

# **CLUB REQUIREMENTS FOR HOSTING A COVID SAFE EFARU COURSE**

Clubs wanting to organise EFARU courses can do by following the Course Organisation Flowchart (see below). To mitigate risk, reduce the risk of transmission and ease the need for additional cleaning, administration etc. courses will be restricted to learners from one club (closed course) and can only be run as the one-day option. However, due to the changes in working practices/more flexible working, clubs may want to consider the possibility of running a midweek course.

Club will be required to ensure they have all risk mitigation and transmission risk reducing measures in place as per the general community club guidance and facility re-opening guidelines. This includes one-way systems, sanitising stations.

## **Pre-course planning**

- A representative of the club and tutor should have a pre-course briefing to discuss the venue requirements and logistics to ensure the appropriate measures are taken to make it COVID safe.
- A room should be made exclusively available for the course, the room must be set out to ensure all seating is appropriately social distanced (2m), including allowance for learners to lie on the floor and carry out practical tasks close to their seat. A designated tutor space should be set out at the front of the room, with at least a 3m gap between this and the first row of seats for the learners.

-This may limit the number of places available on the course and should be reviewed prior to confirming the course booking details.

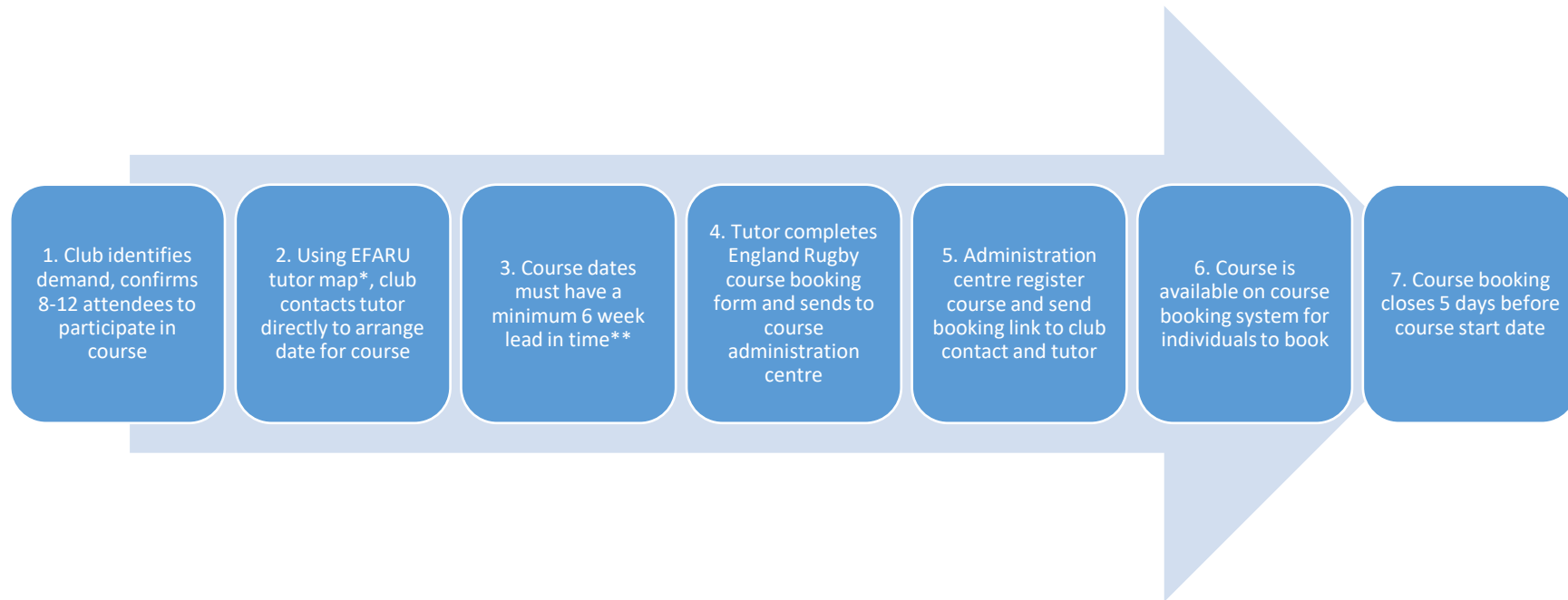
- The club's venue risk assessment including COVID measures, should be shared with the tutor pre-course.

## **Day of course**

- The tutor should be given ample time to load/unload training equipment and set up the rooms appropriately.
- The room must be thoroughly cleaned before and after the course.
- A club/venue representative must be available to give a briefing and 'walk around' of the venue with any relevant points from the risk assessment discussed, this should include any one-way systems, use of toilet facilities, sanitising stations etc.
- The room should be set up as agreed with the tutor in the pre-course planning discussions, ensuring social distancing measures are in place for safe a training environment.
- The club/venue Track and Trace information should be made available for the learners on arrival.
- Learners will be asked to provide their own food and refreshments during the course. If the club/venue wants to provide food and/or refreshments, they must ensure this is done in a COVID safe manner and discussed with the tutor pre-course.

**Failure to meet these requirements may result in the course being cancelled, potentially on the day of the course.**

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\*Click here for [EFARU Tutor map](#)

\*\*While courses get back up and running from March 2021 this lead in time can be reduced however, minimum course numbers must be met to avoid the course being cancelled