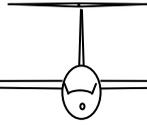


## SCOTTISH GLIDING ASSOCIATION



CAIRNGORM, DEESIDE, DUMFRIES, HIGHLAND, SCOTTISH GLIDING CENTRE.

# COVID19 GUIDANCE FOR GLIDING OPERATIONS IN SCOTLAND

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Phase 3:9	Approved	15/02/2021	Document based on latest guidance and sportscotland template but tailored to Gliding.
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## INTRODUCTION

Gliding is a General Aviation Activity regulated by the UK Department for Transport (DfT). Governance of the sport in the UK is by the British Gliding Association (BGA) under delegation from the DfT and UK Civil Aviation Authority (CAA). The Scottish Gliding Association (SGA) acts with the BGA to promote, foster and develop the sport of gliding in Scotland and liaise with sportscotland on behalf of the five Scottish Gliding Clubs who form the SGA.

Under Scottish Government regulation and guidelines gliding is considered an outdoor, non-contact sporting activity. The SGA is the “Scottish Governing Body” (SGB) for the sport of gliding in Scotland for the purposes of Scottish public health and sporting regulations.

Scottish Gliding Clubs need to make sure that their facilities and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Government’s approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#).

People who are symptomatic and household members should self-isolate for 10 days as per NHS Scotland guidance. No one who is self-isolating should visit a Gliding Club.

Gliding Clubs should put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available at [Scottish Government: Test & Protect](#).

Scottish Government’s [strategic framework document \(version: April 2021\)](#) for managing COVID-19 provides a 0-4 Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection Level depending upon its COVID-19 status which will be reviewed weekly.

Clubs and participants should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning. Broad guidance for sporting activity which should be followed within each Level is set out in Table A below.

**The sport of gliding is classed as outdoor non-contact.**

More detailed information relating to **Level 4** restrictions and exemptions applicable for sport and physical activity is available at [Appendix 1](#).

Further information on protection levels that apply in each local authority area are available at [Coronavirus \(COVID-19\): allocation of protection levels](#). A local post code checker is also available at [COVID restrictions by protection level in areas of Scotland](#).

**Table A: Sport & Physical Activity Protection Levels**

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>OUTDOOR SPORT</b> Organised outdoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	An outdoor sporting 'field of play bubble' may consist of participants including instructors, pilots, ground helpers and other support staff with maximum numbers allowed in each level noted below. Multiple bubbles can be used for training and SGB competition if appropriate guidance, set out within this document, is followed. Other outdoor participation events are permitted subject to further Scottish Government clarification on numbers.				Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
		* Subject to SG Confirmation	* Subject to SG Confirmation	* Subject to SG Confirmation	<b>Maximum of 30</b> participants.	
	<b>Children &amp; Young people (u18 years)</b>	<b>Gliding / Non-contact sport permitted</b>	<b>Gliding / Non-contact sport permitted</b>	<b>Gliding / Non-contact sport permitted</b>	<b>Gliding / Non-contact sport permitted</b>	<b>Gliding / Non-contact sport permitted</b>
	<b>Adults (18+ years)</b>					
<b>INSTRUCTING</b>	<b>Overview</b>	In addition to the guidance below <a href="#">Getting Coaches Ready for Sport</a> provides a 4-stage approach/checklist to further support gliding instructors to plan and deliver safe instructional sessions.				
	<b>2 seat aircraft flying</b>	Unless a physical separation barrier is in place between the cockpits face coverings must be worn				

	<b>Simulator training</b>	A Minimum of 2m separation must be kept between pupil and instructor. Face coverings must be worn.	Not permitted
<b>TRAVEL</b>		For further information please refer to <a href="#">Travel Guidance</a> within this document.	
<b>HOSPITALITY &amp; RETAIL</b>	<b>Clubs &amp; Sports Facilities</b>	Clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection level in which they are operating. Further information is available at <a href="#">Coronavirus (COVID-19): tourism and hospitality sector guidance</a> .	
<b>TOILETS, CHANGING &amp; SHOWER ROOMS</b>	<b>Clubs &amp; Sports Facilities</b>	Gliding Clubs may open their toilet facilities if they follow the guidelines outlined on the Scottish Government website <a href="#">Opening Public Toilets Guidelines</a>	
<b>WORKFORCE</b>	<b>Contractors &amp; Staff</b>	Gliding Clubs must ensure that Scottish Government guidance on <a href="#">workforce planning in sport &amp; leisure facilities</a> is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.	
	<b>Meeting Rooms</b>	Where possible, meetings and training should be completed online or via telephone. Briefings pre and post flying should be performed outdoors if possible. If it is essential that training or briefings take place indoors in person, <a href="#">Scottish Government guidance for general workplaces</a> must be followed and a risk assessment should be completed.	

## **SPORTS FACILITY & PARTICIPATION GUIDANCE**

- 1 It is the responsibility of each club management committee to appoint a responsible person/s, referred to as the [COVID officer](#), to act as the point of contact on all things related to COVID-19. An [e-learning module for COVID officers](#) is available to support those undertaking the role.
- 2 The COVID officer **must** ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.
- 3 Gliding Clubs should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.
- 4 Gliding Clubs should only re-open facilities when it is safe to do so, in accordance with Scottish Government guidance.
- 5 Gliding Clubs must ensure that users are made aware of the requirement to adhere to this SGA guidance prior to any activity being undertaken at the airfield and reserve the right to intervene where there are any clear and visible breaches of this guidance by members. Where such breaches take place, the club should notify the nominated club/activity COVID Officer overseeing the activity and they should in turn take appropriate action to mitigate future risk and protect members and the wider public.

### **Travel Guidance**

- 6 Travel guidance outlined by the Scottish Government should always be followed. Further information on what travel is permitted is available at [Coronavirus \(COVID-19\): guidance on travel and transport](#).
- 7 Information for each local authority area, including their level is available at [Coronavirus \(COVID-19\): local protection levels](#) including a post code checker.
- 8 Specific information on car sharing is available from [Transport Scotland: advice on how to travel safely](#).
- 9 Sport & Physical Activity Participation:
  - 9.1 Participants can take part in organised sport and physical activity within their own local government area based on Level as detailed in [Table A](#). Such activity is subject to exemption from household rules as detailed within this guidance.
  - 9.2 When a participant travels out with their home local government area they should follow the travel guidance detailed below. At levels 3 and 4 you may travel for work or to provide voluntary gliding / maintenance services but only where that cannot be done from home. To ensure safe operation of the airfield and the sport of gliding, many services are required, either by club employees, or in most cases by volunteers who are members of the club. These include instructing, tug and winch driving, signalling, flight

logging, launching, maintenance and inspection of aircraft and other equipment.

- 9.3 The updated CAA guidance received 6 Feb 2021 states: ‘The current guidance does permit GA flying for the purposes of work, and the CAA has confirmed with the DfT that this includes any activity that is “reasonably necessary” for an individual’s work, where there are no alternative options available. This includes pilots who need to keep up with required training or currency flights for their work (for example, a professional pilot or any pilot in possession of an instructional qualification).’ For safety reasons instructors should maintain flying currency where possible.
- 10 Children & Young People (17 years or under)
- 10.1 Participants aged **17 years or under** can travel to and from Level 0, 1, 2 and 3 areas to take part in gliding.
- 10.2 Children and young people can also travel to and from a Level 4 area, if for example, they belong to a club which is just outside their own local authority area. They should however travel no further than necessary to take part in the organised activity.
- 11 Adults (18 years or over)
- 11.1 Participants aged **18 years or over** can travel to and from a Level 0, 1 and 2 area to take part in gliding. They should not travel to a Level 3 or 4 area.
- 11.2 Adults living in a Level 3 area should only travel locally or to another Level 3 area to take part in gliding as outlined in [Table A](#). (from 26 April 2021)
- 11.3 Adults living in a Level 4 area should only travel locally to take to take part in gliding.

**Table B: Travel Summary**

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	L3 Travel Only	Local Travel Only

## Definitions - for the purposes of this guidance

- 12 ‘**Local authority area**’ is defined as the local authority boundary as per the [Scottish Government’s Local Authority Boundaries](#).

- 13 **‘Organised sporting or physical activity’** refers to activities which are undertaken in a structured and managed way following specific rules and guidance of relevant SGBs, local authorities or businesses who in turn have fully applied related Scottish Government and **sportscotland** guidance. All organised activity should be overseen by a Covid Officer with documented risk assessments undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials.
- 14 **Contact sport or activity** is defined as “a sport or activity in which the participants necessarily come into bodily contact or as a matter of course encroach within 2m of one another”.
- 15 **Non-contact sport or activity** is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during an activity.
- 16 **Sports competition** refers to where participants or teams compete against different opponents as part of an organised league or competition.
- 17 **Adult ‘group’ sport or activity** refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules.
- 18 **Indoor individual exercise** refers to non-contact recreational sport or physical activity which follows household rule numbers. This includes gym use, 1:1 personal training, swimming, ice skating and indoor snowsports activity where physical distancing can be maintained.

## **Permitted Sport and Leisure Activities**

- 19 Clubs and members should follow guidance based on the area protection level in which the gliding activity is to take place.
- 20 Subject to the guidance below gliding activities can take place, in effect suspending physical distancing and household guidelines, for the duration of the activity.
- 21 Where there is likely to be proximity (within 2m) or contact between participants involved in a gliding activity, mitigating actions must be put in place to minimise risk and keep participants safe.
- 22 No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult or when following specific [sector guidance for events](#).
- 23 No formal presentation ceremonies should take place during or after gliding activity or competition as the focus should be on reducing the numbers in attendance at any one time.

## **Outdoor Sport & Leisure Activity**

- 24 Gliding Clubs may open their airfield if documented risk assessments are undertaken and all appropriate measures are put in place to ensure the safety of members, staff and volunteers and where gliding is undertaken in line with guidance for the appropriate protection level. Please also refer to guidance produced by **sportscotland** at: [Getting Your Facilities Fit for Sport](#).
- 25 Further information outlining outdoor Level 4 gliding activity restrictions and exemptions is available at [Appendix 1](#).

Outdoor sporting bubbles for gliding (Levels 0-3) training, competition or small-scale events.

- 26 An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including instructors, ground helpers and pilots at any one time. (numbers are subject to further confirmation from Scottish Government for Level 0, 1 & 2). In exceptional circumstances, numbers may be increased, but only if approved directly by Scottish Government or where specific Scottish Governing Bodies of sport (SGBs) guidance and mitigating actions have been agreed by **sportscotland**.
- 27 Multiple outdoor sporting bubbles, each with up to 30 people, can be used if required. In such cases operators and organisers should undertake comprehensive risk assessment to ensure that these bubbles do not mix at any time including before, during or after the activity.
- 28 Total numbers on the airfield should not exceed 200 people in any one day at Level 3 with mitigating measures put in place to protect participants and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress. Any exemptions or variation to numbers, including the addition of spectators, must be agreed directly with Scottish Government and may be subject to relevant Scottish Government guidance. Once an individual has completed their activity, they should immediately vacate the 'field of play' and are then subject to household rules.
- 29 Total participant numbers allowed to take part in small-scale events at Levels 0, 1 & 2 are being reviewed by Scottish Government. Further information will be provided once available.
- 30 Where outdoor sports training, competition or events are planned and include multiple bubbles; operators and organisers should, as part of their risk assessment, consult with relevant local authorities, environmental health, the police or other body responsible for the safety of the public. Agreement must be reached with these bodies before the training, event or competition takes place.
- 31 Operators and organisers should note that the situation around COVID-19 is fluid and activities may need to be cancelled at short notice should there be a change in local or national restrictions. In such circumstance's plans should be in place

to notify participants of event cancellation and to ensure they do not attend the venue.

- 32 Gliding Clubs should introduce a period of training to familiarise participants with guidelines before running competitions.
- 33 Outdoor group briefings for gliding can take place with up to 30 people at any one time, including the instructor, if physical distancing is always maintained.
- 34 Outdoor sporting bubbles for gliding (Level 4)

See [Appendix 1](#) for further information on Level 4 restrictions.

### **Indoor Sport & Leisure Activity**

- 35 Where protection levels allow indoor gliding facilities, such as simulators, can open to support gliding activity if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented.
- 36 Appropriate risk assessments and mitigating measures must be put in place to reduce risk and protect participants. For instance, consider physically distancing and reducing numbers taking part.
- 37 Participants should not congregate before or after an activity. Operators must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.
- 38 The number of participants allowed indoors must be risk assessed.
- 39 Information relating to indoor activity that can be undertaken by protection level and age group is available in Table A.

### **Instructing**

- 40 The guidance below is to support instructors. In addition, please see [Getting Coaches Ready for Sport](#) which provides a 4-stage approach/checklist to help instructors get ready for delivering sport and physical activity.
- 41 Instructors operating within gliding clubs should liaise with the relevant COVID Officer before undertaking instructing and must adhere to club and SGA guidance.
- 42 Instructors and others supporting gliding activity should attempt to keep physically distant, but it is recognised that this will not always be possible to ensure the safety of participants. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.

- 43 Instructors should be aware that local restrictions may be in place for sport and physical activity and this should be considered as part of risk assessment planning and will dictate what activity can take place. See Table A for further information about protection levels.
- 44 Scottish Government travel guidance provides exemptions for travel into and out of Level 3 and Level 4 local authority areas. This includes; 'Travel for work, or to provide voluntary or charitable services, but only where they cannot be done from your home'. Where paid/voluntary instructors or other members use the above exemption mitigating actions should be put in place to reduce risk to the members participating. This should be documented in the club's risk assessment.
- 45 Instructors can run organised sessions in protection Levels 0-3 (up to Level 4 for children under 12 years of age). They should ensure they follow specific guidance on sporting bubbles within this document.
- 46 Instructors can take multiple indoor sessions per day, however the numbers allowed in each session will depend upon the protection level restrictions in place in the given location.
- 47 Face coverings must be worn by instructors when indoors, except where an exemption applies. For instance;
  - 46.1 where an individual has a health condition or is disabled, including hidden disabilities, for example, autism, dementia or a learning disability.
  - 46.2 or if there is a reasonable excuse not to wear a face covering such as;
    - 46.2.1 where there is difficulty in communicating with participants who may not be close by and safety is an issue. In such cases alternative measures should be considered such as use of a face visor.
    - 46.2.2 being physically active or exercising as part of the instructed session.
- 48 The priority should always be on ensuring the safety of the instructor and participants and minimising the risk of virus transmission before, during and after activity.
- 49 Instructors conducting ground briefings should maintain 2 metres separation from their pupil(s) and all should wear face coverings.
- 50 At all times instructors should follow the BGA and club procedures for instruction as well as ensuring that the club's COVID 19 procedures are followed to keep all participants safe.
- 51 At all times instructors should:
  - 50.1 Plan and risk assess appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.

- 50.2 Instructors working with children (under 18 yrs.) should familiarise themselves with the additional considerations developed by Children 1st: [Child Wellbeing and Protection Considerations](#).
- 50.3 Additional support tools are available for coaches and volunteers at the [Getting Coaches Ready for Sport](#) section of the **sportscotland** website including mental health and wellbeing awareness training.

## **Courses and Certification**

- 52 BGA and Club approved courses and assessments can take place in Levels 0-2.
- 53 Whilst it is recognised that momentary and incidental reduction of 2m physical distancing during training and assessment courses may take place this should be avoided where possible by implementing risk assessments and mitigating actions.
- 54 Travel between levels to participate in approved courses and assessments should only be undertaken where Scottish Government travel restrictions allow or in exceptional circumstances as noted below.

### **Level 3**

- 55 BGA and Club approved face to face courses and assessments can take place if the relevant training cannot be undertaken remotely and where Scottish Government travel restrictions allow.
- 56 Participants should only travel to a course in their local area unless there is an exceptional reason to travel out with area i.e. for specific safety training or to retain a qualification that cannot otherwise be carried over. Participants should under no circumstances travel out of area to undertake qualifications or training which are not essential.
- 57 Where travel between levels to participate in approved Training and Qualification courses is permitted for essential purposes, participants should, where possible, avoid public transport, and car sharing.

### **Level 4**

- 58 BGA and Club approved face to face courses and assessments can take place if the relevant training cannot be undertaken remotely and where it is essential i.e. for safety reasons.
- 59 It is important to acknowledge the increased prevalence of Covid-19 in communities and this should be taken into consideration through the risk assessment process and planning of mitigating measures. Participants and organizing clubs should carefully consider how essential the course is and take a responsible approach.

## **Additional Gliding Considerations**

- 60 Where a disabled participant requires functional support to help them participate, instructors, carers or those supporting the participant can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.
- 61 Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Government: Coronavirus in Scotland](#).

## **Toilets, Changing & Locker Rooms**

- 62 Gliding Clubs may open public toilets if they follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#).
- 63 Use of changing/locker rooms and showering facilities should be avoided where possible, although they may be made available (other than in Level 4 areas where indoor facilities should remain closed) for participants who require additional support such as disabled people or those with special needs.
- 64 Access to storage areas is permitted for dropping off and collecting equipment or clothing. The club should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

## **Equipment Provision and Use**

- 65 Appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination from equipment touch surfaces. Appropriate measures must be put in place to ensure these are thoroughly cleaned before, during and after use.
- 66 All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.
- 67 Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.
- 68 Ensure the cockpit is cleaned pre and post flight for every flight. Allow time to conduct this between flights.
- 69 In all cases, face coverings (or any other protective equipment) must not interfere with the operation of the aircraft.
- 70 Pilots need to consider the likelihood of spectacles or sunglasses steaming up.

- 71 Avoid the need for close assistance when strapping in and exiting the cockpit.
- 72 In addition to regular cleaning of wing tips and other touched surfaces, prior to another pilot occupying the cockpit it needs to be cleaned using an antiseptic wipe or solution that cannot damage the aircraft materials. Particular attention should be paid to:
  - 71.1 Canopy opening handles, the control handles and stick, the instrument panel buttons and knobs.
  - 71.2 Microphone gooseneck, microphone head and grille. It may be helpful to install a food-type clingfilm on the head of the microphone that should be replaced each time the pilot changes.
  - 71.3 Seat harness buckles and pull-down straps.
  - 71.4 Limit the sharing of aircraft equipment, such as parachutes. Where the equipment is to be shared, it should be cleaned as described above (see BGA published guidance re cleaning parachute harnesses).
  - 71.5 Headsets should be personally owned. However, if shared, they should be carefully cleaned as described above.
- 72 Once you have completed your activity please leave the premises at the earliest possible opportunity, provided sufficient able-bodied people remain to permit continuing operations, storing equipment at the end of the day etc.

## **Bookings and Payment**

- 73 Encourage people to make bookings online where possible. However, be aware that a proportion of disabled people, people from low-income households and older adults do not have access to the internet. Ensure you have alternative measures in place. For example, telephone bookings.
- 74 Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.
- 75 Where possible use online or contactless payment options and avoid handling cash. Where people do not have bank accounts it is okay to accept cash payments.

## **Communication with Members / Customers**

- 76 Gliding clubs should communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.
- 77 Make them aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.
- 78 Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.

- 79 Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed, up to date and in accessible formats.
- 80 Ground briefings, where possible stay 2 metres away from each other and wear face covering.
- 81 When communicating with members and participants, consider how you will reach people who do not have access to the internet. When publishing information on websites, consider how to make it accessible when accessed via a mobile phone or tablet rather than a PC or a laptop.
- 82 Special attention should also be given to how you communicate physical distancing rules to young people.

## **Safeguarding**

- 83 All adults involved in coaching / actively engaging with children or vulnerable adults in an organised environment should have undertaken appropriate safeguarding training.
- 84 Operators should ensure appropriate ratios of coach/adult to child/vulnerable adult as per guidance and follow all related safeguarding advice.
- 85 Health, safety and welfare policies should always be risk assessed and implemented.
- 86 Operators should also refer to the additional considerations developed by **Children 1<sup>st</sup>**: [Child Wellbeing and Protection Considerations](#).

## **Equality & Inclusion**

- 87 Covid-19 is affecting everyone. But the impact of the pandemic is not being felt equally. Before the pandemic certain groups were less likely to participate in sport and physical activity. These groups are also the most at risk of worsening inequalities due to Covid-19:
  - Older people
  - Disabled people
  - Ethnic minorities
  - Women
  - People from deprived communities
- 88 It is more important than ever to consider inclusive guidance for people who need extra support to be active and sports facility operators should consider this as part of their work to encourage people to return.
- 89 The evidence emerging has clear implications for how we design and deliver sport and physical activity. Some key areas for consideration include;

- 89.1 **Communication** – Digital exclusion is a key issue. With so many services and so much information moving online it risks worsening the health impacts of the pandemic. We have to think innovatively about the range of ways we can provide information to people about sport and physical activity.
- 89.2 **Accessibility** – Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure centre's re-open it's important to build understanding of people's specific accessibility needs around things like hygiene, physical distancing and face coverings so we can provide the best possible support to people to take part in sport and physical activity.
- 89.3 **Anxiety, mental health and wellbeing** – The pandemic is leading to an increased risk of anxiety and mental ill-health for people. We know that sport and physical activity can have significant benefits for people's mental health so it's vital that we continue to promote those benefits, so people are encouraged to get involved.
- 89.4 **Confidence** - Confidence to return to sport is a big issue across all groups. We know that some groups are at higher risk from Covid-19 than others (including some ethnic minorities, disabled people and households experiencing poverty). These groups may be even more nervous about returning to sport or starting to participate. They are also less likely to participate in sport in the first place, so we'll need to give extra attention to their needs to help build their confidence.

## Health, Safety & Hygiene

- 90 Scottish Government has produced the [Coronavirus \(COVID-19\): FACTS poster including translations and accessible formats](#). Where possible operators should use this document to reinforce messages. FACTS stands for: **F**ace Coverings, **A**void crowded places, **C**lean your hands regularly, **T**wo metre distance and **S**elf isolate and book a test if you have symptoms.
- 91 Ensure access to first aid and emergency equipment is maintained.
- 92 Ensure that first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.
- 93 In the event of first aid treatment being required it is recognised that a suitably qualified person may require to attend to the injured participant. The 'Covid Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to;
- Provision of suitable PPE
  - Training of members
  - A parent or carer being present with children or vulnerable adults.
- 94 Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

- 95 Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.
- 96 Make hand sanitizers or wipes at the entrance/exit to the venue/facility where this is possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.
- 97 Be aware that disabled people may face greater challenges implementing regular handwashing because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. It is important they are not prevented from doing this, but operators should be aware that this increases the likelihood of virus transmission.
- 98 [Getting your Facilities Fit for Sport](#) provides a checklist for health, hygiene and cleaning considerations and actions.

## Face Coverings

- 99 Gliding clubs should ensure participants and visitors wear face coverings, if indoors, before and after activity. For example: clubrooms and storage areas. This is a **mandatory** requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering e.g. if you have a health condition or are disabled, including hidden disabilities such as autism, dementia or a learning disability.
- 100 Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.
- 101 Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).
- 102 The [Coronavirus \(COVID-19\): public use of face coverings](#) provides guidance on general use and exemptions.

Links to supporting guidance;

[Health Protection Scotland: General guidance for non-healthcare settings](#)

[Health Protection Scotland: Hand hygiene techniques](#)

[HSE: First Aid during the coronavirus](#)

## Test and Protect

- 103 [Test and Protect](#) is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the

reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

#### Maintaining customer records

- 104 Gliding clubs should where possible collect the name, contact number, date of visit, time of arrival, and the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a ‘lead member’ – will be sufficient.
- 105 Gliding clubs should store information for 21 days and share it when requested to do so by public health officers.
- 106 The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.

#### Registration with the Information Commissioner's Office

- 107 In order to gather and store customer information securely, operators may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.
- 108 If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit [www.ico.org.uk](http://www.ico.org.uk).

#### Protect Scotland App

- 109 NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.
- 110 Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.
- 111 Further information on the Protect Scotland app is available at [www.protect.scot](http://www.protect.scot).

#### What should someone do if they have coronavirus symptoms?

- 112 If a person has a continuous cough, high temperature, or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at [www.NHSinform.scot/test-and-protect](http://www.NHSinform.scot/test-and-protect) or by calling **0800 028 2816** if they cannot get online.
- 113 The [Coronavirus \(COVID-19\): Test and Protect information leaflet](#) provides information on the Test and Protect service from NHS Scotland.

## **Local Outbreaks or Clusters of Coronavirus Cases**

- 114 Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at [Coronavirus \(COVID-19\): local advice and measures](#).
- 115 Where a local outbreak has been reported, sports facility operators and deliverers within this locality should review Scottish Government 'local measures' guidance, their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

## **APPENDIX 1: [Level 4 Guidance](#)**

### **Introduction**

1. The guidance within this appendix is applicable to airfields and gliding activities where Scottish Government have identified the requirement for **Level 4** restrictions to be applied.
2. It is the responsibility of the relevant gliding club and their COVID officer to ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place and to check if the activity is in an area which is subject to additional Scottish Government localised measures and restrictions.
3. Where a local outbreak has been reported, gliding clubs should review their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.
4. Scottish Government may update or change Levels and restrictions at any time, including the local areas subject to them. Therefore COVID officers should regularly check [Coronavirus \(COVID-19\): Local Protection Levels](#).
5. **Travel Restrictions in Level 4 areas**
6. Those living in a Level 4 local authority area can travel within that area to undertake gliding as long as they abide by the rules on meeting other households.
7. Children and young people may travel to and from a Level 4 area, if for example, they belong to a club which is just outside their own local authority area.
  1. They should however travel no further than necessary and only participate in activities they are permitted to undertake in a Level 4 area. If attending a sport/activity in a Level 3 area or below, Level 4 guidance will apply to the whole activity e.g. 12 to 17-year-old outdoor activity should be restricted to non-contact and include a maximum of 15 participants
8. Adults living in a Level 4 local authority area may travel within, but not outwith, that area to take part in gliding.

When taking part in sport, exercise or recreation participants should at all times follow [Scottish Government Levels guidance](#)

### **Outdoor Sport & Leisure Activity**

10. Gliding Clubs in Level 4 areas may continue to open their airfield for gliding activities if documented risk assessments are undertaken and all appropriate mitigating actions including the guidance herein is put in place to ensure the

safety of participants, staff and volunteers. Please also refer to additional guidance produced by **sportscotland** at: [Getting Your Facilities Fit for Sport](#).

11. Restrictions on the number of people who can take part in sport, exercise and recreation has been updated and is as follows;
12. Restrictions on the number of people who can take part in outdoor organised sport, exercise and recreation in Level 4 is as follows.
  - 12.1 Young People and adults (aged 14 years and over) can take part in non-contact organised sport including training, group exercise, aerobics, fitness classes and competition within their normal club or facility environment.
  - 12.2 An outdoor sporting 'field of play bubble' for young people and adults can consist of up to 15 people, including instructors, at any one time. Physical distancing should always be maintained.
  - 12.3 Where there are multiple bubbles operating at the same venue these must be risk assessed to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access / egress points

### **Indoor Sport & Leisure Facilities**

13. Indoor sport and leisure facilities including club houses and activity areas should remain closed at Level 4. Exemptions are available as noted below.
14. Public Toilets
  - 14.1 Operators may open indoor toilets for public use if they follow Scottish Government [Opening Public Toilets Guidelines](#).
  - 14.2 Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by operators.
  - 14.3 All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.
15. Storage Areas
  - 15.1 One off access to storage areas is permitted to retrieve personal equipment which is essential for an activity to be undertaken. Personal equipment should not be returned to these areas.
  - 15.2 Where equipment cannot reasonably be taken home and is stored on site, such as glider and associated equipment access to retrieve and return such equipment to storage areas is allowed if appropriate risk assessments are undertaken.

15.3 Risk assessments should include mitigating actions to reduce the risk of virus transmission such as individual access, booking slots and cleaning/hygiene protocols.

16. Access to outdoor facilities

Where external access to outdoor gliding facilities is not possible, access through an indoor area can be provided if suitable risk assessments and safety measures are put in place. These should include restricting access to one person at a time, ideally with a one-way system in operation, and no contact with hard surfaces such as door handles. Persons moving through the area should not stop or congregate at any time.

## **Hospitality**

17. Additional restrictions are in place for hospitality businesses with Level 4 areas subject to bar and café closures. Sports facility operators providing catering or bar services should refer to Scottish Government guidance for applicable guidance including takeaway services. [Coronavirus \(COVID-19\): tourism and hospitality sector guidance.](#)

18. Retail units operated by sports facility operators in Level 4 areas should follow Scottish Government [Retail Sector Guidance](#).

## **DISCLAIMER**

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