Netball Scotland - Return to Netball

Latest guidance – issued 24.9.20

Contents

1. Introduction 2

Netball Scotland 2

General Information 2

2. Guidance for Netball Scotland Members & Clubs 4

Stay up to date 6

Travelling to and from any netball activity/sports facility 6

Test & Protect 7

Protect Scotland App 7

What do I do if I have coronavirus symptoms? 8

Face coverings 8

Hygiene Measures 9

Physical distancing & Participation Numbers 9

Private Gatherings 10

Spectators 10

Participant Bookings & Payments 10

Equipment & Facilities 11

Coaching and Instructing 11

Competitions 11

School Clubs 12

Furloughed staff 12

3. Sports Facility & Participation Guidance 12

Definitions - for the purposes of this guidance 13

Permitted Sport and Leisure Activities 14

Outdoor Sport & Leisure Activity 14

Indoor Sport & Leisure Activity 15

Additional Sport & Leisure Activity Considerations 16

Toilets, Changing & Locker Rooms 17

Equipment Provision and Use 17

Bookings and payment 18

Communication with members/customers 18

Retail & Hospitality Services 18

Workforce 19

Coaching and Instructing 19

Safeguarding 20

Equality & Inclusion 20

Face Coverings 22

Links to supporting guidance; 22

Test and Protect 22

Maintaining customer records 23

Registration with the Information Commissioner's Office 23

Protect Scotland App 23

What should someone do if they have coronavirus symptoms? 23

Local Outbreaks or Clusters of Coronavirus Cases 24

1. Introduction

Netball Scotland

Netball Scotland supports the First Minister's recent announcement, and the positives sport brings to our members in terms of physical health, mental health and wellbeing, as we continue to work alongside Scottish Government, **sport**scotland and our partners to progress plans for the return of our sport when it is safe to do so as part of the future phases of the route map.

Based on the latest guidance set out by the Scottish Government as of 10th September, and notification Scotland will remain in Phase 3, Netball Scotland has developed a set of practical guidelines for members to follow so that they can be clear on what this means for our sport and, most importantly, to continue to protect the health and wellbeing of our members and local communities.

We all have a responsibility to supress the spread of the virus and by following the guidance we all contribute to ensuring public health and wellbeing remaining the most pressing priority.

General Information

Organised sporting activities can now be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene and Netball Scotland's 'Routemap' and guidance regarding netball activity for a 'Return to Netball'. Members will also need to make sure that your club, facility and participants are made aware and can adapt to changes in guidance at short notice.

Information on Scottish Governments approach to managing COVID-19 is available at Scottish Government: Coronavirus in Scotland.

The FACTS information poster gives information on how to stay safe during the pandemic. Please observe all the FACTS rules, at all times.

People who are symptomatic should self-isolate for 10 days and household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility or netball activity. The Scottish Government has announced a package of support will be made available for those who have to self-isolate, including a payment of £500 for those with low income.

To manage a safe return to sport and leisure activities it is a **mandatory requirement** that all clubs, facility operators and deliverers put in place comprehensive Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at Scottish Government: Test & Protect.

Members, Clubs and Local Associations should be aware that the easing of restrictions does not mean that all facilities will open immediately. Venue operators are continuing to take a phased approach to the reopening of facilities to ensure the safety of participants, staff and volunteers. While we know this is a frustrating time for everyone involved patience is still required as we continue to make progress

It is a **mandatory requirement** for all Netball Scotland Clubs and Local Associations to appoint and register a COVID-19 Officer (COVID officer) and that they complete the e-learning module which is available here before returning to outdoor or indoor training. The nominated club committee appointed COVID-19 Officer should ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined herein. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

Netball Scotland clubs are permitted to carry out the following netball activity when #NetballReady Endorsement, as outlined in Netball Scotland's Guidance, has been awarded: -

- Organised outdoor netball training and fitness activity for all age groups with a maximum of 30 people taking part in any one session.

Indoor sport and leisure facilities were allowed to open from 31st August 2020 if Scottish Government Coronavirus (COVID-19): Guidance for the opening of indoor and outdoor sport and leisure facilities is fully implemented. This allows the following activity to be undertaken by #NetballReady Endorsed netball clubs: -

- Organised indoor netball training and fitness activity for children up to and including 11 years of age and under without restrictions.
- Organised **NON-CONTACT** indoor netball training and fitness activity for those 12 years of age and over where 2m physical distancing can be maintained at all times.

PLEASE NOTE: small sided games, match-play and competitions remain suspended until further notice, pending the launch of our Modified Game Return to Netball Guidelines.

Outdoor sporting events or activities involving more than 30 people should not take place at this time unless following Netball Scotland specific guidance which has been approved by **sport**scotland.

The indicative date of 5 October 2020 announced on 10th September has now been delayed further by Scottish Government. This relates to sport and leisure activity including: -

- **Indoor contact sport:** Allowed to resume for adults and young people aged 12 and over, following relevant SGB guidance. (Currently only allowed for children under 12.)

- **Sports Stadia:** Limited spectator access to sports stadia. Planned test events will go ahead and further test events may take place before 5 October.

- **Events:** There will be further relaxation of restrictions on indoor and outdoor events, although this will not allow all events and particularly large events to take place.

PLEASE NOTE: small sided games, match-play and competitions remain suspended until further notice pending the launch of our modified game Return to Netball Guidelines.

It is the responsibility of each sports facility operator, club committee and/or deliverer to undertake a documented risk assessment, based on their local circumstances, prior to activity taking place.

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.

Sports facility operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.

Travel guidance outlined by the Scottish Government should always be followed. Further information is available at Coronavirus (COVID-19) Phase 3: Staying safe and protecting others. People should not car share with those from outside their household. Specific information on car sharing is available from Transport Scotland: advice on how to travel safely.

Guidelines will be updated as we progress through the phases of the Scottish Government Covid-19 route map. Current updates from the Scottish Government are available at Coronavirus (COVID-19) Phase 3: Scotland's route map update – 10 September 2020

Please note these guidelines do not relate to Netball Scotland's High-Performance programme. A separate set of guidelines for our High-Performance players and support staff is currently under development in partnership with The Scottish Government and sportscotland.

2. Guidance for Netball Scotland Members & Clubs

PLEASE NOTE: small sided games, match-play and competitions remain suspended until further notice pending the launch of our modified game Return to Netball Guidelines.

- Netball Scotland Clubs must adhere to Netball Scotland's current Return to Netball Guidelines.

- It is a **mandatory requirement** for all Netball Scotland Clubs and Local Associations to appoint and register a COVID-19 Officer and that they complete the e-learning module which is available here before returning to outdoor or indoor training.

- The appointed 'COVID Officer' must complete documented risk assessments and ensure all appropriate mitigations are put in place by the club before any organised activity is undertaken.

- The appointed COVID-19 officer (COVID officer) should ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined in this document.

- Complete Club Management Plan

- Affiliate all members i.e.
    - Club Committee, Volunteers and Returning members

- Attend Netball Scotland's Netball Ready Club Forum

- Indoor sport and leisure facilities could reopen from the 31 August 2020 subject to Scottish Government guidance being followed as outlined at Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities. Netball Scotland ask member clubs to be patient with facility partners during this difficult time for everyone.

- **sport**scotland has produced the Getting your Facilities Fit for Sport guidance to help owners and operators of sports facilities as they prepare for when sport/activity resumes. The guidance is applicable to all phases of the Scottish Government Covid-19 route map and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.

The club committee and/or sports facility operator should ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined herein. Sports facility operators are advised to take time to ensure they reopen safely.

- It is the responsibility of each sport facility operator, club and deliverer (coach/BBN facilitator) to undertake documented risk assessment, based on their local circumstances, prior to activity taking place. 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.

- Organised outdoor netball training and fitness activity with a maximum of 30 people taking part in any one session.

- Netball Scotland clubs should consider introducing a period of contact training to familiarise participants in preparation for the launch of the modified game and competition.

- Organised indoor netball training and fitness activity for children up to and including 11 years of age and under.

- Organised indoor netball training and fitness activity for those 12 years of age and over where physical distancing can be maintained.

- Clubs, deliverers and operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.

- At all times, participants and sports facility operators should adhere to the Scottish Government's physical distancing guidelines in force at the time.

- Travel guidance outlined by the Scottish Government should always be followed. Further information is available at Coronavirus (COVID-19) Phase 3: Staying safe and protecting others. Specific information on car sharing is available from Transport Scotland: advice on how to travel safely.

PLEASE NOTE: small sided games, match-play and competitions remain suspended until further notice pending the launch of our modified game Return to Netball Guidelines.

The following guidance should be used to help members prepare for the safe Return to Netball in line with Scottish Government advice.

Stay up to date

- Scottish Government information is available at Scottish Government: Coronavirus in Scotland and Netball Scotland website.

- Be aware that guidance can change, and restrictions may be reintroduced - ensure you have checked the latest version of guidelines for your activity.

Travelling to and from any netball activity/sports facility

- Please check before you leave that toilet facilities will be available at the sports facility.

- Wash your hands with soap and water for at least 20 seconds before leaving home. Information on hand hygiene is available at: Health Protection Scotland: Hand hygiene techniques

- Where possible avoid using public transport and adhere to Scottish Government Physical Distancing & Travel Guidelines.

- Arrive as close as possible to when you need to be at the venue/sports facility and allow others to leave before you enter. If you need to wait, then do so away from the facility and clear of any entrances or exits.

- Take your own hand sanitiser to the sports facility and use regularly throughout the activity.

- If driving, park your car in such a way as to facilitate physical distancing.

- Try to avoid touching fixed equipment including gates, fences or benches. If you are disabled and you need to use touch to help get information from your environment and physical support, please do not avoid touching fixed equipment.

- After completing your exercise/activity return directly to your car (if appropriate) and leave.

Test & Protect

- Test and Protect, is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.

- The gathering of contact information from anyone attending sport/leisure activities or facilities in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify any clusters of cases, contact those who may have been exposed to the virus, and request them to take appropriate steps to prevent potential onward spread.

Maintaining customer records

- In order to support Test and Protect sports facility operators are required to collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.

- It is important that sport facility operators and customers cooperate, as it will be crucial to national efforts to suppress the virus.

- Sports facility operators will store information for 21 days and share it with public health officers when requested.

Protect Scotland App

- NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.

- Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.

- Further information on the Protect Scotland app and how to download it is available at www.protect.scot.

What do I do if I have coronavirus symptoms?

- If you have a continuous cough, high temperature, or loss or change in taste or smell, self-isolate and request a coronavirus test right away. You can do this online at www.NHSinform.scot/test-and-protect or by calling **0800 028 2816** if you cannot get online.
- If you develop symptoms, you should self-isolate immediately and stay home for 10 days. Others in your household should stay home for 14 days in case they also develop symptoms.
- If symptoms worsen or last for more than 10 days, call **111**. If you have a fever for more than 10 days, continue isolating for 48 hours after it ends.
- The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.

Local Outbreaks or Clusters of Coronavirus Cases

- Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at Coronavirus (COVID-19): local advice and measures.
- Where a local outbreak has been reported, sports facility operators and deliverers within this locality should review Scottish Government 'local measures' guidance, their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions

Health & Hygiene

Face coverings

- It is mandatory for participants and visitors to indoor sports facilities to wear face coverings before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas unless there is a reasonable excuse not to do so. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.
- If you are deaf and need to look at lips and facial expressions to help you communicate, you can ask staff to remove their face covering.
- Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.

- Face coverings do not need to be worn in a sports facility hospitality environment if you are eating or drinking but must be worn at all other times.

- The Coronavirus (COVID-19) Phase 3: staying safe and protecting others page on face coverings provides guidance on their use and exemptions.

Hygiene Measures

- If you are not wearing a face covering and need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.

- Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.

- Where shared equipment is necessary for an activity appropriate hygiene measures should be followed to ensure the equipment is thoroughly cleaned before, during and after use.

- Where balls are used in sports areas, courts and pitches appropriate hygiene measures should be followed including hand hygiene and regular cleaning of balls before, during and after exercise.

Physical distancing & Participation Numbers

- Children aged 11 years and younger are not required to physically distance indoors or outdoors, as set out at in Scottish Government guidance.

- For those 12 years of age and over taking part in sport or leisure activity, normal Scottish Government physical distancing and household number guidelines should be followed unless otherwise advised by Netball Scotland, club or facility operator, as some sport and leisure activities have exemptions.

- Normal physical distancing and household number guidelines will however be applicable before and after the sporting activity or when taking breaks.

- Coaches, officials, parents and carers should continue to observe physical distancing when involved in children's activity as a coach, official or spectator. Please refer to specific Netball Scotland, club or facility guidelines.

- Where access through an indoor space is provided it should be for one person at a time, ideally with a one-way system in operation. Participants should try not to touch hard surfaces such as door handles and move through the area without stopping or congregating at any time. Disabled participants who need to use touch to get information from their environment and physical support should be encouraged to do so.

Private Gatherings

- People will not be allowed to visit other households indoors from Wednesday 23rd September 2020 and will be placed into law from Friday 25th September 2020.

- There are exceptions for extended households, non-cohabiting couples, informal childcare, trades people

- It is still acceptable to meet outdoors, including in private gardens, keeping to the 6 people/2 household guidance.

- When outdoors, 11 Years and Under do not count towards either the 6 people or 2 household limit.

- When outdoors, 12-18 year olds must keep to the limit of 6 people, but are exempted from the 2 household limit.

Further information on physical distancing guidance is available at Staying Safe and Protecting Others.

Spectators

- No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult or where following specific sector guidance for events.

- Physical distancing should always be followed where spectating is allowed except between members of the same household, a carer and the person assisted by the carer or as otherwise outlined within Scottish Government approved sport specific guidance.

Participant Bookings & Payments

- Where a sports facility operator allows, book in advance and make payment online.

- Sport facility operators should provide alternative arrangements for bookings and payments for those without access to the internet or bank cards.

Equipment & Facilities

- Where possible take your own equipment with you.
- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles before and after use.
- Do not share food or drink with others.
- Once you have completed your activity please leave the premises at the earliest possible opportunity.

Coaching and Instructing

- Guidance for coaches, leaders, personal trainers, and instructors (referred to as coaches) is available at Getting your coaches ready for sport .
- Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.
- There are no restrictions on the number of households (or extended households) that a coach can instruct per day.
- Coaches can take organised outdoor group training sessions with a maximum of 30 people involved at any one time or indoors as agreed through approved Scottish Governing Body of Sport Guidance or Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities. All sessions should be risk assessed with physical distancing and hygiene measures put in place to protect participants and coaches.

Competitions

Please note both Netball Scotland organised competitions and local club/association competitions (including friendlies) remain suspended pending the launch of our modified game Return to Netball Guidelines. For further information please refer the Netball Scotland website.

School Clubs

- School clubs should follow Education Scotland's published COVID-19 Return to Educational Establishments Physical Education Guidelines August 2020

PLEASE NOTE: small sided games, match-play and competitions remain suspended until further notice pending the launch of our modified game Return to Netball Guidelines.

Furloughed staff

- It is for each sports facility operator/club employer to decide when it is the appropriate time to return staff to work from the Coronavirus Government Job Retention ('furlough') scheme.

- Returning staff should continue to work from home where possible.

- A furloughed employee can take part in volunteer work if they do not provide services to or generate revenue for, or on behalf of, your organisation or a linked or associated organisation.

- Changes to the furlough scheme took effect from 1 August 2020. Further information is available at UK Govt: Job Retention Scheme Changes.

Guidelines will be updated as we progress through the phases of the Scottish Government Covid-19 routemap. Current updates from the 20 August 2020 are available at Scottish Government: Covid-19 Framework for decision making.

3. Sports Facility & Participation Guidance

Members, Clubs and Local Associations should be aware that the easing of restrictions does not mean that all facilities will open immediately. Facility owners and operators will require time to consider all the implications of opening facilities and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient.

- It is the responsibility of each club committee, sports facility operator and/or deliverer (herein referred to as the sport facility operator) to appoint a responsible person/s, referred to as the COVID officer, to act as the point of contact on all things related to COVID-19. An e-learning module for COVID officers is available to support those undertaking the role.

- The COVID officer must ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

- Sports facility operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.

- Operators should only re-open facilities when it is safe to do so, in accordance with Scottish Government guidance.

- 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.

- Travel guidance outlined by the Scottish Government should always be followed. Further information is available at Coronavirus (COVID-19) Phase 3: Staying safe and protecting others. Specific information on car sharing is available from Transport Scotland: advice on how to travel safely.

- Guidelines will be updated as we progress through the phases of the Scottish Government Covid-19 route map. Current updates from the Scottish Government are available at Coronavirus (COVID-19) Phase 3: Scotland's route map update – 10 September 2020

Definitions - for the purposes of this guidance

- Contact sport or activity is defined as “a sport or activity in which the participants necessarily come into bodily contact with one another” such as Netball.

- Non-contact sport or activity is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during an activity. Examples include Tennis, Cricket, Boccia and Curling.

- Sports competition refers to where participants or teams compete against different opponents as part of an organised league or competition.

- For the purposes of this guidance ‘organised sporting or leisure activity’ refers to activities which are undertaken in a structured and managed way following specific rules and guidance of relevant SGBs, local authorities or businesses who in turn have fully applied related Scottish Government and **sport**scotland guidance. All organised activity should be overseen by a Covid Officer with documented risk assessments undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials.

Permitted Sport and Leisure Activities

- Subject to the guidelines below a 'field of play bubble' can be created whilst an organised sporting or leisure activity is taking place indoors or outdoors, in effect suspending physical distancing guidelines for the duration of the activity.

- Where there is likely to be proximity (within 2m) or contact between participants aged 12 years or over involved in a sporting activity, mitigating actions must be put in place to minimise risk and keep participants safe. For instance:

    - SGB guidance should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to game formats, numbers and/or rules to minimise risk to participants.

    - As soon as a participant has completed training, a competition or event, they should leave the field of play/venue.

- No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult or when following specific sector guidance for events.

- No formal presentation ceremonies should take place during or after a sporting activity or competition as the focus should be on reducing the numbers in attendance at any one time.

- Holiday camps, extended sports activity or events which would not normally come under the jurisdiction of an SGB should refer to the appropriate local authority, umbrella body or care commission guidance. Organisers of these activities may alternatively wish to use Scottish Government household, physical distancing and group size limits.

Outdoor Sport & Leisure Activity

- Facility operators may open all outdoor sports areas, courts and pitches if documented risk assessments are undertaken and all appropriate measures are put in place to ensure the safety of participants, staff and volunteers. Please refer to additional guidance produced by **sport**scotland at: Getting Your Facilities Fit for Sport.

- Adults and children can take part in organised outdoor non-contact and contact sports training, competition or events if guidance within this document is followed.

Outdoor sporting bubbles for training, competition or small-scale events

- An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. In exceptional circumstances, numbers may be increased, but only if approved directly by Scottish Government or where specific Scottish Governing Bodies of sport (SGBs) guidance and mitigating actions have been agreed by **sport**scotland.

- Multiple outdoor sporting bubbles, each with up to 30 people, can be used in training, competition or small-scale sporting events. In such cases facility operators, organisers and deliverers should undertake comprehensive risk assessment to ensure that these bubbles do not mix at any time including before, during or after the activity.

- Total numbers taking part in training, competition or events, other than detailed below, should not exceed 200 people in any one day, including organisers, officials and participants. Once an individual has completed their activity, they should immediately vacate the 'field of play' and are then subject to normal household rules.

    - Permanent outdoor sport, leisure and club facilities which are accessed on regular basis by the general public and/or club members and have in place a designated COVID officer and appropriate risk assessments may exceed the limit of 200 people, in a single day, if mitigating measures are put in place to protect participants and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress.

    - Any further exemptions or variation to training, competition or event participant numbers, including the addition of spectators, must be agreed directly with Scottish Government and may be subject to relevant Scottish Government Guidance.

- Where sports training, competition or events are planned and include multiple bubbles; facility operators, organisers and deliverers should, as part of their risk assessment, consult with relevant local authorities, environmental health, the police or other body responsible for the safety of the public. Agreement must be reached with these bodies before the training, event or competition takes place.

- Facility operators, organisers and deliverers should note that the situation around COVID-19 is fluid and activities may need to be cancelled at short notice should there be a change in local or national restrictions. In such circumstance's plans should be in place to notify participants of event cancellation and to ensure they do not attend the venue.

- SGBs and sports facility operators should introduce a period of training to familiarise participants with guidelines before running competitions.

- Outdoor group coaching for organised sport and leisure activities including aerobics and fitness classes can take place with up to 30 people at any one time, including the coach, if physical distancing is maintained.

Indoor Sport & Leisure Activity

- Indoor sport and leisure facilities can open if Scottish Government Coronavirus (COVID-19): Guidance for the opening of indoor and outdoor sport and leisure facilities is fully implemented.

- Indoor contact and non-contact sports training, activity and competition can be undertaken by children up to and including the age of 11 years.

- Indoor non-contact sports training, activity and competition can be undertaken by those 12 years of age or older.

- Non-contact sports where participants would normally encroach within 2m can resume if mitigating measures are introduced to limit this risk. For instance, the implementation of physically distanced training or competition with amended rules which support physical distancing. Any proposed changes must be included in SGB guidance and approved by Scottish Government or sportscotland.

The indicative date of 5 October 2020 announced on 10th September has now been delayed further by Scottish Government. This relates to sport and leisure activity including: -

- **Indoor contact sport:** Allowed to resume for adults and young people aged 12 and over, following relevant SGB guidance. (Currently only allowed for children under 12.)

- **Sports Stadia:** Limited spectator access to sports stadia. Planned test events will go ahead and further test events may take place before 5 October.

- **Events:** There will be further relaxation of restrictions on indoor and outdoor events, although this will not allow all events and particularly large events to take place.
- The number of participants allowed to take part in indoor sport or leisure activity must be risk assessed by the sports facility operator following Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities and sport specific SGB Guidance.

Additional Sport & Leisure Activity Considerations

- Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain physical distancing, either practically or in terms of child development. You may, for instance, ask a parent or carer to be present.

- In general, young people find it harder than adults to stick to physical distancing rules. Special attention should be given to how you communicate physical distancing rules to young people.

- Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.

- Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at Scottish Government: Coronavirus in Scotland.

Toilets, Changing & Locker Rooms

- Use of changing rooms and showering facilities should be avoided where possible, although they may be made available for participants who require additional support such as disabled people or those with special needs.

- Sports facility operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines.

- Access to indoor locker rooms and storage areas is permitted for dropping off and collecting sports equipment or clothing. The sports facility operator should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

- For detailed facility guidance including a checklist that covers use of changing rooms, showers and toilets visit Getting Your Facilities Fit for Sport.

Equipment Provision and Use

- Sports facility operators should, where possible, remove equipment including benches, scoreboards, tables and any other objects that are not essential for participation purposes.

- Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.

- All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

- Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

- Where balls are used in sports areas, courts and pitches a risk assessment should be undertaken to ensure measures are put in place to minimise uncovered body contact. Appropriate hygiene protocols should be undertaken including hand hygiene and regular cleaning of balls before, during and after exercise.

Bookings and payment

- Encourage people to make bookings online where possible. However, be aware that a proportion of disabled people, people from low income households and older adults do not have access to the internet. Ensure you have alternative measures in place. For example, telephone bookings.

- Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.

- Where possible use online or contactless payment options and avoid handling cash. Where people do not have bank accounts it is okay to accept cash payments.

Communication with members/customers

- Clubs and sports facility operators should communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.

- Make them aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.

- Ideally clubs and sports facility operators should publish an action plan detailing their plans to re-open safely.

- Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.

- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed, up to date and in accessible formats.

- When communicating with members and participants, consider how you will reach people who do not have access to the internet. When publishing information on website, consider how to make it accessible when accessed via a mobile phone or tablet rather than a PC or a laptop.

Retail & Hospitality Services

- **Hospitality curfew**: From Friday 25th September, pubs, restaurants and bars are required to close at 10pm.

- Indoor and outdoor hospitality, including clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance which is available at Coronavirus (COVID-19): tourism and hospitality sector guidance.

- Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at Retail Sector Guidance.

Workforce

- Sports facility operators must ensure that Scottish Government guidance on workforce planning in sport & leisure facilities is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.

- Although we appreciate gym and leisure facilities can open, we would encourage providers to consider whether internal meetings and training must be completed in person or whether these can be completed online or via telephone.

Coaching and Instructing

- Guidance for coaches, leaders, personal trainers, and instructors (referred to as coaches) is available at Getting your coaches ready for sport .

- Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.

- There are no restrictions on the number of households (or extended households) that a coach can instruct per day.

- Coaches can take organised outdoor group training sessions with a maximum of 30 people involved at any one time or indoors as agreed through approved Scottish Governing Body of Sport Guidance or Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities. All sessions should be risk assessed with physical distancing and hygiene measures put in place to protect participants and coaches.

Safeguarding

- All adults involved in coaching / actively engaging with children or vulnerable adults in an organised environment should have undertaken appropriate SGB safeguarding training.

- Sports organisations should always ensure appropriate ratios of coach/adult to child/vulnerable adult as per SGB guidance and follow all related safeguarding advice.

- Health, safety and welfare policies should always be risk assessed and implemented.

- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: Child Wellbeing and Protection Considerations.

Equality & Inclusion

- Covid-19 is affecting everyone. But the impact of the pandemic is not being felt equally. Before the pandemic certain groups were less likely to participate in sport and physical activity. These groups are also the most at risk of worsening inequalities due to Covid-19:

    - Older people
    - Disabled people
    - Ethnic minorities
    - Women
    - People from deprived communities

- It is more important than ever to consider inclusive guidance for people who need extra support to be active and sports facility operators should consider this as part of their work to encourage people to return.

- The evidence emerging has clear implications for how we design and deliver sport and physical activity. Some key areas for consideration include;

    - **Communication** – Digital exclusion is a key issue. With so many services and so much information moving online it risks worsening the health impacts of the pandemic. We have to think innovatively about the range of ways we can provide information to people about sport and physical activity.

    - **Accessibility** – Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure centres re-open it's important to build understanding of people's specific accessibility needs around things like hygiene, physical distancing and face coverings so we can provide the best possible support to people to take part in sport and physical activity.

- **Anxiety, mental health and wellbeing** – The pandemic is leading to an increased risk of anxiety and mental ill-health for people who share all characteristics. We know that sport and physical activity can have significant benefits for people's mental health so it's vital that we continue to promote those benefits, so people are encouraged to get involved.

- **Confidence - Confidence to return to sport is a big issue across all groups. We know that** some groups are at higher risk from Covid-19 than others (including some ethnic minorities, disabled people and households experiencing poverty). These groups may be even more nervous about returning to sport or starting to participate. They are also less likely to participate in sport in the first place, so we'll need to give extra **Health, Safety & Hygiene**

- Ensure access to first aid and emergency equipment is maintained.

- Ensure that first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.

- In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The 'Covid Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to;
    - Provision of suitable PPE
    - Training of coaches/supervising adults
    - A parent or carer being present with children or vulnerable adults.

- Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

- Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.

- Make hand sanitisers or wipes available for use in bar and restaurant areas and at the entrance/exit to the venue/facility where this is possible. Hand sanitiser should be at least

  60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.

- Be aware that disabled people may face greater challenges implementing regular handwashing because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. It is important they are not prevented from doing this, but operators should be aware that this increases the likelihood of virus transmission.

- Getting your Facilities Fit for Sport provides a checklist for health, hygiene and cleaning considerations and actions.

Face Coverings

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

- Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.

- Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government Coronavirus (COVID-19): tourism and hospitality sector guidance.

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

Links to supporting guidance;

Health Protection Scotland: General guidance for non-healthcare settings

Health Protection Scotland: Cleaning in a non-healthcare setting

Health Protection Scotland: Hand hygiene techniques

HSE: First Aid during the coronavirus

Test and Protect

- Test and Protect, is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

Maintaining customer records

- It is a mandatory requirement that sport facility operators collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.

- Sports facility operators should store information for 21 days and share it when requested to do so by public health officers.

- The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.

Registration with the Information Commissioner's Office

- In order to gather and store customer information securely, sports facility operators may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.

- If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit www.ico.org.uk.

Protect Scotland App

- NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.

- Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.

- Further information on the Protect Scotland app is available at www.protect.scot.

What should someone do if they have coronavirus symptoms?

- If a person has a continuous cough, high temperature, or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at www.NHSinform.scot/test-and-protect or by calling **0800 028 2816** if they cannot get online.

- The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.

Local Outbreaks or Clusters of Coronavirus Cases

- Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at Coronavirus (COVID-19): local advice and measures.

- Where a local outbreak has been reported, sports facility operators and deliverers within this locality should review Scottish Government 'local measures' guidance, their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.