

UPDATED - APRIL 2021

**GETTING
YOUR
FACILITIES
FIT FOR
SPORT**

CONTENTS

3 INTRODUCTION

4 PLAN

Considerations to ensure you are prepared for the opening of your facility

- Responsibilities of management
-

10 PREPARE

Actions to prepare your facility prior to any sport or physical activity

- Facility essentials
 - Physical distancing
 - Hygiene, health & safety
 - Cleaning
 - Inform
-

23 PROTECT

Actions to protect the safety of participants while the facility is open

- Physical distancing
 - Hygiene, health & safety
 - Cleaning
 - Inform
-

29 REVIEW

Review and update your plans regularly once your facility is open and operating

INTRODUCTION

Coronavirus (COVID-19) is having a significant impact on Scotland's sporting system. We find ourselves living in difficult times where uncertainty is the new normal.

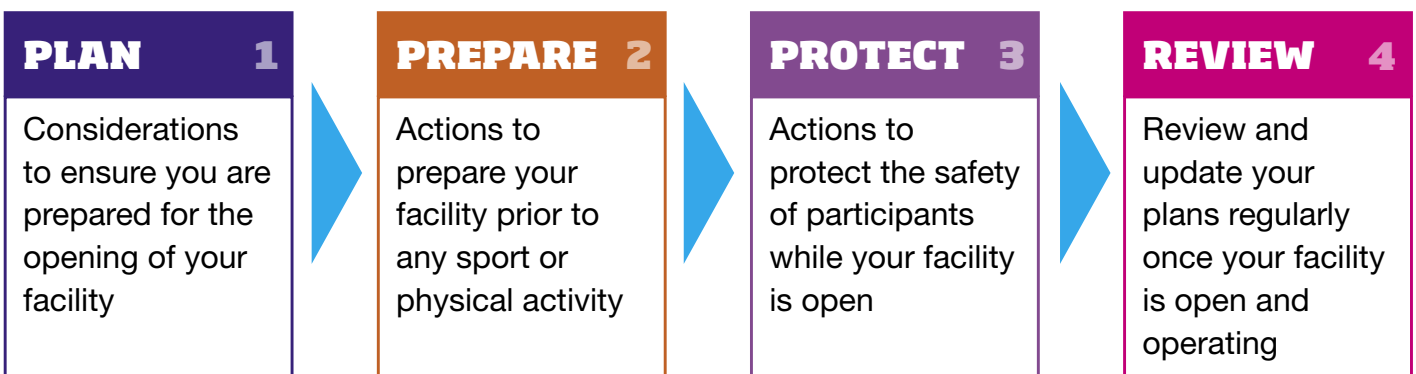
On 21 May 2020, the Scottish Government published [Scotland's route map through and out of the crisis](#), which set out the order in which it planned to relax restrictions. The sport sector must plan for the future with this route map in mind.

As individual sports restart, we recognise the significant contribution sport and physical activity makes to people's health and wellbeing and the important role facilities play in making sport happen.

On 17 August 2020, the Scottish Government published its [Coronavirus \(COVID-19\) Phase 3: staying safe and protecting others](#).

We want to provide support to owners and operators of sports facilities to help them plan and prepare for sport resuming. We have therefore developed this guidance document, which includes a four-stage plan (see below) that we recommend owners and operators follow to ensure the health and safety of participants is protected.

Four-stage plan



This updated guidance should be read in conjunction with the Scottish Government [guide and checklist](#) and our facility-specific operational [appendices](#) for the opening of indoor sports facilities.

It is critical that the re-opening of sports facilities is well planned. Regular risk-based assessments for facilities should be done so that sport and leisure facilities are safe for staff and participants.

Operators of indoor sports facilities may reopen if they are ready to do so and can do so safely, in accordance with [Scottish Government: Coronavirus in Scotland](#) and [Public Health Scotland guidance](#).

Who is this guidance for?

Our guidance is primarily intended for owners and operators of sports facilities, but it can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations as they plan and prepare for the resumption of sport. It is applicable to indoor and outdoor sport and can be either used in whole or in part depending on individual circumstances.

We recommend that you develop a robust plan for your facility that protects the health and safety of all participants. The plan must be developed in line with current Scottish Government guidance and should be reviewed and updated in line with any changes to the restrictions.

RESPONSIBILITIES OF MANAGEMENT

Checklist of considerations

- | | |
|--|--|
| <input type="checkbox"/> Establishing a COVID-19 response group | <p>This group could be separate from your existing club or management committee and will be responsible for the actions listed below. This would allow those responsible for sports participation to focus on the reactivation of sport.</p> <p>As part of the reinstatement plan, consider the need for a specific individual, Coronavirus (COVID-19) officer, or group who will be responsible for implementing the actions listed below. Coronavirus (COVID-19) officers should complete sportscotland's COVID officer e-learning module.</p> |
| <input type="checkbox"/> Developing a reinstatement plan | <p>Consider if the facility can be fully opened or partially opened and how this might be phased.</p> <p>Access to some areas may need to be restricted or prohibited altogether to maintain physical distancing or cleaning standards. How will this be managed and by whom?</p> |
| <input type="checkbox"/> Connecting with your network | <p>Hold regular discussions (virtually) with your committee, staff, volunteers, members / customers, suppliers, sponsors and funders to keep them informed and engaged in your plans.</p> |

Reviewing and updating existing operating policies

Consider changing your facility operating policies to reflect current restrictions.

- Health and safety policies
- Normal and emergency operating procedures
- Cleaning and maintenance schedules
- Disaster recovery processes
- Facility inspections and hazard reporting
- First aid provision
- Accident reporting
- Waste disposal
- Staff policies/amount of staff required
- 'Safe systems of work' and 'Permits to work' policies
- Review your privacy notice and policy
- Test and Protect policy

Consider how you will report a Coronavirus (COVID-19) outbreak from your facility:

- What records do you have in place that identify attendance of participants at each session?
- Do you have a serious incident management plan, including all up to date emergency contact details?

Risk assessments

You must complete and implement a documented risk assessment in consultation with the staff which should be approved in line with the agreed management process by the nominated Coronavirus (COVID-19) officer.

Ensure that risk assessments include relevant controls/processes proposed as a result of Scottish Government guidance. The risk assessment should cover each facility and the proposed activities for each activity space.

[Sample documents and templates for Coronavirus \(COVID-19\) specific risk assessment.](#)

Reviewing practice with the Scottish Governing Bodies of sport

Engage fully with the relevant Scottish Governing Body of sport (SGB) for guidance on returning to training and competition under current Scottish Government restrictions. Do these plans impact on how and when your facility can open?

[Scottish Governing Body specific guidance](#)

PPE requirements

Staff should wear personal protective equipment (PPE) appropriate to their role and in line with usual practice regarding existing health and safety legislation. Additional PPE is not required for those whose roles do not include providing health or social care to symptomatic individuals.

Where circumstances make it difficult to achieve 2m physical distancing you must ensure that there is an additional physical barrier in place (i.e. a screen).

Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering.

[The Coronavirus \(COVID-19\) Phase 3: staying safe and protecting others, face coverings](#) provides guidance on general use and exemptions.

Face coverings must be worn when using hospitality services such as cafes, bars and restaurants within a sports facility setting.

For further information refer to [Scottish Government Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).

Please note that the World Health Organisation (WHO) advise that wearing a face covering during exercise is not recommended but should a participant wish to wear a face covering they should be supported to do so.

[Please refer to Scottish Government guidance for further information.](#)

Impact that a period of shutdown may have had on your facility

See 'Facility essentials' on page 10 for a detailed list of actions that may be required.

We do not recommend that you undertake these actions, including facility checks, until they can be done safely in line with Scottish Government guidance.

Physical distancing implications

The maximum capacity of your building and spaces within it may have to be limited to maintain the physical distancing requirements set out by the Scottish Government. This may have implications on how you can use your facility and plan training sessions.

Consider how the entrance and exit to your facility will need to be managed to maintain physical distancing.

You will have to consider the number of people, both staff and participants, who can safely be in the building. It is the responsibility of the operator to calculate the overall capacity of the building. This should be clearly displayed at entry points and where people may queue. Where appropriate, this information should also be included on websites. There should also be clear signage throughout the building to remind everyone of the need to maintain 2m physical distancing.

Guidance on the maximum capacity of your building and spaces within it can be found in **sportscotland's** facility-specific operational guidelines and the relevant return to sport guidance on the activity from the relevant SGBs – [Scottish Governing Body specific guidance](#)

See 'Physical distancing' on page 13 for a detailed list of actions that may be required.

Hygiene, health and safety

Cleaning, hand and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for the cleaning of facilities and equipment, and waste disposal. See 'Hygiene, health and safety' on page 16 for a detailed list of actions that may be required.

Please refer to the [non-healthcare guidance](#) on the Scottish Government's website for further information.

Current and future cleaning requirements

Review cleaning methods, frequency and cleaning check procedures, ensuring you understand and implement the detailed list of cleaning requirements.

See 'cleaning' on page 18 for a detailed list of actions that may be required.

[Sample cleaning plan and schedule](#)

Programming of your facilities

Ensure enough time is allowed in between training sessions and programmed activities to thoroughly clean the space and any equipment used.

A minimum 20-minute buffer between sessions should be allowed for the space to be cleaned after the participants in the next session arrive.

To maintain physical distancing, you should also consider staggering the start time for training sessions or programmed activities to reduce overcrowding either within the building or externally in the car-park area / drop-off area.

Specific care should be taken when programming for vulnerable groups. Larger buffer times may be required, and protocols may need monitored to ensure compliance. Access policies could be reviewed to ensure up to date information is available for users with disabilities, particularly around face coverings, changing facilities, activities and access.

Review your opening hours. These may be reduced or extended depending on individual club or operator requirements.

Have strategies in place to deal with any issues or conflict.

Reviewing how you record participant attendance

Measures should be put in place to record every attendance at a facility. In the event of a participant or visitor developing Coronavirus (COVID-19) symptoms, you will be able to identify others that may have come into contact with that person.

This process should be aligned to current GDPR guidelines.

A move to online booking and payments will not only remove any requirement to handle cash but also help with recording attendees and their contact details for Test and Protect purposes.

Please refer to [Test and Protect](#) on the Scottish Government's website for further information.

Inclusion

Operators must ensure that they operate their facilities in accordance with the Equality Act 2010 and other legal obligations and do not discriminate against participants or staff who share protected characteristics.

Restaurants, cafes, beauty or hairdressing facilities

This document does not provide guidance on the sale of food, drink or merchandise, or any beauty, massage, hairdressing or retail services within a sports facility. Please refer to [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#) and [retail sector guidance](#).

When the Scottish Government announces that you can open all or part of your facility for sport, it is unlikely that you will be able to open immediately. The following list will guide you through the considerations and actions required before opening.

FACILITY ESSENTIALS

Checklist of actions

- | | |
|---|---|
| <input type="checkbox"/> Inspect existing condition of facility | <p>A thorough building inspection and walk around will allow you to identify any issues, damages, leaks or infestations.</p> <p>This will help you plan what work needs to be carried out prior to opening your facility.</p> |
| <input type="checkbox"/> Remove all equipment and furniture that cannot be cleaned | <p>Remove equipment, fixtures and fittings that may assist in the spread of Coronavirus (COVID-19) and are difficult to clean and sanitise prior to opening the facility to the public.</p> <p>This could include the following:</p> <ul style="list-style-type: none">• small sport-specific equipment• shower curtains• blinds or curtains• rugs and mats. <p>Removal of rugs and mats where safe to do so will make cleaning and disinfection of floors easier.</p> |
| <input type="checkbox"/> Identify high-traffic touch points | <p>All high-traffic touch points should be regularly cleaned and sanitised. This includes:</p> <ul style="list-style-type: none">• all gates, internal and external door handles or touch plates• internal or external handrails, gates or fences• IT equipment, scoreboards, desks, phones, taps, vending machines and dispensers. <p>This will help inform your cleaning schedules.</p> |

Commission water services

If you have not been able to do regular checks on water systems, then you will need to get the water quality tested by a person qualified to check for Legionella and other contaminants prior to reopening.

When recommissioning your water systems after a prolonged period of closure you should ensure:

- The water systems are thoroughly flushed, cleaned, disinfected and, if a large complex building, storage tanks treated according to specialist advice before the building is opened.
- Cleanse and test for Legionella at least 7 days prior to reopening to ensure results are returned to confirm that the system is clean.
- All shower heads should be cleaned and de-scaled prior to use.
- All drains should be checked and unblocked and any damaged drain covers should be repaired/ replaced.

For further information see [HSE guidance on Legionella risks](#)

Commission gas services

Your boiler plant may not be designed to be switched off whilst the age of the boiler may impact on the ease of switching it on again.

Ask a qualified Gas Safe engineer to check your boiler to ensure that it is safe to operate.

-
- Commission electricity services**
- You may experience minor issues with your electrical systems after a long period of non-use. Ask a qualified electrician to check your electrical services and appliances to ensure they are safe to operate.
- Mechanical & electrical services will require some level of checks and potential servicing. The responsible person should contact their maintenance firm for advice.
-
- Review ventilation systems**
- Evidence continues to suggest that, in poorly ventilated indoor spaces, airborne aerosols are a possible transmission route. This is why ventilation is an important part of mitigating against the transmission of Coronavirus (COVID-19). Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Particular attention should be given to areas where high-intensity exercise activity takes place.
- You should ensure any existing ventilation systems are checked by an appropriately qualified professional and / or maintenance firm to confirm that they are fully functioning in accordance with current recommended guidelines.
- The maximum capacity of your building may have to be limited to maintain an acceptable ventilation flow for people in the building.
- Further information is provided in the [CIBSE \(COVID-19\) Ventilation guidance](#)
- For specific information relating to different facility types please also refer to [Getting your facilities fit for sport – operational guidelines](#)
-
- Check alarms & safety systems**
- Ensure all safety systems and alarms are fully functioning. These may include fire alarms, CO2 alarms, warning systems in accessible toilets, or more specialist facility-specific systems.
-
- Pest control measures**
- Check for any evidence of vermin or insect infestations.
-
- Check your insurance**
- Check with your insurance company that your insurance covers the reopening of your facility in line with your operational plan.
-

PHYSICAL DISTANCING

Checklist of actions

- Clearly identify the areas of the facility that are open or restricted**

Ensure that the areas where members, volunteers, coaches and visitors can go are clearly marked, controlled and monitored.

This may be a phased reopening of your facility in line with Scottish Government restrictions.

Areas such as lifts should only be used in exceptional circumstances and be limited to one person or family grouping at a time, making sure that people with disabilities are able to access lifts. All surfaces and touch points should be thoroughly cleaned before and after use.

Changing rooms and showers are areas where there is an increased risk of transmission. Operators should continue to encourage participants, where possible, to arrive at the facility in sports kit and to travel home to change/shower.

In any circumstance, it is recommended that changing rooms and showers are made available for participants who require additional support, such as people that have a disability or have special needs.

Where changing rooms and showers are to be used, it is important that the physical distancing, hygiene and cleaning guidance set out in our [Changing and Shower operators guidance](#) is strictly followed.

Prior to the opening of a facility, it is the responsibility of the operator to undertake a documented risk assessment, based on their local circumstances.

Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are always protected.

The use of lockers should comply with physical distancing and should be cleaned inside and out in line with cleaning plan.

Emergency exit routes should be clearly identified and available at all times.

Manage physical distancing and overcrowding

Manage the number of people in spaces within your facility in line with Scottish Government guidance on physical distancing, the nature of activities (i.e. if the activity is static or dynamic) and equipment layout and the configuration of facilities. It is important to ensure:

- Attention is given to ventilation and sufficient circulation space especially around equipment and between groups, classes and instructors.
- A risk assessment is carried out for each facility and proposed activities to identify the number of participants that can reasonably follow physical distancing within the facility, taking into account total space, equipment as well as toilets, locker areas, changing and washrooms etc.
 - Where possible, participants arrive at the facility in sports kit.
 - Activities and spaces that can be undertaken and any specific measures that need to be implemented to maintain physical distancing, enhanced hygiene and cleaning.
 - Additional needs of any customers with disabilities.
- Limiting the number of participants in the whole facility, the gym and any areas where congestion is likely.
- Enabling a booking system (online or phone) or other approaches to manage demand, so that no more than the desired number of participants and staff are in the building at any one time.
- Identifying designated supervisors for each area of the sport or gym / leisure facility to ensure physical distancing measures are adhered to by participants.
- Managing the number of participants and staff in the building and spaces within it at any one time by reducing class sizes and amending the timetabling of bookable sessions.
- Allowing a sufficient break time between classes held in studios to appropriately clean the studio and equipment and to prevent waiting in groups.

For information relating to different facility types please also refer to [Getting your facilities fit for sport – operational guidelines.](#)

-
- Managing activity in the facility** Suspend or modify activities that are not permitted, or that cannot be undertaken without breaching physical distancing guidelines within the space available. SGBs are responsible for providing **specific guidance** on how their sport can be played or adapted to comply with physical distancing.
- Operators must ensure that users are made aware of the requirement to adhere to the relevant approved SGB guidance prior to any sports activity being undertaken at the venue and reserve the right to intervene where there are any clear and visible breaches of this guidance by participants. Where such breaches take place operators should notify the nominated club/activity Covid Officer overseeing the activity and they should in turn take appropriate action to mitigate future risk and protect participants and the wider public.
- Where no approved SGB sport specific guidance is available for the activity, Scottish Government guidance must be followed and a documented risk assessment carried out for the activity.
- Where possible, use of outdoor spaces for individual, team or group activities should be encouraged.
-
- Physically distance the space** This may require you to reduce, remove or reposition furniture, equipment or seats. Any tables and chairs in staff or common areas should have physical distancing markers added or marked.
- Fixed equipment such as benches, seats and barriers, both indoors and outdoors, may need to have physical distancing markers added or be marked out of bounds depending on the cleaning proposals.
-
- Provide physical distancing markers** Markers on floors and ground should identify physical distancing based on Scottish Government guidance. Areas to consider include physical activity spaces, field of play, circulation spaces, changing benches, lockers and toilets.
-
- Implement a one-way or traffic-light system of entry** A traffic-light system or one-way system for entering buildings, circulation and toilets may need to be established to maintain appropriate physical distancing. This may mean having separate entry and exit points, to minimise any queueing. All of this should be clearly marked for users and where possible, communicated to them in advance of their arrival.
-
- Spectators** Attendance by spectators and non-participants should be avoided if possible especially within indoor facilities unless supervising children or vulnerable adults. Spectators should be included in capacity calculations.
-

HYGIENE, HEALTH AND SAFETY

Checklist of actions

- | | |
|--|--|
| <input type="checkbox"/> Provide hand-sanitising stations | <p>These should be located at the entrance and exit points and any other key areas.</p> <p>They should include pump-action containers for all staff and facility users. You may want to consider ways to secure these to avoid them being stolen.</p> |
| <input type="checkbox"/> Ensure hand-washing facilities are fit for purpose | <p>Hand-washing facilities should be provided with hot water, liquid soap/antibacterial gel/foam available for all facility users.</p> <p>These need to be cleaned and restocked regularly.</p> |
| <input type="checkbox"/> Make essential facilities easy to clean | <p>Remove any non-essential items that may be difficult to clean, such as flowers, club trinkets or memorabilia.</p> |
| <input type="checkbox"/> Ensure all equipment is cleaned, disinfected and fit for purpose | <p>Procedures will need to be established to clean and disinfect equipment before and after use to ensure safety of participants and coaches.</p> <p>This could require participants to bring their own equipment, cleaned at home. You may need to issue instruction for this.</p> <p>This may mean the full or partial removal of equipment.</p> |
| <input type="checkbox"/> Online booking and contactless payment | <p>A move to online booking and payment is recommended and participants should be encouraged to use contactless or cashless payment where possible.</p> |
| <input type="checkbox"/> Use of screens | <p>Where circumstances make it difficult to achieve 2m physical distancing you should ensure that there is an additional physical barrier in place (i.e. a screen at reception till point).</p> |

First aid

Operators should ensure appropriate first aid provision, risk assessment and implementation. Further information is available at [HSE: First Aid in a Non-Healthcare Setting](#).

Although there may be heightened concerns around first aid, this should continue as normal, with the below aspects to be used when needed:

- Gloves
- Resus masks for emergency first aid to be provided to all first aiders.
- Face masks for general first aid.

The Resuscitation Council UK has provided specific guidance on CPR delivery and COVID-19 which is available at [Resuscitation Council - Covid-19 Resources](#).

CLEANING

Checklist of actions

- Ensure you have appropriate PPE for cleaning staff**

This should be in line with the following advice from Health Protection Scotland: Health Protection Scotland – [Environmental decontamination, page 14](#)

- Deep clean**

Deep clean your facility before it opens, getting it back to its normal operating standard.

Given the difficulties in identifying symptomatic individuals (and the possibility of asymptomatic carriers), we advise that all sports facilities are deep cleaned in line with the guidance for suspected cases. Particular attention should be given to critical areas such as changing rooms, showers, toilets, lifts, activity areas, essential equipment, and touch points.

Fog cleaning should not replace the requirement to perform a deep clean of a facility. Fog cleaning techniques are most effective in addition to and after a thorough deep clean has been carried out.

This should be in line with the following advice from Health Protection Scotland:

“Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. All cloths and mop heads used must be disposed of and should be put into waste bags.”

[COVID-19 guidance for non healthcare settings](#)

[Example Cleaning Schedule and Hygiene Cleaning Plan](#)

Identify all high-traffic touch points

Walk round your facility to ensure that all high-traffic touch points are deep cleaned and ensure they are part of your planned regular cleaning schedule.

These might include:

- access gates
- keypads
- pitch barriers
- benches
- internal/external doors
- handrails
- desks
- taps
- dispensers
- handles
- goals
- surrounds
- loose/fixed equipment
- handles or touch plates
- IT equipment
- phones
- vending machines
- lift controls.

Operators may also consider providing cleaning materials to enable participants to carry out some of the cleaning tasks. This should be considered in the risk assessment and should only be undertaken if training is provided, tasks are agreed and is detailed in the cleaning schedule.

All touch points should be thoroughly cleaned after every use.

Trial your regular cleaning schedule

This is specifically important for indoor areas such as changing pavilions, club gyms, strength and conditioning areas and multi-use sports buildings.

Appropriate cleaning time should be built into your facility and pitch programming; this may be longer than you initially think.

Indoor spaces should be cleaned between classes or activity groups. A time buffer between each group should be allowed to clean every area used as well as the time for people to leave and the next group arrive without a cross over.

Shared and personal sporting equipment should be thoroughly cleaned and disinfected before and after use. It is advisable to remove any equipment that can't be easily cleaned prior to its next use.

Create dedicated cleaning teams

Depending on the scale of your facility, you may consider having dedicated cleaning teams.

Cleaning should be done by a couple of dedicated, trained cleaning teams of two or three people. This means that if one operative requires to self-isolate (and therefore their colleagues also need to isolate) the entire cleaning team is not lost from your facility.

The small cleaning teams should be self-contained, operating together while observing physical distancing, and must use the correct PPE. They must not mix with other cleaning teams or other volunteers or members and only use the dedicated equipment for their own team.

Cleaning checks

Managers or person responsible must check that all cleaning has taken place as planned.

INFORM

Checklist of actions

-
- Ensure your workforce is on board**
- Make sure your workforce and volunteers are aware of and understand changes to the facility management processes and that they are clear about any additional expectations you have of them.
- This is likely to include managing the flow and expectations of users, hygiene, health and safety, physical distancing requirements, the cleaning of equipment, programming sessions differently to comply with facility guidelines, the use of PPE and any potential conflict between participants.
- If you have paid staff, you should also review sickness/absence and annual leave policies to consider quarantine requirements.
-
- Ensure physical distancing measures are communicated to participants**
- Consider what steps you will need to take to educate facility users to be more responsible for their own physical distancing to mitigate against the transmission of Coronavirus (COVID-19) within the facility.
- This could include procedures you have in place to ensure their safety and what users are expected to take responsibility for.
- A map or plan or any other guidance may be provided which shows the one-way system within the building, location of pick-up and drop-off areas, restricted or out-of-bounds areas.
- There should be clear signage throughout the building to remind everyone of the need to maintain 2m physical distancing.
- Signage and floor markings will be required to assist people to use the facility safely. This should be clear and easily understood, particularly for those who are hearing or visually impaired. It may be best to use existing signage templates to ensure all instructions are clear and recognisable.
- Avoid unintended impacts on people with disabilities or caring responsibilities.
-

Ensure hygiene procedures are communicated to participants

Consider what steps you will need to take to educate facility users to be more responsible for their own hygiene to mitigate against the transmission of Coronavirus (COVID-19) within your facility.

Install posters/stickers to remind of any good hygiene practices and changes to usual protocols. Users are unlikely to read every poster, and other methods of communication may also be required. This could be done virtually, via videos, emails or social media or repeated announcements within the facility. Avoid unintended impacts on people with disabilities or caring responsibilities.

You may need to introduce mandatory Coronavirus (COVID-19) inductions to allow existing and new members to be signed off to use the facility in line with your new processes.

Ensure new procedures are communicated to people with disabilities

You should take reasonable steps to ensure that people with disabilities are informed about new procedures, and are able to access facilities, i.e. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage etc.

Once your facility is opened, put the work done at the planning and preparation phases into action to protect the safety of your participants.

PHYSICAL DISTANCING

Checklist of actions

- | | |
|---|--|
| <input type="checkbox"/> Entrance lobby | <p>Where possible, adapt the spaces to facilitate physical distancing, including guided spacing markings on the floor or at points of assembly including entrances, foyers and reception spaces.</p> <p>The overall capacity of the building should be clearly displayed at each public entrance to the building.</p> <p>Queueing / entry / one-way system should be in place to ensure physical distancing is achieved at all times.</p> |
| <input type="checkbox"/> Circulation areas | <p>Suitable circulation routes should also allow 2m physical distancing and these should be clearly marked. In any areas such as corridors and doorways where physical distancing is difficult, the use of a one-way system, traffic-light system or screens is recommended.</p> <p>You should consider limiting the 'dwell' time is taken in these areas, especially during the changeover of group activity to maintain physical distancing.</p> |
| <input type="checkbox"/> Additional physical barrier | <p>In circumstances where it is difficult to achieve 2m physical distancing, you should make sure there is an additional physical barrier in place (i.e. a screen). The use of fixed screens at reception desks should be considered to create a physical barrier between people.</p> |
| <input type="checkbox"/> Booking and programming | <p>To ensure no more than the desired number of participants and staff are in the building at any one time, a booking system (online or phone) should be implemented to ensure that demand is managed and entry is staggered to avoid areas of crowding.</p> <p>Guidance on the capacity of your facility can be found in sportscotland's Getting your facilities fit for sport – operational guidelines</p> |
| <input type="checkbox"/> Deliveries and contractors | <p>Delivery procedures and routes may need to be reviewed to maintain physical distancing. Where relevant and if you have work being carried out by an external contractor, you should review the contractor's specific policies.</p> |

Changing and shower areas

Changing rooms and showers are areas where there is an increased risk of transmission. Operators should continue to encourage participants, where possible, to arrive at the facility in sports kit and to travel home to change/shower.

In any circumstance, it is recommended that changing rooms and showers are made available for participants who require additional support, such as people that have a disability or have special needs.

Where changing rooms and showers are to be used, it is important that the [guidance](#) on physical distancing, hygiene and cleaning for these areas is strictly followed.

Prior to the opening of a facility, it is the responsibility of the operator to undertake a documented risk assessment, based on their local circumstances.

Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are always protected.

For more information, please check our [Changing and Shower operators guidance](#).

You should consider changes in your policies to ensure limited 'dwell' time is taken in these areas, especially during the changeover of group activity to maintain physical distancing.

Signposting and markers should be provided to maintain physical distancing and to clearly mark any out of bounds areas.

Lockers

Lockers can remain in use, as long as physical distancing can be maintained.

HYGIENE, HEALTH & SAFETY

Checklist of actions

- | | |
|---|---|
| <input type="checkbox"/> General | <p>Ensure that hygiene measures for staff, volunteers, coaches, participants and visitors including pump action containers, disposable gloves, liquid soap/antibacterial gel/foam, disinfectant spray and wipes etc are in place, cleaned and restocked regularly.</p> <p>Good respiratory hygiene must be practised. When coughing or sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water. Avoid touching eyes, nose and mouth as virus can be transferred this way.</p> |
| <input type="checkbox"/> Hand sanitiser and hygiene stations | <p>Hand sanitiser should be available to all participants on entry. Hand washing facilities should also be available if possible and clearly signposted from reception. Spray and cloths will be available for participant use for touch points and to clean equipment.</p> |
| <input type="checkbox"/> Contactless booking and payment | <p>A move to online booking and payment is recommended and participants should be encouraged to use contactless or cashless payment where possible.</p> |
| <input type="checkbox"/> Water fountains | <p>Ensure that any water fountains do not allow face-to-tap drinking. Water stations should only be used to refill personal bottles or disposable containers.</p> |
| <input type="checkbox"/> Vending machines | <p>Vending machines can remain in use but must be cleaned regularly with appropriate cleaning materials available for staff and customers at all times.</p> |
| <input type="checkbox"/> Building checks | <p>All the standard building services checks should be completed as normal including any areas not yet open.</p> |
| <input type="checkbox"/> PPE | <p>Make sure the correct PPE is provided where required. Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. The Coronavirus (COVID-19) Phase 3: staying safe and protecting others, face coverings provides guidance on general use and exemptions.</p> |

CLEANING

Checklist of actions

- | | |
|---|---|
| <input type="checkbox"/> High-traffic touch points | <p>High-traffic touch points should be cleaned frequently.</p> <p>Touch-point cleaning should be in addition to the planned daily cleaning schedules.</p> |
| <hr/> | |
| <input type="checkbox"/> Toilets | <p>Toilets are an area where there is a high risk of transmission. Publicly accessible toilets must comply with physical distancing, cleaning and hygiene measures, as set out by Scottish Government prior to opening.</p> <p><u>Scottish Government guidance: Opening Public Toilets Guidelines</u></p> <p>To limit the risk of aerosol transmission users should be encouraged to close the lid of the toilet prior to flushing. You may also consider installing seats with automatic or self-closing lids.</p> <p>The use of portable toilets should be kept to a minimum. Special care should be taken for cleaning of portable toilets and larger toilet blocks.</p> |
| <hr/> | |
| <input type="checkbox"/> Changing and showers | <p>In those circumstances where changing rooms and shower areas are made available, showers and cubicles should be thoroughly cleaned before and after each use.</p> <p>It is important that the <u>guidance</u> on physical distancing, hygiene and cleaning for these areas is strictly followed.</p> <p>All communal shower areas and individual cubicles should be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points, including push buttons, taps, door handles and screens or cubicle dividers.</p> |

Cleaning plan

Implement your cleaning plan. This may require additional training for staff.

Make sure checks are completed and proposed cleaning standards are maintained.

Work areas, staff rooms, canteens and equipment should be cleaned frequently using your usual cleaning products. This should include the following:

- Frequent cleaning of items and surfaces that are touched regularly.
 - Provide spray and cloths and instructions for participants to wipe down equipment after use.
 - Availability of materials for self-cleaning after use is essential and signage should emphasise to participants that this is a duty to others as they dismount/disengage from equipment.
 - Maintaining current rigorous cleaning procedures, reviewing and adapting where necessary including in increased high-risk spaces.
 - Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
 - If equipment cannot be cleaned after each use, it should not be used.
-

INFORM

Checklist of actions

- | | |
|--|---|
| <input type="checkbox"/> Communication with your workforce and participants | <p>Maintain frequent communication with your participants, staff, coaches and volunteers to keep them up-to-date with current processes and any changes.</p> |
| <input type="checkbox"/> Maintain record of users | <p>Consider how you will report a Coronavirus (COVID-19) outbreak from your facility. Make sure you have records in place that identify attendance of participants at each session, including up-to-date contact details.</p> |
| <input type="checkbox"/> Coronavirus (COVID-19) occurrence | <p>Where a member of staff or participant develops Coronavirus (COVID-19) symptoms, they must leave the facility immediately and book a test.</p> <p>Advice from Public Health Scotland about decontamination procedures after a possible case has left the facility are detailed in COVID-19 - guidance for non-healthcare settings (Section 23/24).</p> |
| <input type="checkbox"/> Accidents, security and other incidents | <p>In an emergency, for example – an accident, provision of first aid, fire or break-in – people do not have to stay appropriately distanced if it would be unsafe to do so.</p> <p>People involved in the provision of assistance to others should pay attention to hygiene measures immediately during and afterwards, including washing hands.</p> <p>Protocols for dealing with emergencies, evacuations and accidents will be impacted by the need to maintain physical distancing. Emergency, evacuation and accident response processes therefore need to be considered to ensure effective arrangements are still in place. Everyone onsite should be familiar with new processes.</p> <ul style="list-style-type: none"> • Consider the security implications of any changes you intend to make to your operations and practices in response to Coronavirus (COVID-19), as any revisions may present new or altered security risks which may need mitigations. • Consider whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage physical distancing or to manage security. |

Review and refresh considerations once open and operating

REVIEW

Checklist of considerations

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Operating policies | Continue to review your operating policies in line with Scottish Government guidance.

Be mindful that restrictions may be eased further but also could be increased at any stage to control the potential of a second or third peak of infection. |
| <input type="checkbox"/> | Risk assessments | Continue to review your risk assessments in line with Scottish Government guidance and as you learn from the behaviour of users within your facility. |
| <input type="checkbox"/> | Scottish Governing Bodies of sport plans | These are likely to change in line with Scottish Government restrictions and therefore should be reviewed at regular intervals. Operators must ensure that all sport-specific organised activity planned and programmed at the facility is fully in accordance with the Scottish Governing Body specific guidance . |
| <input type="checkbox"/> | Physical distancing measures | Evaluate the success and any issues identified as a result of the measures taken and change them if required. Any non-compliance may be a risk for transmission. This may mean areas of your facility require to remain partially or fully closed. |
| <input type="checkbox"/> | Hygiene measures | To ensure hygiene measures are in place as planned, regular reviews and changes may be required in response to any issues identified. |
| <input type="checkbox"/> | Cleaning plan | To ensure cleaning standard is maintained as planned, regular reviews and changes may be required in response to any issues identified. |
| <input type="checkbox"/> | Long-term club planning | Consider the potential for a re-emergence of a Coronavirus (COVID-19)-style pandemic and any restrictions being re-introduced. This may form the basis of a club business continuity plan. |

If you have any questions regarding the guidance please get in touch with one of [sportscotland's Facilities Project Managers](#) via facilities@sportscotland.org.uk

DISCLAIMER

This guidance note is provided for general information only. **sportscotland** is not your adviser and any reliance you may place on this guidance is at your own risk. Neither **sportscotland**, nor any contributor to the content of this guidance, shall be responsible for any loss or damage of any kind, which may arise from your use of or reliance on this guidance note. Care has been taken over the accuracy of the content of this note but **sportscotland** cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information and drawings contained in this guidance note are not site-specific and therefore may not be suitable for your project, facility or event. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action based on information contained in this note.

Head Office

Doges, Templeton on the Green,
62 Templeton Street,
Glasgow G40 1DA
Tel 0141 534 6500
Fax 0141 534 6501

sportscotland.org.uk

ISBN: 978 1 85060 640 6

© **sportscotland** 2021
Published by **sportscotland**

sport | **spòrs**
scotland | **alba**

 Awarding funds from
THE NATIONAL LOTTERY®