



# Track and Trace Procedure

## Cleethorpes and District Swimming Club Ltd.

Cleethorpes and District Swimming Club (the Club) adopts all contractual policies and procedures defined by their governing body the Amateur Swimming Association (Swim England).

### 1. Principles

Track and Trace has been designed to assist venues who receive large numbers of visitors to specific areas. In addition to this, designated venues in certain sectors must have a system in place to request and record contact details of their customers, visitors, and staff to help break the chains of transmission of coronavirus.

The Government Track and Trace policy states that all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must:

1. ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details.
2. keep a record of all staff working on their premises and shift times on a given day and their contact details.
3. keep these records of customers, visitors, and staff for 21 days and provide data to NHS Test and Trace if requested.
4. display an official NHS QR code poster so that customers and visitors can 'check in' using this option as an alternative to providing their contact details.

### 2. Covid-19 Secure

Cleethorpes and District Swimming Club introduced a 'track and trace' checklist in August 2020. An electronic process which is completed by the designated COVID Liaison Officer at every venue, during every session. The data is stored on a secure Google Drive and available to all third parties if required (within the designated 21 days).

The club operates within what is defined as a 'single designated area' (SDA) i.e. the Pool. This SDA is utilised by the club under 'sole occupancy' with swimmers, Liaison Officers and coaches only encountering Venue Lifeguards and Facility Managers outside of the club's assigned Bubbles.

In addition, all swimmers who attend Secondary educational establishments and college undertake two lateral flow tests each week in line with educational requirements, thus further restricting the transmission to peers within the Club and Venue.

Each venue has robust working practices in place granting sole access to the (SDA) only to assigned members of the club, cited on the 'bather load' spreadsheet prior to any session taking place.

### 3. Agreement

As the club operates within a COVID secure manner via:

- The implementation of 'electronic check lists.'
- The ongoing sessions undertaken within a 'single designated area' (SDA).
- The structure of a dedicated set timetable with start and leave points of reference.
- Secondary Students undertaking lateral flow testing.

It is deemed that the provision of the aforementioned data is substantial enough to meet the needs of the current government requirements and that of the venue operators across the region.

Therefore, to ensure our members have clear, concise, and accurate information in relation to the track and trace system, designated coaches / teachers / volunteers are not required to access the 'alternative option' of the (QR Code) scanning app. This is due to the app being solely based upon full usage and movement in each assigned venue which may in turn produce and provide data to Club individuals even though they have made no direct close contact with any other third parties within the specified venue.

### 4. Club and Venue Support

Cleethorpes and District Swimming Club wish to reassure all members that the welfare of everyone within the club is of paramount importance and that the facilitation of this process has been assessed and confirmed with venue operators and through a review of current coronavirus guidelines.

Should any adjustments be required by venue operators all members will be communicated to via the membership contact.

### 5. Track and Trace check list (GDPR)

In line with data protection and the collation of your personal data, all details and registers will only be access by third parties (venue providers) if the venue are directly impacted with cases of Coronavirus and are therefore required by law to contact any members of the Club.

Members are reassured that the data collation and delivery will be monitored fully by the Club and provided in line with GDPR requirements and Government Test and Trace guidelines.

### 6. Further Support and Advice.

The Club and Swim England will provide support and guidance for anyone who requires assistance and advice.

You can speak to the clubs:

- **Human Resources (GDPR)** [humanresources.cads@gmail.com](mailto:humanresources.cads@gmail.com)
- **Covid Lead** [chairman.cads@gmail.com](mailto:chairman.cads@gmail.com)

### 7. Informative Links

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>