



COVID-19 SELF SCREENING & TEST AND TRACE

CLUB GUIDANCE

August 2020

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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 a number of 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.

The following check list/questions should be included in any paper-based/online forms:

Each participant should self-screen prior to leaving home for training/matches to ensure they do not have any of the following symptoms (confirmed by a parent for those under 18 years old).		
Potential indicators of COVID-19 infection:	Check Negative	Check Positive
A high temperature		
A new continuous cough		
Short of breath		
A sore throat		
Loss of or change in normal sense of taste or smell		
Feeling generally unwell		
Persistent tiredness		
Been in close contact with /travel from a high risk region / living with a suspected or confirmed case of COVID-19 in the previous 2 weeks.		

Taken from: Medical Care and First Aid: a framework for organised non-elite sport during the COVID-19 pandemic.

Bespoke online app/software

There are a number of 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](#).

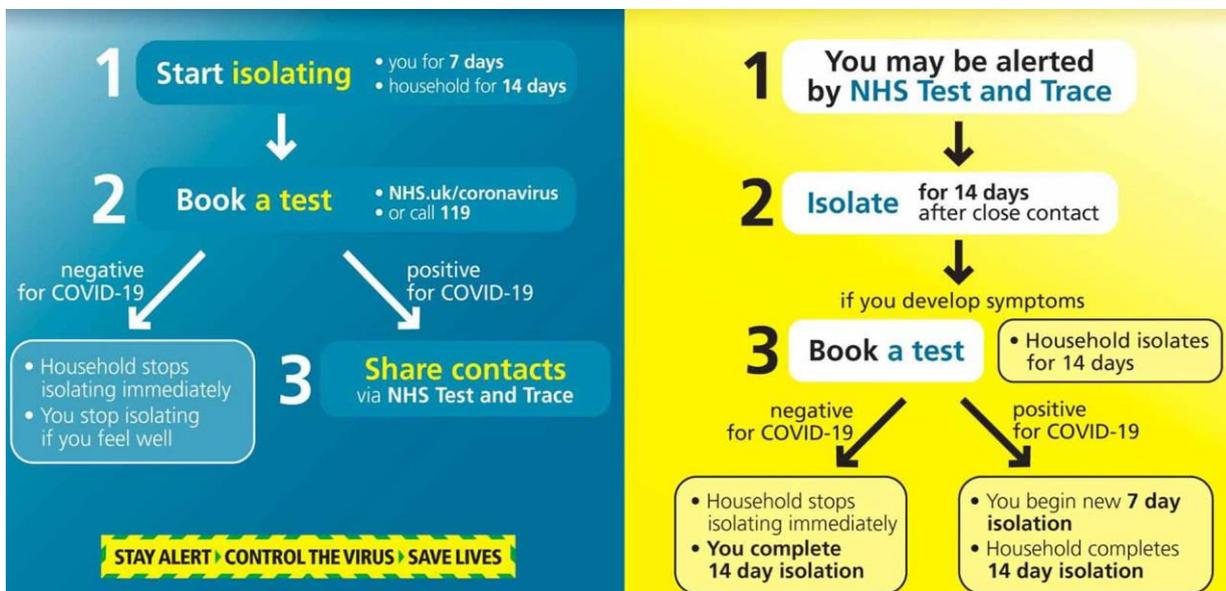


Test & Trace

Clubs should have a Test & Trace system in place, using the NHS test and trace protocols to collate the contact details of any attendees on site during training, matches and any other facility usage, including all participants and parents. Records must be kept for 21 days and used in accordance with GDPR legislation.

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

Overview of NHS Test & Trace



Clubs should consider how they will collate the Test and Trace information in a safe and secure manner. As with the self-screening, this could be done using a number of different formats such as paper based, an online form or bespoke software/app.

For example: **'Guest Visit' Track and Trace**

Recommended by Howden, the RFU's insurance broker. The 'Guest Visit' Track and Trace system provides an effective digital application to enable clubs to manage the collection of test and trace data. Whilst aimed at the hospitality industry the applications could be utilised by rugby clubs.

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.

For more information visit the [Guest Visit website](#).

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.