**WAR Covid-19 Guidance**

All people attending a club meeting agree to abide by the following guidance for attendance.

1. Government Covid-19 Guidelines
	1. No person who is suffering from any of the symptoms of Covid-19 or who has a self-isolation period that includes the date of the meeting should attend the meeting.
	2. Any person attending a club meeting must ensure that the club has an up to date email address for them. They also agree that in the situation where there is a coronavirus case within the group of people that attend that meeting their email address will be passed to the NHS contact tracing service.
	3. Whilst in the community centre all people must wear a face covering that covers both the nose and mouth unless they have a reasonable excuse.
		1. Reasonable excuses include both medical exemptions and removing face coverings to eat or drink.
		2. See the government website for more details <https://www.gov.uk/coronavirus>
		3. Committee members and meeting managers are expected to wear a mask unless exempt as per above. The government exemption for organisers has been waived by committee vote.
	4. Enclosed spaces are to be well ventilated. As such all windows and doors will be open for the duration of the meeting. If as a result you are likely to become cold bring a jumper. Do not close windows or doors unless instructed to by the meeting manager.
2. Access
	1. No person may attend the club without either a confirmed table booking or the expressed permission of the meeting manager for that club meeting.
	2. No person may attend the club before the setup of the club for that meeting has been completed without the permission of the meeting manager. For a Wednesday night we expect this to be around 6:30pm.
	3. No person may enter the club cupboard during a meeting without the permission of the meeting manager.
	4. No person may enter the kitchen without the permission of the meeting manager, and/or where relevant, any people operating the tea/coffee bar.
		1. For the time being the kitchen bin will be inaccessible. Therefore, people should take their own rubbish home with them at the end of the meeting.
3. Social Distancing
	1. During the meeting people must ensure that they always maintain social distancing of 1m+ and that their location does not prevent others from doing the same.
	2. No person(s) should linger or congregate in entrances, corridors or areas designated as walkways
	3. When queuing to access club resources, toilets or the tea/coffee bar people should ensure that they queue considerately and should not join the queue if doing so would mean blocking the areas listed above
	4. In the event of a fire or other emergency social distancing should not be maintained over protection of life.
4. Hand Sanitiser
	1. On entering the building and whenever it is necessary to do so people should use the hand sanitiser provided
	2. If hand sanitiser runs out in a location people should use one of the alternative dispensers and inform the meeting manager.
	3. If directly asked by the meeting manager to use the hand sanitiser people should do so immediately
	4. Hand sanitiser should also be used after both set up and pack down is completed.
5. Tables and Games
	1. During the meeting, all people must use the table assigned to them in their booking confirmation email.
	2. Their opponent must be the person they booked to play against in their table booking.
	3. All tables have a surface of 6’x5’ and can only be used by a single pair of players who must sit on opposite sides of the table
		1. It does not matter which side of the table the players use. However, they should refrain from swapping during the meeting.
	4. During the meeting, no table may be moved from its set up location
	5. When people leave the meeting, they should pack up as they would do normally.
	6. Tables will be supplied with 2 chairs and 1 green 6’x4’ cloth mat.
		1. You do not have to use these if you do not want to.
		2. If you do not need them store them under your table and pack them away at the end of the meeting
	7. Scenery will be available from boxes located outside the cupboard.
		1. The amount of scenery available will be more limited than usual; only take the scenery you need.
		2. If you take excess scenery do not return it to the boxes. Store it under your table and return it at the end the end of the meeting
		3. If you wish to use a piece of scenery that is being stored under someone’s table since it is not in use, you may do so providing both you and your opponent consent.
	8. People are free to use scenery and mats from home but before using them make sure your opponent consents.
		1. People should assume that if they are using scenery from home it will be touched by their opponents and act accordingly.
		2. AoS/40k players- This includes scenery/fortifications that would form part of your army that can interact with your opponent’s army like Sylvaneth Wyldwoods and Sororitas Battle Sanctums. It is worth double checking with your opponent when you arrange a game, they are happy with this.
6. Sanctions
	1. If a person fails to obey the guidance here during a meeting, they will be liable to sanctions being imposed on them in accordance with the club’s behavioural policy.
	2. If in the opinion of the meeting manager a person displays insufficient willingness or effort to abide by these restrictions that person can additionally be asked to pack up and leave the club for the remainder of that meeting.
	3. If a person is requested to pack up and leave as described above and does not do so in an immediate and timely fashion, they will be considered to have committed gross misconduct and will be dealt with accordingly.
7. Advice for attendees
	1. No person should encourage or coerce another person to break the advice for attendees in this section. They can however be waived by mutual consent of the people involved.
	2. People should not touch properly belonging to other people during meetings. This includes but is not limited to models, dice, tape measures, books, gaming aids.
8. N.B. it is far safer to touch another person’s property than to break the 1m+ social distancing rule to allow them to do so. Neither is completely safe though.
9. To prevent dice from scattering everywhere we recommend the use of dice trays
	1. People should not share unsealed or non-prepacked food and drink
	2. People should not sit in their opponent’s chair
10. Definitions
	1. Meeting Manager
		1. For the duration of the restrictions one member will be designated the meeting manager. The intention is that this should always be a committee member although if no committee members are available the committee may delegate this role to another trusted member.
		2. The meeting manager can be located on table 16 in the main hall
		3. The meeting manager can/will delegate tasks to other members as they see fit. If you can help them out, then please email the club to let us know. Any help especially with setting up the hall for meeting will be greatly appreciated.
		4. Any breaches of the rules here should be reported to the meeting manager in a timely fashion
	2. Deputy Meeting Manager
		1. There will also be a deputy meeting manager who can step in should the meeting manager not be available (e.g. They have had to leave early). This will also be a committee member where possible.
		2. The deputy meeting manager can be located on table 17 in the bar area
11. Review
	1. These guidelines have been drawn up in accordance with the government advice on making activities Covid secure. They will be reviewed and amended to reflect any changes periodically.
	2. Date of next scheduled review Oct-2020.