

**East Sussex Centre 'Covid-19 Secure' Code of Conduct**  
**(Version 1.1 - dated 27th July 2020)**

### **Background**

This year has seen significant disruption to our Rallying year and indeed our usual ways of life. The Coronavirus has not yet been eradicated and still remains a significant threat to public health. **No Rally can be guaranteed to be Coronavirus free. At the present time the sole purpose for rally will be for siting of leisure vehicles only.** Whilst we are allowed to rally again, we have to remember Rallying is a privileged activity we enjoy and with that privilege comes responsibility. The current responsibility includes doing all that we can to keep each other safe from infection of the virus.

This document has been created and agreed by your Committee to provide a 'Covid-19 Secure' Code of Conduct, as well as our usual rules. **Everything in this document has been created to minimise the potential for the risk of Coronavirus transmission between Ralliers. This Code of Conduct will apply to all Rallies, until the Committee decide it is safe to rescind it in full.** It will be subject of frequent Committee review and amended as appropriate, in line with Government Restrictions and Guidance changes.

### **Application for Attending Rallies**

For the duration of the ongoing pandemic, rallies will be released for booking on a Rally by rally basis. This is so we can ensure we have the continued support of the Site's Landowner and be able confirm numbers of units to provide sufficient safe, spacing limits. This process will also assist us if we need to change anything at short notice, due to the imposition of a 'Local Lockdown' at or near to where the rally site is. Paper Rally slips are not to be used for bookings. Bookings will be made via our Centre Website or by e-mailing the Rally Secretary at [rallysecretary@eastsussexcc.org.uk](mailto:rallysecretary@eastsussexcc.org.uk). Any Member who is unable to access emails or the website can contact the Centre Chair, Vice Chair or Rally Secretary by phone to complete the online booking process via those Committee Officers. The Lead person on any booking application will need to notify the Rally Secretary of all attendees and any subsequent changes, as only listed attendees will be permitted onto the site. **It is a condition of booking a place on a Rally that attendees accept the requirement to keep to this Code of Conduct and that the individual is happy to share their details with the NHS as part of the Track and Trace regime.**

### **Payment for Rallies**

For the duration of the ongoing pandemic, cash and cheque payments will not be possible to pay Rally fees. Once your booking for a Rally is received by the Rally Secretary, you will be provided with contact details for our Treasurer. Upon contacting the Treasurer, there are two payment options available to you. You can provide your card details to pay via our new electronic payment machine. Card details will not be kept by the Centre. The second option is to pay by Bank Transfer (BACS) through provision of the Centre's Bank details and a unique payment tracking reference number specific for that rally booking only. Any Member who is unable to make card or bank payments will be able to secure an alternative payment method, when they contact our Treasurer.

### **Rally Cancellation by the Centre**

Should there be a significant change in the Covid-19 situation, an urgent (quorate) Committee Meeting will be held and a decision made whether to cancel the rally, or offer an alternate venue. Up to 48 hours before a rally, contact with attendees will be made by the Rally Secretary or nominated Committee Member to advise of the Cancellation. At 48

hours or less before a rally, contact will be made by the Rally Officers. Contact will be made by email or phone call. Updates will also be put on the Centre's Website and our Facebook Page too. The Treasurer will make subsequent contact with Ralliers to make arrangements for returning Rally fees paid.

### **Rally Cancellation by a Member**

Should a member wish to cancel their attendance, irrespective of the reason for cancellation, they must advise the Centre as soon as possible. This is sought to ensure anyone on any waiting list can be provided an opportunity to attend, especially as Rally numbers will be limited at the moment. Up to 48 hours before the rally, please contact the Rally Secretary. Less than 48 hours before the rally, please contact both the Rally Secretary *and* one of the Rally Officers. Once notification of cancellation has been received, then contact with the Treasurer can take place and arrangements made for Rally fees to be refunded. In the current situation, where payments for Entertainment fees are not needed for prior expenditure by Rally Officers, full refunds will be possible.

**It is imperative that if any attendee feels unwell or that they are experiencing Covid-19 symptoms, that they do not attend the Rally. NHS/Government Guidance should be followed for self-isolation and treatment. Rallying can wait, health cannot.**

### **Prior to Leaving to Travel to a Rally Site**

Please consider the questions in the section of the document entitled - Arriving at a Rally - before you set off. If any of your answers are 'Yes', **do not attend** the Rally.

### **Travelling to a Rally**

If possible, avoid busy transport hubs such as motorway services or other areas where people can gather. If using public toilets, food service providers and petrol pumps, please ensure you follow the guidance of safe use of these spaces to reduce the risk of contamination with the virus en route.

### **Arriving at a Rally**

When you arrive on the Rally, please drive up to the Rally Office, to be met by a Rally Officer. Keep doors and windows of your Car or Motorhome closed and stay in your vehicle. The Rally Officer will ask the following questions of you:

1. Are you, or any of your unit attendees, currently experiencing any of the following symptoms:
  - a) recent onset of a new continuous cough,
  - b) a high temperature,
  - c) a loss of, or change in, usual sense of taste or smell?
2. Have you, or any of your unit attendees been in close contact (less than 2m apart) with anyone else who is symptomatic of, or who has tested positive with, Coronavirus?
3. Have you travelled from an area which is currently designated as being subject to a 'local lockdown'?
4. In the last 14 days have you returned from travel outside of the UK to a country where there is a current requirement to quarantine upon return?

5. In the last 14 days have you been contacted by the Government's Track and Trace Department, and been advised to self-isolate as a result of contact with a person who has tested positive with Coronavirus?

6. Have you, or any of your unit attendees, been advised by an NHS or Private Medical Clinician to self-isolate due to personal additional risk or health vulnerability associated with being exposed to the virus?

If any of your answers are 'Yes', **you will be asked to leave** the Rally Site immediately.

If all of your answers are 'No', then you will be directed to your pitch by the Rally Officer. Once you are placed on your pitch, please wait for the Rally Officer to move away from your unit before you exit your vehicle. Whilst the Rally Officer takes time to get everyone safely onto the site, if everyone arrives simultaneously, queues may start to form. If this is likely to cause inconvenience to the local community, you may be asked to drive a short way away from the site and be contacted by phone when it is possible for you to come back.

### **Envelopes, Rally Information and Rally Plaques**

To minimise the risk of transmission of the virus, there will be no handing-out of rally envelopes. Any details usually provided by the Rally Officers in the envelopes, can be provided in the following ways:

1. They can be sent to attendees in advance by e-mail,
2. A printed copy of the Rally Information, in large poster size print for easy reading and laminated to weather proof them, can be attached to the Centre Flagpole,
3. A printed copy of the Rally Information, in large poster size print for easy reading at a distance, can be attached to a Rally Officer's van window or awning window.

Rally Officers will provide attendees with a contact phone number, for use during the Rally.

Rally Plaques will be sourced by the Rally Secretary as usual, dependent on how our supplier is trading. They will not be presented on the Rally, yet provided when possible when the risks are low enough to do so.

### **Setting Up Your Pitch**

Ordinarily, the friendship we have in our lovely Centre means we all seek to help those who are in need of assistance in setting themselves up. At the present time, the Centre recommends unit attendees need to be self-sufficient when setting up/setting down. This is particularly relevant when utilising larger items, for example awnings and windbreaks.

### **Staying Safe on the Field**

Government guidance remains that the best defence against the Coronavirus is maintaining a social distance of 2m from those who (in Rallying terms) are not part of your rallying unit and washing your hands more often than usual, for 20 seconds using hot, soapy water. Hand washing is crucial before eating, drinking, after coughing, sneezing and blowing your nose, and also before and after, being in public areas and in contact with communal contact points.

On the Rally Field, occasionally we have access to landowner provided toilet, shower and washing-up facilities. It is the Centre's recommendation that units use their own on-board

facilities. Members wishing to avail themselves of anything the Landowner provides does so at their own risk, especially due to the increased risk of virus transmission in indoor spaces. Members will be required to adhere to any specific guidance set by the Landowner, for the use of their facilities.

Communal Contact Points pose the most risk of virus transmission, due to the frequency of use and that they are used by everyone. On a Rally, these are deemed to be:

1. Water taps,
2. Toilet waste disposal area,
3. Grey water disposal area (where specifically provided at a site)
4. Rubbish and recycling disposal area. (All rubbish and recyclables are to be taken home as usual, unless otherwise advised.)
5. Electric Hook Up Points (where provided)
6. Entrance barriers to and within the site, such as gates, fences and styles.

The majority of these points are usually situated in an external environment. If they are exposed to sunlight (UV light) this is known to breakdown the structure of the virus. Additional measures, as below, are to be taken by Ralliers to enable effective management of the risk.

It is essential that every member plays their part in keeping communal contact points sanitised. It is also important for all ralliers to be able to see other ralliers appropriately sanitising too, to give each other confidence.

When using any Communal Contact Points, the following actions need to be taken:

- a) No under 14's to use the facilities. (It is not fair to place our collective safety responsibilities onto the inexperienced shoulders of our youngest ralliers. This is especially important in hot weather, when our young members use water pistols, or similar play items, they must not fill them up directly from water supply taps.)
- b) Ralliers **must wash their hands, as per Government guidance, prior to going to use the facilities.**
- c) Only one person at a time to use the facilities.
- d) Anyone waiting to use the facilities must queue in an orderly manner and keep 2m apart from the person in front, or leave the area and come back later when there is less demand at the facility.
- e) At the point of use, ralliers **must sanitise** the surfaces which will be touched of the equipment, before use. Sanitising means cleaning surfaces thoroughly as follows (including when the weather is inclement):
  - i) Wiping over with a disposable, anti-bacterial, kitchen surface wipe (preferably biodegradable type)
  - ii) Spraying on an antibacterial kitchen spray and wiping it over with single use kitchen/blue roll. (This method should not be used on Electrical Hook-up Points.)
  - iii) Please do not use bleach, alcohol gel or other cleaning chemicals. The requirement to sanitise is to wipe away the virus onto a disposable material, if it is there, not potentially contaminate the water supply or the environment.
- f) Once the facilities have been used, the surfaces **must be re-sanitised** to make them available for the next person.
- g) Ralliers should move away promptly from the facility area to enable the next person to access it, making sure they remain 2m away from others.

## **Entertainment**

To reiterate, we can only rally for the purpose of siting leisure vehicles only. There will be no Centre provided gatherings on site. No party tents or marquees will be erected. There will be no Friday night 'Chair's Welcome' meetings, nor Flagpole events. There can be no onsite quizzes, raffles or similar entertainment, unless a Rally Officer is able to distribute the content needed to participants and be able to complete it all electronically, without distribution of physical materials. There shall be no communal sharing of food or drink at the rally between units, except as per 'Bubbling' below.

## **Socialising on the Field**

Current Government Guidance is that we should only meet people you do not live with at your home address, in 3 types of groups. This guidance has been adapted for the rally field as follows:

A 'household' on a rally field is defined as members who attend and stay at the rally in one unit. The unit itself is akin to being in your home, any awning/gazebo with sides is like a conservatory and the area around your unit is like your garden. An outdoor space is any unenclosed space open to the air. The insides of units, awnings and pup tents and are not outdoor spaces. Sitting under a open-sided sun canopy or gazebo is.

### *Socialising in Outdoor Spaces*

Ralliers can meet in any outdoor space in a group of up to 6 people from different units. When meeting in this manner, 2m social distancing must still be observed. Own chairs and tables should be used with no sharing of any equipment or food and drink.

### *'Bubbling'*

There are two types of 'Bubbling' available on the Rally Field. The first is when people in single adult unit – in other words adults who live alone or a single parent with dependent children only – can form an exclusive 'support bubble' with one other unit. The second type of 'Bubble' is a joining of 2 units, so that they are defined as a 'social bubble'.

If there are members in 2 units who wish to be in a 'support' or 'social bubble' on the field, they should arrive at the site in convoy and advise the Rally Officers upon arrival. Subject to the usual spacing rules, the units forming a 'bubble' will be placed together. The people in a 'bubble' are able to co-exist and utilise each other's unit and awning space and equipment. Eating and drinking together by the members of a 'bubble' is permitted.

## **Helping Each Other, Emergency Situations and First Aid**

Unless part of a 'support' or 'social bubble', if another member needs help whilst on the field, then help should only be given and received through a joint, dynamic risk assessment of close proximity working. This means, ideally, that both parties maintain 2m distance, but at least 1m distance and wear barrier protection of face masks and non-permeable gloves when working together. Any items which will need to be touched by both parties should be sanitised before and after use. In an emergency situation, it may not be possible to take these precautions. An emergency situation is defined as something requiring immediate action to prevent harm to a rallier or damage to a unit or unit equipment. In such a scenario, once the situation has been stabilised, all parties should ensure that they all wash their hands and sanitise any equipment touched by another party member. First aid requirements should be administered by a rallier from the same unit, save for any life threatening situation when a dynamic risk assessment by the person giving the first aid will dictate what action they wish to take at that moment.

## **Children**

The current information suggests that young people are generally less susceptible to the virus. This means they could have the virus in their bodies and be asymptomatic. The presence of children running around and playing on a rally field could cause concern for some attendees. On the other hand, children are less likely to be able to keep to social distancing easily, especially when they are amongst their rallying friends. For parents, ordinarily, rallying provides an opportunity for outdoor socialisation in a safe environment. Therefore it is necessary to take a pragmatic approach to seek to balance everyone's needs.

Parents remain responsible for the conduct of children rallying with them at all times. Parents know their children best and how capable and knowledgeable they are in about social distancing.

Children within 'bubbles' are allowed to play together, inside and outside. Children outside of 'bubble' arrangements will only be allowed to play together outside and only with the express permission of both sets of parents, who must be satisfied that the children can play in a safe manner together and keep to minimal contact and subscribe to good hygiene arrangements. Children must not enter the awning or unit of anyone whom they are not 'bubbled with'.

The areas where the children can be told they are allowed to play, should be well away from any Communal Facility areas and other people's units.

Wherever possible, Rally Officers should site units without children away from those with children. If a Centre Member specifically asks to be sited away from units with children this should be facilitated so far as is reasonably practicable.

## **Visitors**

There should be no access to a rally by visitors or day guests. This ensures that the track and trace ability is not compromised, and limits the overall numbers on site to ensure adequate space allocation for everyone.

## **Matters of Concern**

Everyone attending a rally has a responsibility to be mindful and considerate to their fellow ralliers, this includes the conduct of attending children. The Rally Officer is not expected to routinely police that members attending a rally are complying with this Code of Conduct or any government guidelines in place at the time e.g. visiting other outfits.

Equally, there needs to be a route by which any concerns about public health matters can be raised. We all should be seeking to create a culture where it is ok to say if something is perceived to be an unsafe practice. Here is the suggested mechanism to resolve any difficulties which arise:

When a concern becomes apparent the concerned member should seek to informally resolve the matter with their fellow rallier by effective communication to find a suitable solution. This should be done at the earliest opportunity. If this doesn't resolve the concern, then the member should escalate it to the Rally Officers, who will attempt to mediate to find a safe, workable solution. If this still doesn't resolve the matter it should be referred on to the Committee in the following order, dependant on availability; Chair,

Vice-Chair, Centre Committee Officers, Other Committee Member, who will also attempt to find a way forward. Should there be a serious breach of the guidance, or repeated course of conduct, either of which threatens or compromises the safety of the rally, then the Committee, through a (quorate) decision making process, can require a unit's attendees to leave the site early.

### **Feeling or Becoming Unwell**

A situation may occur of a rallier developing symptoms *after* arriving on site. In the event of a rallier have one or more Coronavirus symptoms, they **must advise the Rally Officers by phone straightaway**. The Rally Officers should advise other Ralliers on the site of a suspected case. In the event of a Rally Officer becoming unwell themselves, the duties required will fall to any Site based Committee Officer or Member. Attendees of the affected unit will be required to isolate themselves, pack up their belongings and return home immediately provided someone within the group is safely able to drive them. Any other unit, who has had close contact with through 'bubbling' will also be required to leave the site. These unit members will all need to follow Coronavirus Testing Guidance.

If however, the affected unit(s) are unable to leave the site, for example if the driver is unwell and is not fit to undertake the journey, the following steps must be taken. The affected unit(s) should:

1. Ensure they are aware of the most up to date Government guidance for self-isolation: Stay at home: guidance for households with possible coronavirus (COVID-19) infection.
2. Seek further advice by calling NHS 111. However, if the symptoms are so severe, calling 999 may be merited.
3. Not be permitted to make use of any communal facilities whilst self isolating on site.
4. Where applicable, they must keep all rubbish within their outfit/awning. When leaving the Rally Site they should take their rubbish away with them.
5. Be advised they can use a designated service point to get water and dispose of grey/black waste, but only by contacting the Rally Officers in advance and arranging a specific time to do this. Site managers will need to close the service point for 72 hours, or if that is the only available facility, the Rally Officers will need to fully clean the service point, whilst wearing non-permeable gloves, which should be disposed of after use.
6. The affected unit will ensure the Rally Officers are kept up to date with developments, crucially, if symptoms worsen. Rally Officers will need to ensure fellow Ralliers are advised of any updates and to ensure Ralliers follow any additional guidance offered through the NHS 111 system.

### **Track and Trace**

Should any rally attendee end up having a Coronavirus Test which is positive, whilst on the Rally, they must advise the Rally Officers immediately. If a positive test result occurs up to 21 days after the rally, the rallier must advise the Rally Secretary. The Rally Secretary (or Vice-Chair, in the event of non-availability of the Rally Secretary) will contact the Caravan and Motorhome Club Headquarters and/or NHS Track and Trace Service and follow the instructions given. To enable support for the Track and Trace Service, the Rally Secretary will retain the details of those attending the rally for 21 days after the event. This information will then be safely destroyed.