July 2020	Jon Bloore	Board	Covid-19 Policy

This policy will be reviewed on an annual basis or when legislation / statutory guidance changes by the Covid-19 Officer. Next review date 1st July 2021.

1.Purpose

This policy and process has been developed to provide an immediate, co-ordinated, and flexible response to COVID-19. Port Vale Football Club has a duty of care to ensure that all employees are provided with practical COVID-19 information. The information in this Policy is reflective of the current guidelines as set out by the Government, English Football League, Health and Safety Executive and NHS England.

The purpose of this Policy and Procedure to provide and promote a safe working environment by:

- Ensuring all individuals understand measures to be implemented and how to help control spread of COVID-19
- Reducing health and safety risks relating to COVID-19
- Providing clear guidelines on processes to follow and consequences that may occur where breaches of policy arise
- Providing clear guidelines on how to support persons impacted by COVID-19.
- Ensuring that an individual whose condition could place her/him "at risk" of causing a danger to self or others does not return to work until the individual is fit.
- Identifying compromised individuals and aiding them in obtaining care.

2.Introduction

Coronavirus Disease 2019 (COVID-19) is an infectious respiratory disease caused by the SARS-CoV-2 virus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

COVID-19 is most likely to spread from person-to-person through:

- close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Symptoms of COVID-19 or Corona Virus are similar to other colds and flus but generally the most common are a new:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least 1 of these symptoms.

It is the responsibility of all employees of Port Vale Football Club to ensure that COVID-19 Policy and Procedures are understood, implemented and maintained as they apply in the performance of their individual functional duties. This is for their own wellbeing and the wellbeing of those around them.

3.Scope

This Policy is for use across the club and is to be observed by all those working/volunteering. Activities undertaken at the following locations/departments are under the remit of this policy including:

- Port Vale Football club and the Vale Park Stadium
- Port Vale Foundation Trust
- Port Vale First Team
- Port Vale Academy and youth development
- Port Vale ladies Football team
- Port Vale Retail Store.

4. Reducing the Risk of catching and spreading coronavirus

The following required actions should be observed by all employees to protect themselves and others and reduce the Risk of getting and spreading the Coronavirus:

General

- All employees/visitor shall enter via the main reception and as a minimum pass through the temperature check. The temperature check machine will give an indication as to your current temperature.
- Accredited Red Zone staff will also submit an EFL medical questionnaire either before or on arrival at the Reception.
- Any employee the machine indicates has a high temperature following this check should immediately leave the building and seek medical advice.
- Any Red zone accredited staff member with an indicated high temperature should seek advice from the Club Doctor.
- An Isolation room is available and is located at the top of drive A and is generally known as the “old Ticket Office”.

Hygiene

- Employees should practice good hygiene by:
 - Regularly washing hands with soap and water for at least 20 seconds.
 - Coughing/sneezing into a tissue, or upper sleeve, not in hands.

- Avoid touching eyes, nose and mouth with hands.
- Avoiding contact with anyone with respiratory illnesses of any kind
- We will routinely clean and disinfect all frequently touched surfaces including:
 - Workstations
 - Countertops
 - Doorknobs/handles
- We will provide tissues and disinfecting, disposable wipes, hand sanitiser and washing facilities.
- Personal Protective Equipment (PPE) will be provided should your role necessitate you wearing PPE to safely perform your work. PPE use will be in line with the clubs current Risk Assessment, Government and English Football League Guidelines.

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Social Distancing.

- Where possible maintain 2 metres distance (6 feet) away from other people.
- Avoid direct close contact with a person whilst they are infectious.
- Travel by foot, bike, or car if you can.
- Wear a face covering if you use public transport, visit a shop, or visit a care home or hospital.
- Where necessary we will physically arrange work areas so people can socially distance.
- The stadium footprint (including the car park, Academy, club shop and Stadium) will be allocated Red, Amber and Green zones which will be clearly marked with signs and tape to help people social distance.
- Accredited staff/personnel will only be permitted into certain zonal areas within the club/stadium footprint (Red Zone will have restricted staff only with a maximum occupancy of 100 in line with EFL guidelines)
- Signage will be available to remind people to keep social distance.
- Try and avoid working face-to-face, for example working side-by-side
- Where we cannot social distance there will be a reduction of the number of people in the work area keeping the number of people who cannot social distance to a minimum.
- Maximum occupancy levels will be given to Function rooms at the club to adhere to social distance Guidelines.

Illness

- If an employee has been diagnosed with COVID-19, they may not return to the office until after full recovery has been confirmed by a medical professional.
- Employees who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever should remain home and seek medical attention immediately.
- Employees with sick family members should stay home.
- If an employee becomes sick at work, they will be separated from other employees and sent home.
- Should an employee become sick they or a representative should inform their line manager at the earliest opportunity in line with current company sickness procedures.

- If an employee needs to care for a family member who has been diagnosed with COVID-19, they will be required to self-isolate in line with current Government guidelines for at least 14 days after initial diagnosis.
- It is recognised that a diagnosis does not mean an employee is unable to work. Therefore, until full recovery is confirmed, if the employee is able to work, they may do so from home, per approval of their line manager.

Work from Home

- If an outbreak becomes severe enough, an individual/departmental or company requirement to "Work from Home" policy may be put into effect and will continue until conditions improve well within healthy limits per local health and/or governmental bodies.

Track and Trace

- What is Track & Trace? This is the system used in England to identify and find people who have been in contact with someone who has tested positive for Covid-19,
- Why Track & Trace? This enables the NHS, Public Health England and Local Authorities to work together to stop the virus spreading, by identifying and testing contacts, and where necessary asking them to self-isolate.
- What is a 'contact' A contact is someone who has been in close proximity, (less than 2 meters) with a person who is carrying the virus. This places them at greater risk of catching the virus and spreading it further.
- How do I keep customer and staff records?
 - You can record names and phone numbers electronically on your mobile phone or tablet, (there are apps available to help you do this).
 - You can use a paper form to record names and phone numbers.
 - You must delete or shred the records after 21 days
 - All records should be kept secure, so that only you and any managers or supervisors have access to them.
 - As a minimum you should record the contact details of the lead person for each table.
 - The date, and where possible the time of arrival and departure should also be recorded for each group.
- Are customers required to provide their contact details by law?
 - No. Not in England. The government are actively encouraging people to be responsible and provide this information.
 - However, as a representative of the club you have the right and authority to ask individual customers to leave if they are refusing to cooperate and adhere to your social distancing procedures including providing their contact details.

Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

- Waste does not need to be segregated unless an individual in the venue shows symptoms of or tests positive for COVID-19.

- Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.
- However, waste from a possible case and the cleaning of areas where possible cases have been (including disposable cloths and tissues):
 - Should be put in a plastic rubbish bag and tied when full.
 - The plastic bag should then be placed in a second bin bag and tied.
 - It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- This waste should be stored safely and kept away from children. You should not put any potentially contaminated waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
 - If the individual tests negative, this can be put in with the normal waste.
 - If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

Travel

- If an outbreak becomes severe enough, employee travel may be partially or fully restricted until conditions improve.
- We will leverage the use of virtual meeting technologies to continue work that would normally be conducted onsite.
- If an employee has recently returned from any area with a high number of COVID-19 diagnoses, they will be required to work from home for at least [#] calendar days and may return to the office if no symptoms have presented themselves.

5. Reporting Obligations

All employees have an obligation to ensure that any breach of standards and procedures as outlined in this policy are reported immediately to their supervisor.

6. Additional Information

For the latest advice, information, and resources –

Government guidelines and information is available at www.gov.uk/workingsafely

Health and Safety Executive's latest news and advice on coronavirus www.hse.gov.uk/news/coronavirus.htm

The National Health Service (NHS) www.nhs.uk/conditions/coronavirus-covid-19

The English Football League www.efl.com/covid-19

The Football Association www.thefa.com/about-football-association/covid-19

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If you have concerns about your health, speak to your doctor.



PORT VALE FOOTBALL CLUB

PLAYER/STAFF CONSENT FORM COVID-19 TEMPLATE

Dear Player,

As our ongoing commitment to your health and safety, we are required to ascertain that you have read and understood the information presented to you in the club COVID-19 operational policy, as well the summary guide presented to you regarding how to play and train safely.

Our club acknowledges that:

1. Nothing in the club COVID-19 policy nor in the EFL's Protocols replaces, reduces or affects in any way the obligations imposed on the Club by statute and/or common law in the fields of medicine, occupational health and/or health and safety.
2. The agreement is non-contractual.
3. I have read and understood the Covid-19 Policy document provided by Port Vale Football Club on how to comply with the policy and train safely.
4. Our club policy broadly follows the UK Government's "Elite sport return to training guidance". <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>
5. I understand that I can **opt out** of the club COVID-19 and associated EFL policies by instructing the Club's Manager that I wish to do so. In such circumstances, I shall not be permitted to attend the Training Ground or other club premises unless the Club instructs otherwise. No unreasonable steps will be taken against me should I choose to opt out.

Signed.....

Date.....