

GETTING YOUR FACILITIES FIT FOR SPORT

PROTECTION LEVEL 0

SPORTSCOTLAND OPERATIONAL GUIDANCE : CHANGING AND SHOWERS JULY 2021

INTRODUCTION

The information set out in this document applies to Scotland only, for use at protection level 0. It has been developed in line with current Scottish Government guidance: [Coronavirus \(COVID-19\) protection levels](#).

We recommend that you keep up to date with the Scottish Government's guidance on health, physical distancing and hygiene. Facility operators, clubs and participants should be aware of any updates and may need to adapt to changes in the guidance at short notice. Information on the Scottish Government's approach to managing Coronavirus (COVID-19) is available at [Scottish Government: Coronavirus in Scotland Guidance](#).

Who is this guidance intended for?

It is intended for facility operators of **changing facilities and showers**.

This appendix to our [Getting your facilities fit for sport guidance](#) will guide you through the key facility-specific considerations and actions. It should be read in conjunction with, and not instead of, our overarching guidance.

Additional considerations

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

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 this document 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.

Please note. It is now more important than ever that operators develop inclusive plans and accessible facilities for everyone, ensuring extra support for people who may need it to be active.

Four-stage plan



The work carried out at the plan stage, which is set out in our overarching Getting your facilities fit for sport guidance, should now be put into action. This next stage will help you prepare your facility prior to opening and contains a series of worked examples at the end of the document.

MAXIMUM CHANGING ROOM CAPACITY

The maximum changing room capacity should be based on the Scottish Government requirement for physical distancing, taking into consideration the ventilation within the facility and the physical layout of the changing rooms.

Checklist of considerations

- Calculate the maximum safe capacity for each changing room by ensuring the minimum of 1m physical distancing can be maintained, except where any exemptions apply. This maximum capacity should be displayed clearly on the door to each changing room.

Any equipment or fixed seating should be spaced a minimum of 1m apart to maintain physical distancing. This should be measured as the space between each person (i.e. shoulder to shoulder, facing one another or back to back)

- You must conduct a documented risk assessment for the changing rooms to identify:
 - specific measures to be put in place to ensure physical distancing (e.g. dividing screens), enhanced hygiene and cleaning,
 - additional needs of any participants with disabilities.

Ensure that you consider:

- the physical layout of the changing rooms and the showers you intend to use,
- whether the changing rooms are part of a larger facility or standalone building,
- the impact of ventilation on the overall maximum capacity of the building or specific spaces within it, such as changing rooms,

The guidance on physical distancing will inform how many people can safely be in each changing room, while never exceeding the overall maximum capacity for the building set out in the ventilation guidance below. If your risk assessment identifies that a facility or specific spaces within it cannot be opened safely for staff, coaches or participants, then the facility or spaces must remain closed.

- For larger team sports or squad sessions, changing will most likely happen in rotation to ensure the maximum capacity of the changing room is not exceeded. You should consider identifying additional areas where participants can wait until the changing room is available whilst maintaining physical distancing requirements.

VENTILATION

Checklist of considerations

- Evidence continues to suggest that, in poorly ventilated indoor spaces, airborne aerosols are a possible transmission route. Therefore, 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 spaces where high-intensity exercise activity takes place. Ventilation systems should provide 100% fresh air and not recirculate air from one space to another if possible.

- If you have no mechanical ventilation within your facility or your facility is naturally ventilated:
 - Doors (not fire doors) and windows should be opened to allow in fresh air 15 minutes before and when activity spaces are in use.
 - During the colder months, wind and indoor/outdoor temperature difference are greater and therefore the openings do not have to be opened as wide to create the same airflow.
 - Take care to ensure that open windows do not create an obstruction or hazard to anyone moving outside or within activity spaces.
 - It is important to ensure that windows are open even if it is cooler outside. If it is windy, cold or raining then it may not be practical to fully open the windows, but they should be open as far as reasonably possible without causing discomfort.
 - It may be necessary to heat a room more than normal or the space may be colder than previously experienced.
 - Where a room only has openable windows on one side, consideration should be given to areas within the room where air may become stagnant. It is generally considered that rooms can be well ventilated by single-sided ventilation if the depth of the room is less than twice the height. In deeper rooms it is advisable to use a local recirculation unit or fan at the back of the room to enhance air disturbance and reduce the risk of stagnant air.
 - The guidance on physical distancing will inform how many people can safely be in each changing room.

Please refer to Section 4 in the CIBSE [COVID-19 Ventilation guidance](#) for more detailed information.

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- CIBSE guidance suggests that Nondispersive Infrared (NDIR) CO₂ sensors can be used to monitor the provision of adequate ventilation to an occupied zone. Indoor ventilation dilutes exhaled CO₂ from occupants and so the CO₂ concentration in a space can be used to demonstrate ventilation rates. A CO₂ concentration of 1000ppm (parts per million) is generally indicative of an outdoor air supply of 8-10 litres per second per person.

We recommend that sports facilities regularly monitor the CO₂ levels within both mechanically and naturally ventilated activity spaces to ensure enhanced ventilation levels are achieved.

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- When the recommended 1000ppm is exceeded, the following measures should be considered:
 - Open doors and windows
 - Reduce class sizes or occupancy levels.
 - Change programming to allow bigger spaces between sessions.
 - Add HEPA rated portable air purifiers which increase the air change rate and remove the virus and pollutants from the air if sized correctly for the space.
 - Add fully mechanical ventilation solution.

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- Where changing rooms have no openings to allow fresh air in or are served by poor or no mechanical ventilation, they should remain closed.
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This stage includes actions to protect participants while your facility is open and operating. The work carried out at the plan and prepare stages should now be put into action.

PHYSICAL DISTANCING

Checklist of considerations

- Sufficient space should be available to ensure that physical distancing can be maintained between participants, staff and others when moving through and around the facility.

- Suitable circulation routes should be clearly marked out to ensure 1m physical distancing. In any areas, such as corridors where physical distancing is difficult, the use of a one-way system, traffic-light system, screens should be implemented.

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.

- Changing spaces should be spaced a minimum of 1m apart to maintain physical distancing. This may be achieved by marking a number of seats 'out of use'. Should this not be possible then the use of screens may be considered to maintain physical distancing whilst remaining under the maximum capacity.

- Large pieces of playing equipment (i.e. large kit bags, protective pads and sticks) should be left outside the changing area, where possible. This prevents unnecessary obstacles within the changing area that could limit numbers and the ability to safely move around in the space.

- Any changing rooms that cannot be modified to meet physical distancing requirements should remain closed.

- Showers can be opened for use only if overall capacity of space is not exceeded and physical distancing requirements can be met. A minimum of 1m physical distancing should be maintained between shower users, at all times. This may be achieved by marking a number of shower cubicles/shower heads 'out of use'. Should this not be possible then the use of screens may be considered to maintain physical distancing whilst remaining under the maximum capacity.

HYGIENE, HEALTH AND SAFETY

Checklist of considerations

- We continue to advise operators to encourage participants, wherever possible, to arrive at the facility in sports kit and to travel home to change/shower.

- 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, changing 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. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.

Face coverings do not need to be worn when undertaking physical activity, exercise or while showering.

CLEANING

Checklist of considerations

- Operators must provide paper towels or blue roll and disinfectant spray for cleaning benching and lockers, which must be safely disposed of after use in the waste bins provided. This is in addition to the daily cleaning schedules carried out by the operator.

- Seating areas that are difficult to clean should remain out of use.

- Operators must introduce enhanced cleaning of these facilities regularly during the day and at the end of the day. All shower areas that are in use must be 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.

- Touch-point cleaning is in addition to the planned daily cleaning schedules. A cleaning plan and sample schedule are available at [Getting your facilities fit for sport resource page](#)

WORKED EXAMPLES

These worked examples demonstrate the maximum occupancy of a series of different changing spaces by applying the principles set out above. Specific consideration has been given to the layout of the changing rooms, overall capacity of the space/facility and ventilation.

	 Mechanical Ventilation	 Natural Ventilation	 Showers	 Standalone Facility	 Larger Facility
Example 1		✓	✓		✓
Example 2	✓		✓		✓
Example 3		✓		✓	
Example 4	✓		✓		✓
Example 5	✓		✓	✓	✓
Example 6		✓	✓	✓	✓

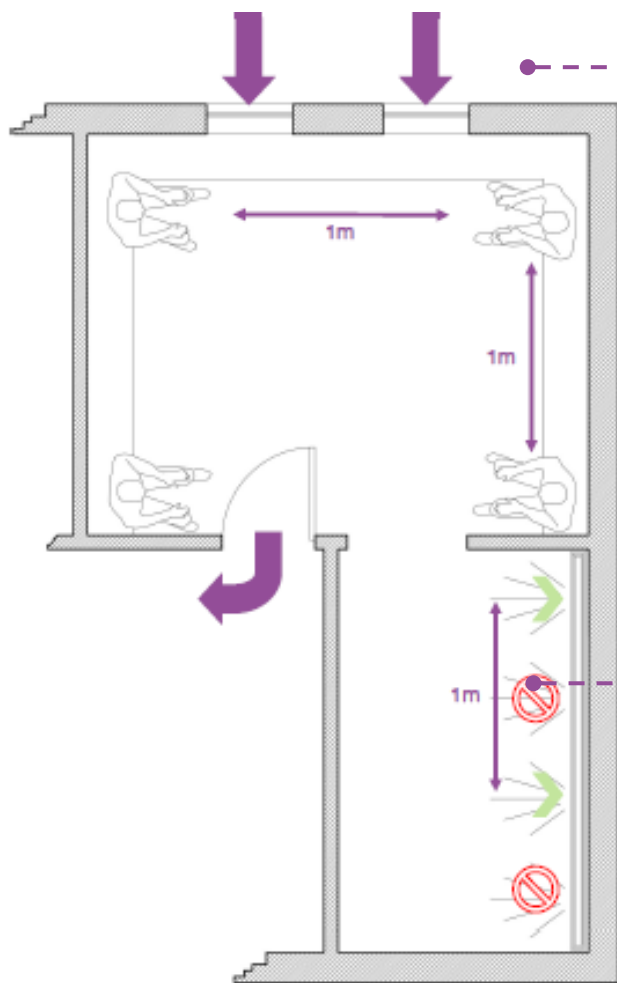
WORKED EXAMPLE 1

Naturally ventilated changing room and showers located within a larger facility

CAPACITY & LAYOUT

Maximum capacity: 4 persons

1m between people at all times



VENTILATION

Naturally ventilated space

Considerations:

Openable windows for ventilation

Depth from the windows not more than twice the height of the room

CLEANING

Touch points including benches to be cleaned between each user

SHOWERS

Considerations:

No separation between shower heads.

1m between people at all times

Overall capacity of space is not exceeded.

CONCLUSION

The maximum capacity of this example would allow four people to use the changing space. The capacity of the shower area is limited to two users at a time due to the open shower layout and the requirement to maintain physical distancing. Shower heads which do not allow for 1m physical distancing between users should be marked out of use. The shower area must be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points including push buttons, screens and door handles.

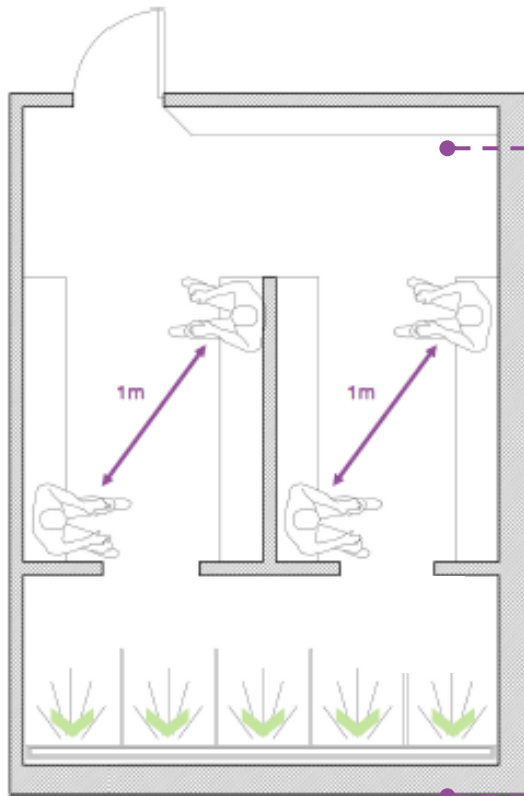
WORKED EXAMPLE 2

Mechanically ventilated changing room and showers located within a larger facility

CAPACITY & LAYOUT

Maximum capacity: 4 persons

1m between peoples at all times



VENTILATION

Mechanically ventilated space

Considerations:

No openable windows for ventilation

Ventilation system able to run at the design capacity of 10 liters/person/second

CLEANING

Touch points including benches to be cleaned between each user

SHOWERS

Considerations:

Showers are separated by cubicle partitions

High traffic touch points to be cleaned between users.

Overall capacity of space is not exceeded.

CONCLUSION

The maximum capacity of this example would allow four people to use the changing space. The capacity of the shower area is limited to the same four users using the changing space. Showers can be opened for use and must be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points including push buttons, screens and door handles.

WORKED EXAMPLE 3

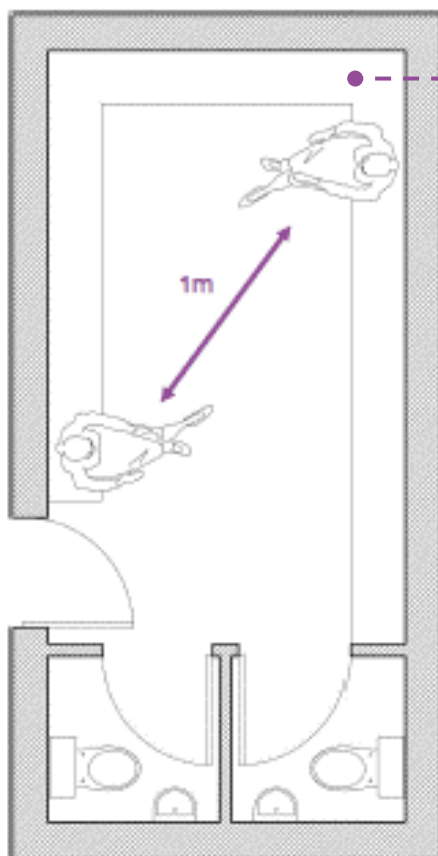
Naturally ventilated “container style” changing and toilet standalone facility

CAPACITY & LAYOUT

Maximum capacity: 2 persons

1m between people at all times

Stand alone “container” changing. Maximum capacity dictated by 7sqm per person



VENTILATION

Naturally ventilated space

Considerations:

Open all windows and door where possible to maximise ventilation

CLEANING

Touch points including benches to be cleaned between each user

CONCLUSION

The capacity of the changing area is limited therefore consideration should be given to this type of facility only being available for accessing toilets. Ventilation is limited to natural ventilation from a single source (the door). Door must remain open so be aware this may compromise privacy.

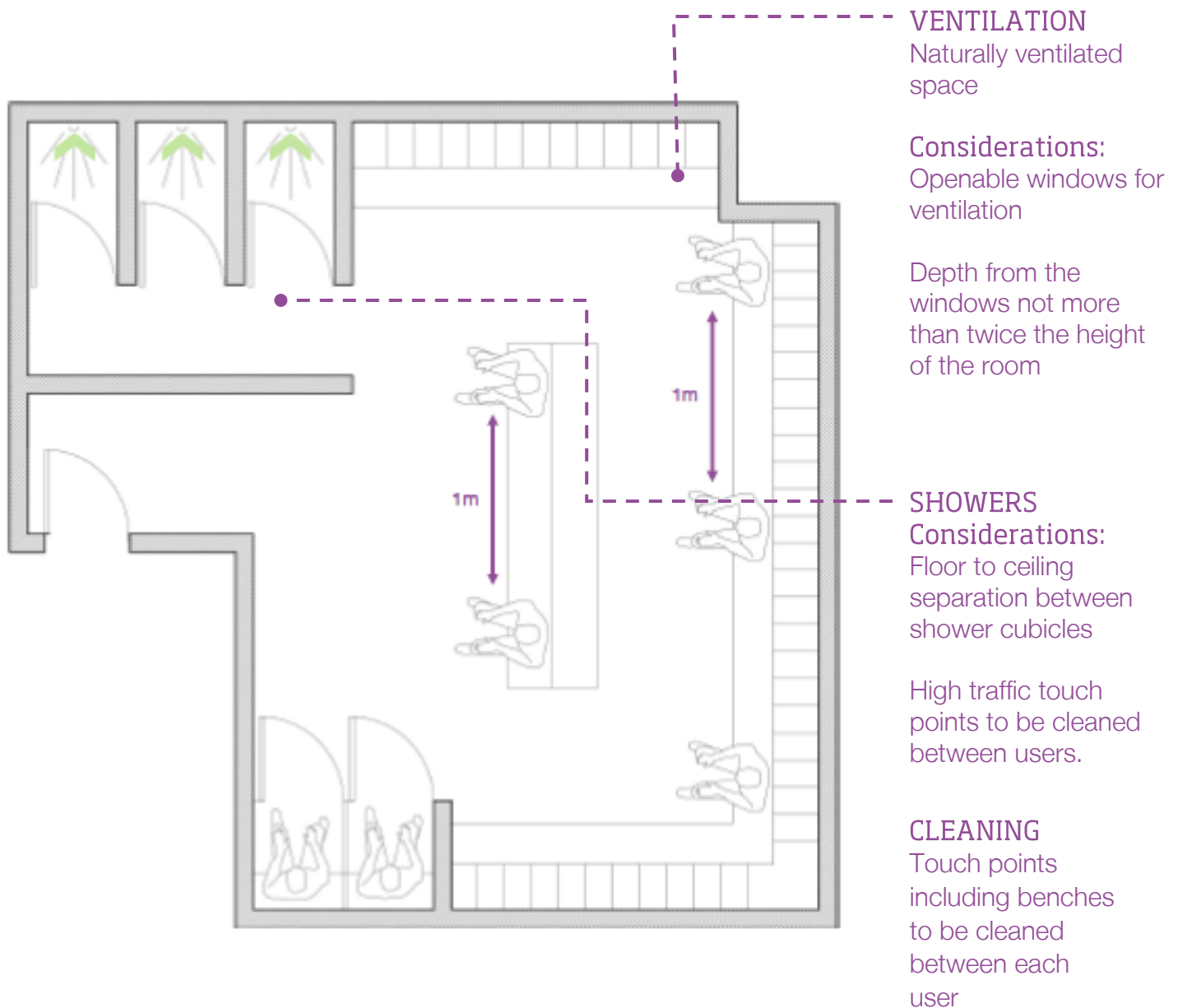
WORKED EXAMPLE 4

Mechanically ventilated changing room with cubicle showers located within a larger facility

CAPACITY & LAYOUT

Maximum capacity: 7 persons

1m between people at all times



CONCLUSION

The maximum capacity of this example would allow seven people to use the changing space. Private changing cubicles can be in use at the same time but should be cleaned between each user. Showers can be opened for use and must be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points including push buttons, screens and door handles.

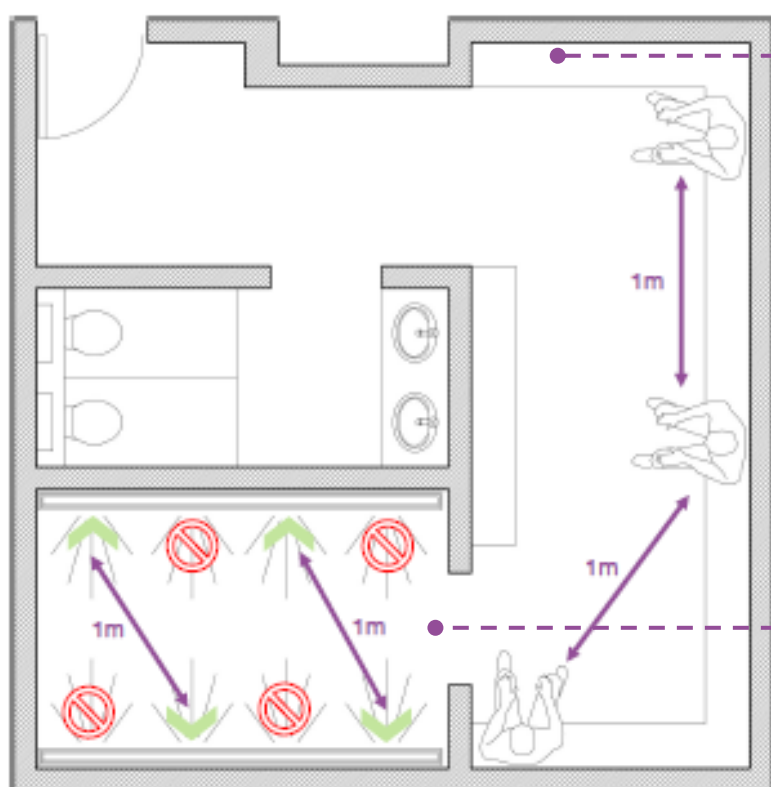
WORKED EXAMPLE 5

Mechanically ventilated changing room and showers within a larger facility or part of a standalone changing pavilion.

CAPACITY & LAYOUT

Maximum capacity: 3 persons

1m between people at all times



VENTILATION

Mechanically ventilated space

Considerations:

No openable windows

Ventilation system able to run at the design capacity of 10 litres/ person/second

SHOWERS

Considerations:

No separation between shower heads.

1m between people at all times

1m physical distancing cannot be maintained between rows of showers opposite each other.

Overall capacity of space is not exceeded.

CLEANING

Touch points including benches to be cleaned between each user

CONCLUSION .

The maximum capacity of this example would allow three people to use the changing space. The capacity of the shower area is limited to two users at a time due to open shower layout and the requirement to maintain physical distancing. Shower heads which do not allow for 1m physical distancing between users should be marked out of use. The shower area must be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points including push buttons, screens and door handles.

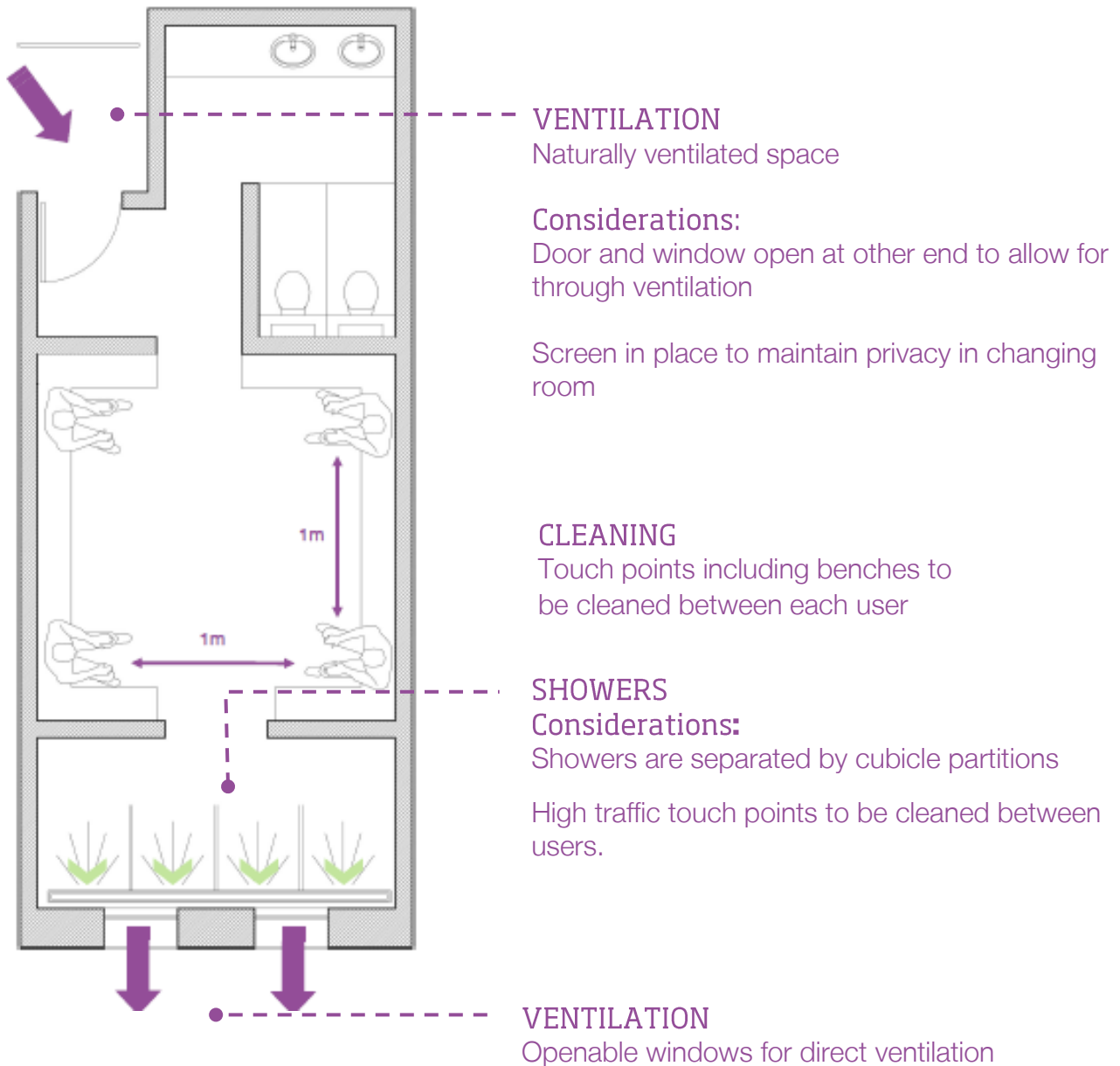
WORKED EXAMPLE 6

Mechanically ventilated changing room and showers within a larger facility or part of a standalone changing pavilion.

CAPACITY & LAYOUT

Maximum capacity: 4 persons

1m between people at all times



CONCLUSION

The maximum capacity of this example would allow four people to use the changing space. Showers can be opened for use and must be thoroughly cleaned after every individual use, group session or group 'bubble', paying particular attention to high traffic touch points including push buttons, screens and door handles.

CONTACT US

If you have any questions regarding the guidance please get in touch with one of **sportscotland**'s facilities project managers at facilities@sportscotland.org.uk

UPDATES AND REVISIONS

Date	Page	Section	Summary
15/04/21	2	Introduction	Amendment to 'Additional Consideration' summary to reflect shower specific guidance.
	5	Protect – Physical Distancing	Amendment to guidance on shower usage
	6	Protect – Hygiene, Health and Safety	Amendments to shower specific guidance in relation to the use of communal shower areas.
	6	Protect – Cleaning	Amendment to the frequency of which showers areas should be cleaned
	7-13	Protect – Worked Examples	Worked examples updated to reflect amendments to shower guidance
26/07/21	2 & 5	Protect -Physical Distancing	Amendment to physical distancing guidance due to level 0 restrictions
	4	Protect – Ventilation	Amendment to ventilation guidance due to level 0 restrictions
	7-13	Protect – Worked Examples	Worked examples updated to reflect amendments due to level 0 restrictions

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