

IET Formula 24 & 24+: 2021 Event Season COVID-19 Manual Effective from: 01/09/2021

Greenpower is committed to following the guidance and advice from both our governing body, Motorsport UK, and the Government in a way which highlights the safety of our staff, volunteers, and competitors. We are mindful that whilst the Government Roadmap has legally lifted restrictions, we are under a duty of care to ensure that our events do not pose unnecessary risk of transmission to those who attend.

This document is intended to be a comprehensive guide to all the latest changes to the event season, to help you plan and prepare for Greenpower events. We are reliant on your co-operation to ensure all measures are successfully implemented and followed. We value you and your contribution to the project and although we are confident in our procedures we will always listen to your concerns and ideas on how to improve current procedures for all involved.

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Open letter for team leaders

We understand that for many the idea of attending events will seem daunting after a year of social distancing and limits on everyday life. For this reason, we have produced a letter for teams to pass on to interested parties explaining our procedures and how they will ensure the safety of participants attending our events. Please pass this letter on to any teacher, colleague, parent or SLT that you feel would benefit from understanding our policies. We hope by sharing our procedures in this way we can enable more teams to join us for the 2021 season.

Dear Reader,

This letter is aimed to inform you how Greenpower Education Trust aims to limit the transmission of COVID-19 at racing events in 2021.

As of 19 July 2021, the majority of restrictions in England are lifted. Prior to this Motorsport UK, our governing body, had outlined strict guidance to keep motorsport events running in a safe and effective manner. To date there have been no outbreaks of COVID 19 reported following a Greenpower event and therefore we feel that although many restrictions have been lifted, we must approach the next phase of the pandemic with caution. Motorsport UK has been proactive in its efforts to empower clubs to run safely, and their guidance can be found in the Key Information sources section below.

Key elements of this guidance are as follows:

- Wearing face masks for all ages whilst in enclosed spaces at events (toilets, canteens, etc)
- Ensuring that all sign on and scrutineering is completed before entering the event
- Limiting attendance to reduce numbers at events.
- Ensuring Track and Trace measures are in place.
- Ensuring hygiene is maintained at events.
- Limiting interaction between participants, officials and spectators whilst ensuring safety procedures are in place.
- Prohibiting spectators from outside of the mandated team limit from entering the event.

Additionally, to this guidance we have taken it upon ourselves to introduce further policies, these are as follows:

- Restructured event format promoting safe practises.
- Dedicated paddock areas for each team with sufficient space for 2-meter separation.
- Regular vehicle and equipment cleaning.
- Recommending equipment such as overalls and gloves are not to be shared.
- Recommending the use of a balaclava if helmets are to be shared.

We continually review advice given by both the Government and Motorsport UK to ensure we stay up to date with the most recent guidance along with conducting our own post event reviews. Surveys are sent out to all teams after an event. Following our events in the first half of 2021, we found all participants were satisfied with the level of protection offered and felt safe at all times whilst at the venue. We hope this has helped to give you a greater understanding of our event procedures and that this will help enable your team to attend an upcoming Greenpower event this year. If you have any further questions or would like more information on a specific area, please contact our designated Covid-19 Officer outlined in key information sources below.

Kind regards,
The Greenpower Team.

Key Information Sources

- Covid-19 officer for Greenpower Education Trust:
Olivia Procter-Moore
Email address: olivia@greenpower.co.uk
Contact: 07932953050
- Latest Government advice: <https://www.gov.uk/coronavirus>
- Latest Motorsport UK advice: <https://www.motorsportuk.org/covid-19/>

COVID-19 Secure event procedures

Please ensure you familiarise yourself with all changes documented below before attending the event. If you have any questions about the changes being implemented, please contact olivia@greenpower.co.uk.

***To clarify the term "team" has been used to identify a singular car. Therefore, it is possible for one organisation to have multiple teams. ***

Prior to the event

- Only **15 people per team** can attend the event. This includes all adults and students associated with your team who will be present throughout the event. This can now include any person who would like to attend the event, even if just as a spectator. Please ensure all attendees are included on the online sign on form that must be completed 1 week prior to the event date. A link to this form will be sent to you via email.
- If a team has more than 15 people in attendance or a person has not registered prior to the event the offending person will be asked to leave the venue.
- You must complete a [full MOT](#) checklist 1 week prior to the event date and send this to olivia@greenpower.co.uk. This form can be found on the Greenpower event page and will be sent to you via email. You must not alter the car after this declaration has been sent.
- 2 weeks before the event a safety briefing video will be sent via email. All team members must watch and understand the safety briefing video prior to the event. Any questions ahead of the event please contact gavin@greenpower.co.uk.
- You are not required to complete a Health Declaration; however, we do request that you monitor your own health and wellbeing, stay aware of potential COVID-19 symptoms, and do not attend the event if you suspect any illness.
- Motorsport UK strongly encourage you to be mindful of potential COVID-19 infections and suggest that you may wish to take a Lateral Flow COVID-19 Test to check your wellbeing before attending events.
 - Lateral Flow COVID-19 Tests can be obtained in advance, free of charge from:
 - <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
 - Results can be logged on <https://www.gov.uk/report-COVID19-result>
- By signing the online registration form and watching the safety briefing each driver states they conform to the following minimum requirements:
 - They can operate the isolator switch.
 - They know how to operate the brakes and can meet the minimum braking requirement as defined in the regulations.
 - They are capable of exiting the car quickly in the event of an emergency.
 - They know how to tighten their safety harness and helmet strap.
 - They know how to adjust their mirrors and operate the horn.
 - They know what the flag colours mean and how to respond.
- Access to the venue prior to the event is at the jurisdiction of individual venues please contact the venue directly to confirm whether pre-event set up or camping is available before an event.
- A face covering must be worn in any enclosed area (toilets, canteen, etc) and anywhere which the venue has stipulated.

- We recommend that all team members source their own gloves and overalls to ensure these items are not shared at the event. We strongly recommend helmets are not shared amongst team members however this decision lies solely with the team. If Helmets are to be shared, we recommend a balaclava or face covering to be worn under the helmet.
- We recommend each team prepares a first aid kit to be brought to the event to treat minor injuries. For a suggested list please see Team Members PPE below.
- You must adhere to your organisational policy and government advice on vehicle sharing and transport when organising and travelling to the event.
- You must not have, or been in contact with someone who has, CV-19 symptoms. If you have symptoms or have been in contact with someone with symptoms, please follow the government advice on self-isolation and do not attempt to attend the event.

Arrival on Event day

- Access to the site will be limited to specific times of the day. For further information please check your pre-race information which will be sent to you two weeks prior to the event.
- Please ensure a registered team leader is among the first to attend the event.
- Registered attendees will be checked in at the gate upon arrival.
- Students may be dropped off/collected at from the venue by adults who are not registered team members however they must leave the venue as soon as the student has been dropped off. Nonregistered spectators will not be allowed on site.
- If you experience CV-19 like symptoms at the event you must leave the event with your full team and inform Greenpower via the number provided on your pre-race information pack.
- Do not attempt to contact Greenpower in person if you have symptoms or are with someone that does. If you or a team member are seriously ill whilst in attendance at our event, medical care will be provided.
- Please adhere to any procedures put in place by the venue, as well as current Government guidelines. Any persons found to be regularly breaking the rules/guidelines will be asked to leave the venue.
- Throughout the day, please follow basic hygiene requirements for hand washing with soap and water or use of hand gel with a minimum alcohol content of 60%.
- Please maintain social distancing at all times.

Sign-on and Race Admin

- Registered attendees will be checked in at the gate. Please ensure a registered team leader is among the first to attend the event.
- On the morning of the event, you must come to race admin to collect your race stickers, including numbers and transponder mount if required.
- Race admin will be located outside in a well-ventilated position. Team members queuing for Race Admin must maintain two-meter spacing from each other.
- You will not be required to present your sign on sheets at race admin. Please stay within your paddock area with your team and wait for a scrutineer to come to you.
- The standard list of spare parts will be available at the event. Teams must purchase parts before they can be handed over. We will not be bringing items pre purchased to the event for collection nor will we accept returns from previous website purchases.
- All payments must be made by card. Cash, cheque, and invoicing will not be accepted.

Scrutineering

- In line with Motorsport UK guidelines, we are asking teams to perform a **full MOT** scrutineer check prior to the event. Once completed, with all criteria passed, this must be sent electronically to Olivia@greenpower.co.uk 1 week prior to the event date. You must not alter the car after this declaration has been sent.
- **If you require a logbook, transponder mount, number, or Partner sticker (Ford, Siemens, Solid Edge & IET) these will be available at race admin on the day of the event.**
- In the morning of the event a scrutineer will come to your paddock bay for a visual inspection of the car. You will be asked to push your car in front of your paddock area.
- The vehicle must be presented as if it were about to race. All covers and bodywork must be attached, and the tallest driver belted in with helmet and gloves on. Scrutineers may request the removal of panels to check compliance. Please be ready to comply.
- Once approved the scrutineer will issue a transponder.
- **Do not** enter the track before receiving a transponder.
- **Failure to return the transponder at the end of the event will result in an automatic £400 fine.**
- Please bring your logbook and a pen to the event. You may be asked to add notes to your logbook which must be added by the team.
- The Chief Scrutineer has the right to inspect any aspect of the car at any point throughout the event.

Paddock Area

- **Access to the site will be limited to specific times of the day. For further information please check your pre-race information which will be sent to you two weeks prior to the event.**
- Each team will be allocated a paddock area which will remain theirs for the whole event. You cannot change paddock area unless you have been given permission by Greenpower staff.
- Only those signed up on your entry form may enter your designated paddock area. Do not enter another team's paddock area.
- Enclosed spaces must be well ventilated, awnings/gazebos must remain open to allow good ventilation.
- Common touch points, driver controls, and seating must be sanitised on the car each time it enters your designated paddock area before any work can be conducted on it, including driver changes.
- Please familiarise yourself with the venue signage on the day. Some one-way systems may be in place along narrow walkways at certain venues.

Team Members Personal Protective Equipment (PPE)

- A face covering must be worn when entering an enclosed space (toilets, canteen, etc) and at any other time stipulated by the venue.
- We recommend that each team member have their own gloves and overalls at the event. Considering the high risk of transmission of Covid-19 we strongly advise that helmets are not shared however this decision lies solely with the team leader. Helmets must be cleaned after each use. Where helmets are to be shared, we recommend a face covering or balaclava to be worn under the helmet.

- Throughout the day, please follow basic hygiene requirements for hand washing with soap and water or use of hand gel with a minimum alcohol content of 60%. Teams must supply their own hand sanitiser and must have enough to last the whole event.
- Although medical cover is provided at the event, we recommend all teams bring their own first aid kit to treat minor injuries. Please request medical assistance if required. The first aid kit should include (from NHS website):
 - antiseptic
 - painkillers
 - wound-cleaning gauze
 - sterile dressings
 - bandage tape
 - plasters
 - tweezers
 - medication for pre-existing medical conditions
 - scissors
 - thermometer
 - antihistamines
 - sunburn treatment
 - insect repellent
 - insect bite treatment

Event Format

Spectating:

We are pleased to be able to allow the return of spectating at our events. To ensure this can take place in a safe and controlled manner we must ask that anyone who wishes to attend the event as a spectator preregisters for the event through the team leader.

Spectators must be registered along with all team members on the online sign on document completed by the team leader. To ensure social distancing can take place we have maintained a limit of 15 persons per team so that we do not risk overcrowding at the venue.

Registered team members will be able to view the track in the designated viewing area. Social distancing must be maintained at all times and if the viewing area is enclosed, a face covering must be worn in these areas. Failure to comply will result in the viewing area being closed for the event.

Example timetable

Time	Activity	Duration
07:30 - 09:00	Access to site (gate will be closed before & after this time)	1h 30m
08:00	Teams arrive & scrutineering begins	1h 30m
09:30	Practice	1h 30m
11:00	Break	30m
11:30	Practice	1h
12:30	Lunch	1h
13:30	Race 1	20m
13:50	Break	25m
14:15	Race 2	20m
14:35	Break	25m
15:00	Race 3	20m
15:20	Break	25m
15:45	Race 4	20m
16:00-17:00	Access to site (gate will be closed before & after this time)	1h
16:30	Event close	

Team Briefing:

- Two weeks before the event a safety briefing will be sent via email. All team members **must** watch and understand the safety briefing video prior to the event. If you have any questions, please contact gavin@greenpower.co.uk.
- There will be no team briefing on the day of the event. Please ensure you have access to the safety briefing video for reference. If you still have questions on the day, please ask a member of staff.

Practice:

- Practice sessions will operate as normal. Teams may enter and exit the circuit as they please.
- The car must return to the paddock **immediately** after leaving the track. Driver changes will not be permitted in the pitlane.
- Only one person per team can signal the car from the designated signalling location during practice session. Please adhere to social distancing guidelines.
- Teams may change batteries during practice sessions.
- Common touch points, driver controls, and seating **must be sanitised** on the car each time it enters your designated paddock area before any work can be conducted on it, including driver changes.

Awards and judging:

- We will continue to award the following supplementary prizes with judging being conducted from a safe distance:
 - Spirit of Greenpower
 - Best Presented Team
 - IET Engineering Award
 - Portfolio Award
- Trophies will be awarded to the cars that achieve the highest accumulative mileage combining all 4 sprint races. F24 and F24+ will compete at the same time.
 - 1st, 2nd, 3rd – F24 Scratch Built
 - 1st, 2nd, 3rd – F24 Kit Car
 - 1st, 2nd, 3rd – F24+ Scratch Built
 - 1st, 2nd, 3rd – F24+ Kit Car
 - Best Newcomer: awarded to the F24 organisation that completes the furthest distance in their first ever event.
- Trophies and medals will be sanitised before being awarded to teams. The list of winners will be announced in the post event round up document and on our website.

Race:

- Race sessions will run as a 20-minute sprint race.
- Teams must use the **same set of batteries** for all four races. Battery changing **will not** be allowed once the races have started.
- Driver changes **will not** be allowed during a race.
- F24 teams must use a minimum of three drivers across the four races. F24+ teams are encouraged to use different drivers, but this is not mandatory.
- If a car enters the pits/needs recovery during a race it will not be allowed to return to the track until the next race session.
- Grid position will be allocated on a first come first served basis.

- **No signalling** will be permitted during a race, and no one will be permitted into the pitlane.

General:

- Cars will be issued their 2020 number, which was determined by the 2019 season.
- Only one person per team can push the car to/from your designated paddock area. The car must be pushed at a walking pace.
- The car must be turned off at all times whilst outside of your paddock area. Only turn your car on when instructed by a marshal.
- **Team leaders** are responsible for conducting a full safety check on the driver before leaving your paddock area. This is to include and will be shown within the safety briefing:
 - **Helmet** strap done up with a maximum of a two-finger gap below the chin.
 - **Harness** straps are tight with the lap strap tight around the waist and not around the stomach/chest.
 - **Hair** is tucked down the back of overalls with nothing else loose which could get caught such as a coat hood.
 - **Gloves** are worn along with full length sleeves and trousers. Closed toe footwear must be worn.
 - **Brakes** can be applied by the driver with enough stopping force.
- A visual safety check will be conducted on entry to the track and your car will be returned to your paddock area for remedial action if they do not comply.
- Three colours of flag will be used by marshals:
 - YELLOW** - **SLOWDOWN!** There is a hazard/blockage ahead such as a stationary car or recovery vehicle. Take extra care and be prepared to stop. Only overtake if the car in front is going significantly slower than you.
 - RED** - **STOP!** The race has been stopped due to an incident or blockage on the track. Do not overtake, slow right down, and stop at the next marshal post where a red flag is displayed. Drivers must remain in their cars and await further instructions.
 - BLACK** – **PIT!** When pointed at your car you must enter the pits as soon as it is safe to do so.
- **Recommended:** All new drivers should complete at least one practice lap before competing in a race.
- In the event of a vehicle overturning, it will not be allowed to continue competing until it can be proved that stability has been improved.
- Any car that persistently receives black flags for poor driving or whose drivers who persistently show they do not meet the minimum driving standards may receive penalties at subsequent events or be prevented from competing until it has been demonstrated that something has been done to remedy this.
- Any rule infringement will be assessed on a case-by-case basis by the Clerk of the Course, any decision made by the Clerk of the Course is **final**.

Recovery

- If you stop on track a marshal will approach face on and at a safe distance, the driver must **present a thumbs up** signal to indicate they are okay, and the marshal will call for recovery.
- You must stay strapped in the car whilst you await recovery unless you are concerned with the safety of your vehicle.
- Once recovery have arrived you must follow the instructions of the marshals. All recovery marshals will be wearing face coverings and gloves.

- Whilst being recovered, drivers will be asked to keep their helmets on.
- Recovery will drop off the driver and vehicle outside of your paddock area. Recovery will be sanitised after each deployment.
- If you are injured or require assistance **do not** present a thumbs up signal. The marshal will call for medical and if necessary, will approach the car wearing a face covering and gloves.

Venue facilities

- As our events can be subject to adverse weather, we will still aim to provide a catering facility. Any catering outlet will have satisfied both the venue and Greenpower's requirement for suitable measures to limit contact.
- **Face coverings** must be worn by all persons entering the catering facility.
- Only card payment will be accepted. Cash payment will be refused.
- No BBQs or other cooking equipment are permitted on site. You are welcome to bring your own food to this event, please clear up any litter you create.
- Toilet facilities will have a regular cleaning schedule throughout the event.
- Where queues are required to access facilities, social distancing measures must be followed (stand two-meters clear of all persons)
- No dogs are allowed on site except assistance dogs – Greenpower reserve the right to remove persons from the site if they fail to comply with this regulation.
- Ball games are not permitted on site.
- Smoking is not permitted at Greenpower events.
- Please adhere to any procedures put in place by the venue, as well as current Government guidelines. Any persons found to be regularly breaking the rules/guidelines will be asked to leave the venue.

Covid-19 symptoms onsite

If any member of your team falls ill during the event and starts to display symptoms of Covid-19 you must do the following:

- You must **isolate immediately**. Report to the secretary of the meeting by calling 07932 953050 and await further instructions. Please do not seek out a member of staff.
- The person, along with their whole cohort, must be taken off site.
- Greenpower must be kept informed on the condition of the person to inform attendees at the event for the purposes of Track and Trace.

Checklist

Criteria	What must you do to comply?	Achieved
Recommended: Source personal gloves and overalls for all team members.		
Recommended: Source personal helmets for all team members "OR" Optional: If helmets are shared, use personal balaclavas or face coverings under the helmet.		
Source cleaning sanitiser products for cleaning the car and hands.		
Source suitably stocked first aid kit.		
All team members including any spectators (Max 15) must have completed the registration form 1 week before the event		
Full MOT checklist has been completed on the car with all criteria passed and sent electronically to Olivia@greenpower.co.uk 1 week before the event		
All team members have watched and understood the safety briefing video.		
Charge batteries and wait for the event!		