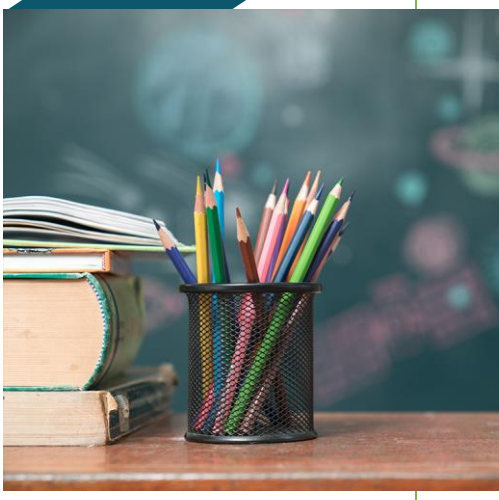
COVID 19 PROCEDURES



The only way to avoid transmitting the coronavirus illness (Covid-19) is to avoid any contact with others. Unfortunately, life has to go on, so we need to mitigate the effects of closer contact. The following are the procedures to be adopted by all members and visitors to the club.

This procedure is in addition to all normal club procedures.

These procedures incorporate anti-contamination processes. The essence of which is whether something is considered clean (decontaminated) or dirty (possibly contaminated).

The club layout is not designed for separate clean/dirty areas so these procedures are, by necessity, a compromise.

To avoid repetition basic procedures are included in Appendix A and referenced in the document as follows:

{A1} Reference to relevant section in appendix.

[i] Reference to end note.

ATTENDANCE

Members, Delegated Officials

- should only attend EGTSC to shoot or perform Club Duties if they:
  - are happy to follow these COVID-19 precautions and
  - have a confirmed booking or scheduled duties, and
  - have their own Personal Protective Equipment (PPE).
- No maintenance or general activity shall take place during the designated shooting sessions.

Visitors

- Only visitors that are allowed at this time are:
  - those that are providing transport for shooters.
  - Trades people who have a need to attend the club.
- In order to support **track and trace**, visitors shall provide the necessary information which will be recorded in the Visitors Book.

Self-Assessment

- All members must complete a Covid-19 Self Risk Assessment and follow guidance as below. Members classed as 'clinically extremely vulnerable' need to make an informed choice about whether to attend. These people will have been informed by letter from NHS and will be shielding. Members who are vulnerable but not extremely vulnerable[i] will use the risk assessment process to identify the scope of any shooting they can undertake
- If you live alone and you have symptoms[ii] of coronavirus illness (COVID-19), however mild, stay at home for at least **7 days** from when your symptoms started.
- After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal.
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**.
- Read and follow Government Stay at home guidance[iii].

GENERAL

- Read and follow the most up to date government guidance[iv]
- All members to maintain 2m social distance from others.
- Travel to Club in their own vehicle on their own (or with someone else from the same household).

PPE{A6}

- While not strictly correct, this procedure uses the general term PPE to include face coverings.
- All members are encouraged to provide their own PPE comprising:
  - Face coverings,
  - disposable gloves, and
  - alcohol-based sanitiser gel.
- Face coverings shall be used at all times while within the clubhouse.
- PPE shall not be shared.
- Used PPE shall be disposed of in the designated bins{A4}. Do not use normal bins.
- Gloves are not recommended as improper use of gloves can lead to spread of contamination. However, the point at which they should be put on and taken off is shown in the following procedure in the correct place.

RANGES

- Currently, only the outdoor range is available.
- No access is allowed to the indoor range or the air weapons range.

TOILETS

- Members to spray and wipe door handles, seat, taps etc. using surface cleaner each time a toilet is used. Outer door of unisex toilet to be left open at all times.
- Used paper towels must be deposited in bin. DO NOT flush as they will block the drainage pump.

CANTEEN

- Not to be used.
- Members shall bring their own food and drinks for breaks and their own cups/flasks. All items brought in shall be kept with the Shooter or at their Setting up station and shall be taken with them at the end of the shooting session.

TARGETS

- Competition targets will be placed in individual slots. Shared slots have been removed to prevent cross-contamination.

TARGET SHED

- The RCO is responsible for target frames and setting them up on the range.
- No shooter shall enter the target shed.

CAR PARK AND GATE

STATUS

- Assume gate and lock are dirty. They are accessible to the public and, even if we clean them, we have no idea if anyone has touched them again afterwards.
- Outside door handle. Assume this is dirty.

OPENING THE CLUB

The Duty Officer is the only person authorised to open the club for a shooting session. If you arrive early please wait in your car.

DUTY OFFICER (DO)

- Unlock door, turn off alarm.
- Immediately sanitise[A1] hands, don PPE & clean anything touched so far eg door handles, alarm
- Clean all door handles with surface cleaner.
- Clean all switches with surface cleaner (panel in kitchen, on stairs, 2 light pulls).
- Open blinds and windows.
- Turn on lights as required.
- Open Stats Office.
    - Desk surface and keyboard to be wiped over before use. Do not use spray on keyboards.
    - Power up computer: activate daybook,
    - Activate PickTime (online booking system)
    - Clean and turn on Square card reader and tablet, and
- All keys, including the key cabinet key should be disinfected before use[A5].
- Open Armoury.
- Get ammunition box. Wipe with surface cleaner or use damp pad used for keys.
- Allow first shooter into club.
- Check-in Shooters
    - Check shooter has read and understood Covid19 Procedure.
    - Check shooter has sanitised hands on entry.
- Take payments (card only). Cash and IOUs are not acceptable.
- The use of club rifles and equipment is not permitted.

RANGE CONTROL OFFICER (RCO)

- Before entry, collect one red flag and put on front flagpole.
- Sanitise[A1] hands on entry.
- Don PPE.
- Open range door.
- Set up Cleaning Station.
- Open target shed
- Put out red flags on range.
- Put out wind flags.
- Set out required target frames.
- Remove gloves
- Sanitise[A1] hands

SHOOTING SESSIONS

SHOOTERS

- Do not enter club until requested to do so by the Duty Officer.
- Fit your face covering before entry to the club.
- Sanitise{A1} hands on entry.
- As far as possible only touch your own equipment.
- Register, collect ammo, and pay as required.
- Retrieve kit from Armoury one at a time.
- Place kit in allocated area.
- Set up kit.

SESSION 1

- When all shooters are present DO will lock front door.
- Shooters and DO will move down to firing point in order, one at a time in reverse firing point order (FP18 first, FP1 last)
- Face coverings may be removed while on the firing point provided the minimum 2m social distance is maintained.
- Detail 1
    - Shooters to attach targets and backers to frames with their own clips.
    - Shooter sanitise{A1} hands on return to FP.
    - Complete course of fire 1.
    - Shooters take next target.
    - Shooters to attach targets and backers to frames with their own clips.
    - Shooters to place shot targets on table by FP1 in turn and sign.
    - Shooter sanitise{A1} hands and return to their FP.
- Detail 2
    - Complete course of fire 2.
    - Shooters take next target.
    - Shooters to attach targets and backers to frames with their own clips.
    - Shooters to place targets on table by FP1 in turn and sign.
    - Shooter sanitise{A1} hands and return to their FP.
- Detail 3
    - Complete course of fire 3.
    - Shooters to collect targets and backers and their own clips.
    - Shooters to place targets on table by FP1 in turn and sign.
    - Shooter sanitise{A1} hands.
- Shooters to return to their FP to collect kit and put on face covering.
- Shooters to take kit back to clubroom in FP order.
- RCO to witness targets.
- RCO to take targets back to clubroom.
- RCO to trim targets and pass to DO in Stats
- RCO to clean guillotine.

- DO to file targets way.
- Shooters to pack kit away.
- Shooters to return kit to Armoury in turn.
- Shooters to wipe clean allocated area.
- Shooters to sanitise hands and leave club.

SESSION 2

- Shooters for Session 2 must not enter club until all shooters from Session 1 have left.
- Complete Session as above.

CLUB CLOSURE

RCO

- Don gloves
- Return target frames to target shed,
- Return wind flags to target shed.
- Return red flags to target shed.
- Lock target shed.
- Remove cleaning station and wipe clean table
- Close outdoor range door and wipe clean.
- Collect red flag from front and place on hook.
- Remove gloves and deposit in PPE bin.
- Sanitise[A1] hands and door handle.
- Leave club.

DUTY OFFICER

- Check each shooter has wiped down their station before they leave.
- Check range door has been closed.
- Shutdown computer etc
- Don gloves
- Wipe keyboard with cloth dampened with cleaner.
- Wipe mice with cloth dampened with cleaner
- Wipe desk.
- Wipe all door handles.
- Turn of lights and wipe switches.
- Close blinds / windows.
- Remove gloves and deposit in PPE bin.
- Set alarm and lock club.
- Lock gate after everyone has left.
- Sanitise[A1] hands.

MAINTENANCE

This refers to anyone who accesses the club outside of the designated shooting sessions for general maintenance, cleaning, etc.

- As far as it relates to the tasks you intend to undertake:
    - Access and cleaning shall be undertaken as noted above for the Duty Officer. In particular:
    - All keys shall be sanitised when removed from the key cabinet
    - All keys shall be sanitised on return to the key cabinet.
    - Complete surfaces shall be cleaned. Eg if you have placed tools, equipment etc on the pool table the whole surface shall be cleaned before leaving.

APPENDIX A - CLEANING

1. HAND SANITISER

- Assume bottle is dirty.
- Current supply has flip lid. There is no dip tube – so:
  - Close lid.
  - Pick up bottle and turn upside down.
  - Shake vigorously downwards to get gel to lid of bottle.
  - Open lid while bottle is still upside down.
  - Squeeze gently to get small amount on one hand.
  - Replace bottle on the side
  - Rub gel all over both hands until hands are dry.
- Your hands are now clean. Do not touch bottle again without repeating the above procedure.

2. HAND WASHING

- Paper towels have been provided to avoid cross-contamination from re-useable towels.
- Hand washing should be done in the toilet basins
  - for a minimum of 20 seconds.
  - In accordance with notice posted by the basin.

3. SURFACE CLEANING

- Surface cleaning should be undertaken using the spray disinfectant and kitchen roll provided.
  - If your skin is sensitive to cleaning agents, gloves should be worn.
  - Used materials should be deposited in PPE bins.
  - On completion of cleaning
    - deposit gloves in PPE bin, and
    - sanitise or wash hands.

4. PPE BINS

- When full:
  - remove black bags from PPE bin and tie up top. Avoid air that is exhausted from the bag when tying.
  - put inside a second black bag, tie up top.
  - Dispose of with normal waste after 3 days (72hrs).

5. KEYS

- Keys should be disinfected by pressing both sides onto a cloth dampened with surface cleaner.
- A plastic tray and sponge are provided on the Stats Desk for this purpose. If sponge is dry dampen with surface cleaner.

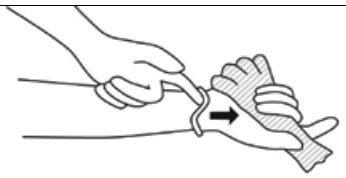
6. DONNING AND DOFFING PPE

It is important that PPE is put on and removed correctly to minimise possible cross-contamination.

- Donning PPE:

	1. Put on your face covering, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
	2. Put on non-sterile gloves (optional).

- Doffing PPE:

	1. Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
	2. Perform hand hygiene using alcohol hand gel or rub, or soap and water.
	3. Remove face covering.
	4. Perform hand hygiene using alcohol hand gel or rub, or soap and water.

[i] https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/

[ii] https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms

[iii] https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

[iv] https://www.gov.uk/coronavirus