# Sample COVID-19 Safety Plan for Minor Orienteering Events

## The Event

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| Name | <enter event name here> |
| Date(s) | <enter date(s) of event here> |
| Location | <enter location of event here> |
| Organiser | <enter organiser name here> |
| Contact phone | <enter organiser’s mobile number here> |

## What we will do

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| **Requirement** | **What we will do** |
| **Wellbeing of competitors, volunteers and spectators** | |
| Exclude volunteers, spectators, parents/carers and participants who are unwell. | * Instruct volunteers, competitors and other attendees not to attend if they are unwell. This will be done via the event instructions on Eventor, as well as on signs at all likely arrival points to the Assembly Area. * Instruct officials to ask anyone who appears unwell from COVID to leave the event. * Offer a full refund to participants who have pre-entered and cannot attend due to genuine COVID-related concerns. Include refund policy in event information on Eventor. |
| Provide volunteers with information and training on COVID-19, including physical distancing, wearing masks and cleaning. | * The organiser will ensure that all relevant volunteers understand the COVID-related expectations attached to their role. * Request volunteers wear masks when they cannot physically distance, eg at Download desk, when providing first aid, giving map reading instruction, etc. * Include both examination gloves and masks in the First aid box. |
| Display conditions of entry including requirements to stay away if unwell or are required to isolate | * State the conditions of entry in the event information on Eventor as well as on signs at all likely arrival points to the Assembly Area. These conditions will include:   + Stay away if unwell or required to isolate. |

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| **Physical distancing** | |
| Ensure 1.5m physical distancing where possible, including:   * at points of mixing or queuing * between seated groups * between volunteers,spectators. | * Ensure all locations related to the conduct of the event (eg registration, start, finish, download) are well spaced so that people can physicaly distance. * Use cones or other marking to identify 1.5m spacing where queueing might occur. |
| Avoid congestion of people in specific areas where possible, such as around result board, registration, assembly area | * Encourage pre-entry via Eventor and limit Enter- on - day entries. * Avoid displaying results at the event. Make results available on-line either live or post them on Eventor after the event. * Suggest attendees return to their cars to wait If rain or other weather issues cause crowding in under-cover areas. |
| **Hygiene and cleaning** | |
| Face masks are recommended where maintaining physical distance is not possible and in indoor areas such as halls used for registration and download desks. | * Request officials working at registration and download desks wear face masks. * Encourage volunteers and spectators to wear facemasks where they can’t physically distance (indoors and outdoors). Display posters. |
| Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue. | * Make hand sanitiser available at the registration, start, download area and the toilets. * Encourage competitors to bring their own sanitiser via event instructions on Eventor. |
| Ensure bathrooms are well stocked with hand soap and toilet paper. | * Check bathrooms prior to the arrival of competitors, and periodically during the event, to ensure adequate hand soap, and toilet paper is available. * Make hand sanitiser available outside toilets. |
| Reduce the risk of cross contamination amongst attendees. | * Encourage competitors to bring their own water bottle via the event instructions on Eventor. * Discourage the use of key boxes. * Make control descriptions available on Eventor the night before the event. * Clean used rented SI sticks after the event. * Firmly attach SI units to stands/trees/etc so that competitors can “punch” without touching the SI unit to steady it. * Use contactless payment for Enter on Day entries. |
| Clean frequently touched areas and surfaces several times per day. | * Instruct officials at download area to clean download units regularly during the event. * Instruct volunteers to clean other equipment at the end of the event. |