



England
Rugby

COVID-19 SELF SCREENING & TEST AND TRACE

CLUB GUIDANCE

October 2020

COVID-19 SELF SCREENING & TEST AND TRACE

Background

The UK Government has put in requirements for organisations to require participants to self-screen and comply with test and trace procedures. This document is designed to give clubs guidance on ways to comply with these governmental requirements.

Further details can be found on the [UK Government Test & Trace](#) and [NHS Covid-19 Test and Trace](#) pages.

Self-Screening

Clubs should have a process in place to confirm and record that participants and parents have undertaken a Covid-19 self-assessment. Ideally this should be completed prior to arrival at the venue to prevent participants with symptoms coming into contact with other participants.

There are several different options in the way in which clubs could collate this information:

Paper based: Each participant is asked to print off, complete and bring with them a hard copy of the self-screen checklist prior to training/matches.

Online form: Clubs set up a form online using a platform such as survey monkey or google forms to collate responses. Clubs must take the necessary precautions to ensure this data is stored securely.

Example of the questions that should be included in any paper-based / online forms:

Each participant should self-screen prior to leaving home for training/matches (confirmed by a parent for those under 18 years old).		
Potential indicators of COVID-19:	Yes	No
Do you have a high temperature (this means you feel hot to touch on your chest or back - you do not need to measure your temperature)?		
Do you have a new continuous cough?		
Do you have an unusual shortness of breath during exercise or rest?		
Do you have a loss of or change in normal sense of taste or smell?		
Are you currently isolating as a result of showing symptoms of COVID-19?		
Have you been in contact with a COVID-19 confirmed or suspected case in the last 14 days?		
Has anyone in your household reported or exhibited any of the symptoms outlined in the above questions?		

Are you currently required to isolate or quarantine following overseas travel?		
Have you been in close contact with /travel from a high risk region / living with a suspected or confirmed case of COVID-19 in the last 14 days.		

Bespoke online app/software: There are several specifically designed systems/apps that provide an easy and effective solution for clubs and other activity organisers. It is important the clubs do their due diligence with any 'off the shelf' solutions to ensure that data is stored in an appropriate and secure manner.

Proactive Digital Covid-19 Symptom Checker

Recommended by Howden, the RFU's insurance broker. The Proactive Digital Covid-19 Symptom Checker provides a simple, digital application to enable team managers and coaches a quick and easy platform to manage their player's self-assessment prior to every training session/match.

It provides a secure and safe way to manage the data protection risks associated with collecting such information and is a low cost option starting at just £2 per club.

For information and sign up, visit the [Proactive website](#).



Test & Trace / Track & Test

As part of the Government/NHS Test and Trace strategy and new regulations, it is mandatory and a legal requirement for any club with a bar (and/or runs hospitality) to have a Track & Trace system in place. This will allow rugby clubs to maintain contact details of players, coaches, members, staff and spectators to pass to NHS Track and Trace in the event that a participant subsequently tests positive for COVID-19. This requirement poses identifiable risks for clubs from the practicalities of collecting and maintaining this data to the legalities of complying with the GDPR.

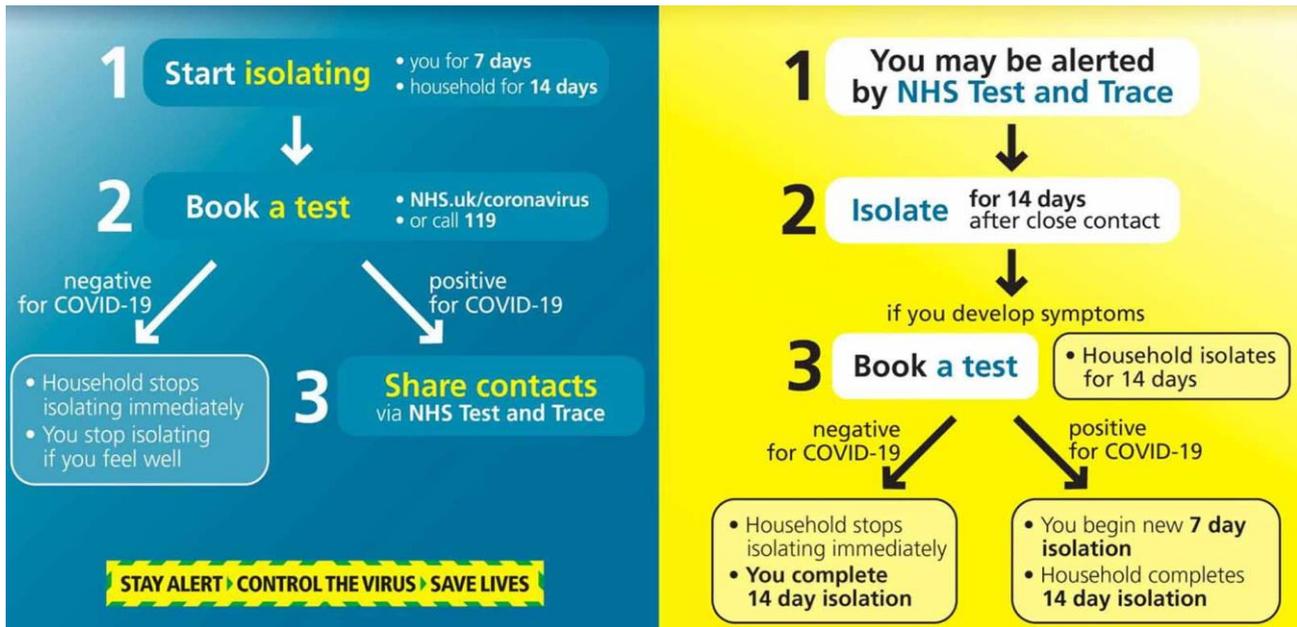
The launch of the NHS/Government app now allows individuals to self-login at locations, however clubs should consider the use of an additional system based specifically at the club, which allows them to track all visitors themselves. There are several systems now available and clubs should consider the benefits and which is the most appropriate system for them to collate the information in a safe and secure manner.

Information on all attendees on site during training, matches and any other facility usage, should be collated including all parents and any spectators. Records must be kept for 21 days and used in accordance with GDPR legislation.

For more on the use of QR codes in clubs please see the 'Facility Reopening Guidance' available on the [RFU Coronavirus Resources page](#).

More information is available from the NHS/Government on ['how test and trace works'](#) and ['maintaining records'](#).

Overview of NHS Test & Trace



Track and Trace Solution for Grass Roots Sports Club

Howden, the RFU's insurance broker have partnered with 'Guest Visit' to develop a bespoke system for sports clubs, the Track and Trace system provides an effective digital application to enable clubs to secure and securely manage the collection of track and trace data.

There is a monthly cost per club, however for a reasonable fee it provides a secure data management system that is GDPR compliant and all data controller responsibilities taken away from the club.

Please click [here](#) for a quick guide and [here](#) for further information.

PROMOTIGO GUEST VISIT | howden

COVID-19 TRACK & TRACE SOLUTION FOR SPORTS CLUBS

Grass Roots Sports Club Solution

New regulations require sports clubs to maintain contact details of players, coaches, staff and spectators to pass to NHS Track and Trace in the event that a participant subsequently tests positive for COVID-19. This requirement poses identifiable risks for clubs from the practicalities of collecting and maintaining this data to the liabilities of complying with the GDPR.

Guest Visit solves this problem by providing each club with a secure, branded mobile site for individuals to self-register attendance at sporting events, accessible by either scanning a QR code or navigating to a unique URL. It's easy to deploy, GDPR compliant and a fully managed solution.

In the event of a COVID alert, the data will be extracted on request to be securely passed on to the NHS Track and Trace service.

Our solution is deployed on the Promotigo platform, a global customer engagement solution, and is built in the cloud on Microsoft Azure. It is accredited by the DMA as well as complying with ISO 27001 and 9001 standards.

Club Sign Up Journey

Individual clubs sign up online and receive their unique club branded mobile site and QR code immediately. Clubs can apply for separate QR codes for each squad if they wish or maintain a single club code and collect the squad number at the time of sign-up.

VISIT THE WEBSITE → FILL IN THE FORM → PAYMENT SCREEN → QR CODE AND ASSETS EMailed → NOTIFICATION SCREEN → PRINT OUT AND PLACE ON YOUR DOOR

Handling a positive coronavirus test

There is [overview guidance](#) and [extended guidance](#) available to explain what actions are required by a club following a positive COVID-19 test in a player/club visitor/member.

The RFU request that clubs submit notification of all positive tests within a club (including retrospective cases). This information is requested to allow the RFU to monitor the number of confirmed positive COVID-19 test occurring in clubs and ensure the club has the appropriate support. Clubs can do this by filling out the [Positive Test Notification Form](#).

Data Protection

In general, individuals do not need to consent to the club collecting data for the test and trace process, and clubs should not need to seek consent. This information is collected under the “Legitimate Interests” requirement for processing.

Further guidance can be found on the [Information Commissioner’s Office website](#).

Clubs must be clear to individuals as to why it is collecting that data and delete this data after 21 days.

General

This document is for guidance purposes only and the RFU shall not be responsible or otherwise liable for any content or third-party material or product referred to. Each club should seek its own advice with respect to establishing its health and safety procedures.