

# The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

**Green Paper Number:** 3.16 (version 3) Please remove version 2

**Subject:** COVID-19: Onsite Operational Procedures

**To:** Region, Section, DA and Section Area Secretaries

**From:** Director of Property and Development

**Direct Line No:** 024 7647 5062

Following the latest Government reviews on the relaxation of COVID regulations, Club Meets and Temporary Holiday Sites are now able to operate in accordance with existing Club Green Papers, subject to the following guidance in this Green Paper 3.16 V3.

Whilst many COVID restrictions have now been lifted in England, Club Units must ensure compliance with any current and future Government guidelines and in line with each nation.

- If masks are no longer mandatory and at the discretion of each camper, we would encourage you to continue to follow government advice to wear a face covering in enclosed public spaces, such as facility blocks. We would ask that you are considerate of other campers.
- Day visitors & social activities are permitted in line with Government guidance.

To maintain a safe and enjoyable environment for site teams and members onsite, Club units/site teams should continue with the following requirements as detailed below.

## Bookings

- Campers should at all times be mindful of any guidelines outlined by the Steward to ensure site teams and fellow campers are safe at all times.
- Campers should be advised to book in advance of visit ensuring they have a pitch prior to setting off from home.
- When envisaging multiple arrivals, the Steward where possible should look to manage and stagger these to reduce the impact of many units and campers arriving at once.

### Copied to:

**To National Councillors**

**To Region Secretaries**

**To Section National Secretaries**

**To District Association Secretaries**

**To Section Area Secretaries**



## On Arrival

- QR Codes should continue to be used. While we are no longer required to support contact tracing and collect customer information as part of the NHS Test and Trace programme, we continue to encourage campers to 'check in' and scan the QR code using the NHS Covid-19 app
- Any appropriate signage should be positioned close to the entrance.
- Only the lead camper should leave the vehicle to book in if needed.
- Signage on arrival should list COVID-19 symptoms to be aware of.
- The lead campers must be asked to confirm that nobody in their party have any COVID-19 symptoms.
- If symptoms are present, the whole camping party must not be permitted onsite and advised to leave site and follow Government self-isolation guidance.

## Payments

- If required by the Club Unit, campers should be advised to make payment directly to a nominated Club Unit bank account or alternative recognised electronic payment method with appropriate references and auditability to minimise cash handling onsite.
- Please see Green Paper 2.4 for details on methods of electronic payment.
- On arrival or during their stay, if a camper wishes to stay additional nights above their pre-booked nights, they can do so with the Steward onsite. Payment is preferably made by bank transfer or, as a last resort cash.

## Signage

- There should be clear signage throughout the campsite not only reinforcing operational procedures but reminding of general COVID-19 safety protocols that still apply.
- A range of signage is available from the *Downloads Area* of the Exempted Camping Database.

## Facilities & Cleaning

- We advise that enhanced cleaning remains in place, Club Units must ensure that any onsite facilities are kept clean during the entire period of the event.

## What happens if a Steward, members of the site team or camper becomes ill and has symptoms?

They and their party should return home and follow Government self-isolation guidelines.

Should there not be a replacement/additional Steward onsite, contact must be made with the Club Unit Secretary to source a replacement Steward. If no replacement is available, guidance must be sought from the Club Unit Secretary/Committee, with the potential of the Meet/Temporary Holiday Site being closed.

**July 2021**