**Additional Instructions for Stewards to ensure COVID safety**

**Midland Counties Norfolk Terrier Association**

**Championship and Open Show 10 October 2020**

**Introduction**

In order to ensure the safety of all persons attending the event the following measures have been put in place and must be followed by stewards at the show. This is essential to keep the event legal.

We will have 3 stewards to enable the steward’s normal show duties as well as additional COVID duties to be divided up in a safe manner to avoid close social contact with any other person or with contaminated surfaces.

The COVID officer appointed for the event is Graham Hadfield. If you have any concerns during the course of the event you should ask to speak to Graham.

1. You must wear a face covering at all times. A face shield will be available for you. Please bring your own face mask.
2. You must maintain at least a 1m and preferably 2m distance from the judge and other stewards at all times.
3. Separate tables are provided for judge and for stewards. Stewards must NOT use the judge’s table and the judge must NOT use the stewards tables.
4. Stewards must NOT handle the judge’s book or any other item used by the judge (pen, glasses etc). The judge must fully complete the judge’s book and remove the results sheets which they must put in the results folder provided and hand to the secretary at the end of the show.
5. Ring numbers will be in an envelope for each exhibitor to collect from the secretary and will not be handed out in the ring.
6. There are separate entrance and exit for the ring which all exhibitors must use to avoid passing too close to other exhibitors. You must ensure that exhibitors use the correct entrance/exit. Sanitising stations will be at the entrance and exit and exhibitors should be reminded to use them.
7. All persons must wear a face covering whilst in the ring. You must not allow an exhibitor into the ring without one.
8. Exhibitors must maintain at least a 2m distance between each other and the stewards . If exhibitors are standing too close together and the judge doesn’t notice then you must ask them to spread out.
9. The responsibility of the additional steward is to sanitise the judge’s table between each exhibit and to ensure that the judge sanitises their hands at the beginning of each class and after examining each dog. The judge is advised that additional assessments must be kept to a minimum and if they do additional assessments the steward must ensure that the judge sanitises their hands after each assessment.
10. No award board will be used to minimise the handling of results sheets and overcrowding around the award board. Stewards will complete their own results summary sheet and not handle the judge’s results sheets. Stewards will post class and challenge results on the MCNTA Facebook page (ring numbers only) as the show progresses.
11. No awards or prizes will be handed out in the ring. Certificates, rosettes and prizes will be laid out on a separate awards table for collection. Only one exhibitor is allowed at the table at any one time, others must wait for the first to move away. A steward must supervise the collection. If an exhibitor touches an award which they do not then take away then the awards must be sanitised.
12. If there is any risk of the ring becoming over crowded (eg if there are two consecutive classes with large entries) do not call in the next class until most or all of the exhibitors from the previous class have left the ring.
13. The judge must sanitise their hands before completing the certificates. Certificates must be placed on the awards table by the judge and will be sanitised by a steward before being collected by the exhibitor.
14. Do not approach the judge when the certificates are to be completed. The names to be entered on the certificates can either be read out to the judge or written down and the paper sanitised before giving to the judge.
15. The judge’s marked up copy of the catalogue must be sanitised before being handed to the judge.
16. At the beginning and end of the first show the judge’s table and chair must be fully sanitised before the next judge uses it.
17. Remember to sanitise your own hands regularly.