

# COVID-19 ADVISORY GUIDELINES FOR ICD-UK EVENT ORGANISERS

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## 1. Introduction

These guidelines are to assist organisers to keep everyone as safe as possible from Covid-19 at indoor driving events.

Please read them, compare them with your current Covid-19 regime, and amend them to fit your venue, your venue's management policy and the government's current regulations for your area.

All ICD-UK events are run under the prevailing government and local authorities' regulations and guidelines. These may change throughout the season. If you have any queries, please contact Rob Sims, ICD-UK Safety Officer, [rob.f.sims@gmail.com](mailto:rob.f.sims@gmail.com).

Anyone who has Covid-19 symptoms, has Covid-19, or who has been in contact with someone who has tested positive for Covid-19 within the last 14 days must not enter the venue or take part in any way.

'Masks' includes face coverings, scarves and PPE-type masks worn over the nose and mouth.

Face visors may also be worn but are only effective in addition to masks.

## 2. Everyone

Everyone should make themselves aware of the latest changes in the regulations by checking the home page of our website, [www.indoordriving.co.uk](http://www.indoordriving.co.uk), and the government website for the latest news, [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus).

Spectators are not allowed. If the venue policy allows it and there is space for people who are otherwise taking part in the event, helping or supporting competitors, volunteers, officials, or those such as photographers to remain socially distanced, they are welcome to watch. Check with your venue manager whether masks should be worn, whether sanitisers are available at the entry and exit points and put up signs to remind people what they should do and if there is a limit on numbers. People from different bubbles must remain socially distanced. A one-way access and exit system is a good idea if this is practicable at your venue.

## 3. Organisers

Organisers, we have a duty of care to ensure, as far as reasonably practicable, that people at an event are not exposed to risks to their health and safety, including those posed by Covid-19. This guidance around working safely should ensure that everyone - officials, helpers, scorers, judges and writers, photographers, caterers, parking attendants, competitors and their grooms and supporters - has an appropriate level of protection.

We must insist on safe social distancing. Masks or face coverings should be worn where required and appropriate. If someone has health or other issues that mean they cannot wear a mask, they should tell the organiser before the event, ideally, and must remain isolated except from their bubble and strictly observe social distancing.

Venues should be equipped with facilities for hand washing and with hand sanitisers. Check with your venue managers about the siting of sanitisers and be prepared to bring your own, and anti-bacterial sprays and paper towels, as you see fit. Signs reminding people about taking sensible precautions and actions are helpful.

It's a good idea to have someone specifically responsible for checking that Covid-19 sanitisers, notices and other guidance are kept in place and in working order throughout the day, and to encourage people to practise social distancing, to wear masks where appropriate, to use the sanitisers or wash their hands regularly, and not to gather in groups of more than six.

#### **4. Competitors and their support teams**

It is the responsibility of each competitor and member of their support team to use bio-security measures throughout the day - such as masks or face-coverings, anti-bacterial gel or wipes, and hand-washing and keeping appropriately distanced from others.

Grooms can be shared.

A groom in the same bubble as the driver does not have to wear a mask while on the carriage.

A groom and driver in different bubbles must both wear masks while they are on the carriage.

The groom must sanitise thoroughly before and after changing between turnouts.

Consider whether you need to reduce competitor numbers in order to keep everyone suitably distanced.

#### **5. Test and Trace**

Every competitor should have a record of all the members of their team attending the competition, and their contact details.

The organiser must keep the competitors' contact details for 21 days after the competition. In the case of online entries, competitors' details are already recorded and there is no need to duplicate records.

Every venue should have a test and trace QR code displayed and people can use their smartphones to register. There may be more than one QR code displayed at a venue and at different parts of the site. Check that QR posters are displayed at your venue: if not, if your venue is in England and is open, you can make and print your own QR poster with your contact details on it. Go to [www.gov.uk/create-coronavirus-qr-poster](https://www.gov.uk/create-coronavirus-qr-poster). Take it down before leaving the venue after an event if you have used your own contact details when creating it (your contact details are not used for the Test and Trace results, these are sent anonymously to the NHS).

The free NHS Covid-19 app can read a QR code automatically, it reports anonymously and for tracing purposes only. Smartphone users can get the app from [www.covid19.nhs.uk](https://www.covid19.nhs.uk), and should be encouraged to use it.

## **6. Laying out the arena, markers, cones and obstacles**

Only officials and helpers should touch the course elements - dressage markers, cones and balls, measuring sticks, numbers and obstacle letters, knockdowns and obstacle components, trolleys and trailers. They must wash or sanitise their hands at frequent intervals, as is practical, or may prefer to wear PPE disposable gloves.

## **7. Officials and helpers**

Social distancing must be maintained between officials from different bubbles.

Where people from different bubbles might normally be close together, especially in an enclosed area such as a commentary box, consider the use of a suitable screen placed between people to keep them safe and able to work without masks, provided they are comfortable to do so. Open the windows or door to keep the air circulating and especially when the area is unoccupied.

## **8. Numbers, rosettes and presentations**

Here are some suggestions:

1. Number bibs can be sanitised by not being touched for 72 hours before an event and then can be laid out or handed out by someone with sanitised hands or wearing PPE gloves. They can be left in a box or collected at the end of the event by someone suitably sanitised: leaving the numbers for 72 hours afterwards...
2. The organiser can send a number electronically for each competitor to print out - or they can draw their own number, of course.
3. The organiser can print and laminate numbers - to be attached to the carriage - which can then be sanitised easily before and after each event.

Rosettes can be safely quarantined before an event by being prepared and carefully placed around a box or basket and left untouched for at least 72 hours. A single rosette can be picked out by the winner, who only touches their own. Alternatively, ask competitors who want their rosettes to leave a large SAE and post them.

A presentation which can be made outside or in a large indoor space with everyone suitably masked, and distanced may be possible, too.

## **9. Make a map to help keep everyone safe**

If you can, make a map of your venue. You can publish this electronically and/or send it by email to your competitors.

It should show:

1. Parking areas for horse transport - and any one-way or no entry areas
2. Parking areas for cars - preferably separated from horse transport, and as above
3. The site of the muck heap and/or wheelbarrows and tools for keeping the place clean
4. The site of taps
5. Where sanitising points are and where people must wear masks
6. Where the loos are, and outline any extra rules for using them
7. Other useful information, such as pedestrian-only or one-way access, horse access, where the catering is available

## **10. Avoid sharing tools and taps**

It is a good idea to encourage competitors to bring a plastic sack and their own tools so they can pick up their own horse waste and hay, etc., and either take it home or tip the sack on the muck heap at the venue, where this is practicable.

Encourage them to bring their own water supply so they won't have to share the tap.

Vehicles should be parked to enable safe social distancing. If possible, cars and vehicles used by judges and helpers and those not transporting horses should be parked in a separate area from horseboxes and trailers.

A safe distance of 5-6m should be maintained between horseboxes and trailers.

People in different bubbles should not meet together in cars, horseboxes or trailers.

It may work best to have a short allotted time for small groups of competitors and grooms to walk the course, then have the next group walk the course.

Where catering is available, the venue's guidelines and social distancing must be observed at all times within the catering area. Encourage people to stay socially distanced when queuing and to move away after they have got their refreshments.

## **11. When the situation and advice change...**

We are constantly monitoring the developing situation and will try to keep abreast of the national situation and those regions with special criteria. If, for any reason, an event has to be cancelled, competitors must be notified and either offered a refund or to have their entry moved to a future event, at the event organiser's discretion.