

Coronavirus (COVID-19): opening of indoor and outdoor sport and leisure facilities - checklist

This checklist and summary is for sport and leisure owners/operators and is designed to be used in conjunction with the sport and leisure guidance. Please ensure you read this guidance.

Actions to take

Stage 1: Plan – management responsibilities

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

In this section:

- **Developing a re-instatement plan**
- **Reviewing and updating existing operating policies**
- **Ensure your workforce is on board**
- **First Aid/Lifeguards**
- **Risk Assessments**
- **PPE requirements for workforce and participants**
- **Current and future cleaning requirements**
- **Hygiene, health & safety, cleaning**
- **Physical distancing implications**
- **Programming of your facilities**
- **Reviewing how you record participant attendance**

Developing a re-instatement plan

- Consider if the facility can be fully or partially opened and how this might be phased. Access to some areas may need to be restricted or prohibited altogether where physical distancing or cleaning standards cannot be maintained.
- As part of the re-instatement plan, appoint a specific individual (Covid officer) and/or group who will be responsible for implementing the actions listed below.

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
 - Test and Trace policy
 - review your privacy notice and policy
- Consider how you will report a 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?

Ensure your workforce is on board

Ensure your workforce is aware of and understands the changes to the facility management processes and 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.
- Review sickness/absence and annual leave policies to consider quarantine requirements.

First Aid/lifeguards

- Operators should ensure appropriate 'first aid provision risk assessed and implemented. Further information is available at [HSE: First Aid in a Non-Healthcare Setting](#).
- Lifeguards should follow the RLSS guidance on first aid requirements. Further information is available at the [Royal Life Saving Society: Key Information COVID-19](#)

Although there may be heightened concerns around first aid, this will 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.

Risk assessments

- You must complete and implement a full risk assessment in consultation with the workforce which should be approved following the facility operator's management process e.g. nominated Covid-19 Officer.

PPE requirements for workforce and participants

- Consider whether PPE is required for the workforce and participants. Further information on the use of PPE is available at [HPS guidance for non-healthcare settings](#)

Current and future cleaning requirements

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

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 cleaning of facilities and equipment, and waste disposal. Further information is available [here](#).

Physical distancing implications

- The overall capacity of your facility may have to be limited in order to maintain physical distancing requirements. This may have implications on how you can use your facility.
- Calculate the number of people, both staff and participants, who can safely be in the building.
- Consider how access and egress to your facility will be managed to maintain physical distancing.
- The car park may need to be closed or the capacity reduced to maintain physical distancing requirements.
- Supplier deliveries may need to change to maintain physical distancing. Where relevant review contractor policies.

Programming of your facilities

- Ensure enough time is allowed in-between programmed activities to thoroughly clean the space and any equipment used.
- Stagger arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. This will also prevent the crossover of participants either within the building or externally in the car parking area/drop off area and help maintain physical distancing requirements,
- Specific care should be taken when programming for vulnerable groups. Larger buffer times may be required, and protocols may need supervised to ensure compliance.
- Access policies could be reviewed to ensure up to date information is available for users with disabilities, particularly around changing facilities, activities and access.
- Review your opening hours. These may be reduced or extended depending on individual operator requirements.

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 developing Covid-19 symptoms, this will enable any others that they may have been in contact with to be identified.
- This should be recorded without any need for sign in sheets / pens that could be high risk transmission points, ensuring this fully complies with GDPR regulations
- Please refer to [Scottish Government Test & Protect guidance](#) for further information.

Stage 2: Prepare – facility essentials

Actions to prepare your facility prior to any sport or activity taking place In this section:

- **Remove all equipment and furniture that cannot be cleaned**
- **Identify high traffic touch points**
- **Commission water services**
- **Commission electricity systems**
- **Review ventilation systems**
- **Check alarms and safety systems**
- **Pest control measures**

Remove all equipment and furniture that cannot be cleaned

- Remove all equipment and furniture that cannot be cleaned
- Remove equipment, fixture and fittings that may assist in the spread of the disease and are difficult to clean and sanitise prior to opening the facility to the public.

This could include the following:

- small sport specific equipment
 - shower curtains
 - blinds or curtains
 - rugs and mats
- Removal of rugs and mats where safe to do so will make cleaning and disinfection of floors easier.

Identify high traffic touch points

- All high traffic touch points should be regularly clean and sanitised, including:
 - all gates
 - internal and external door handles or touch plates
 - internal or external handrails
 - gates or fences
 - car park pay machines
 - IT equipment
 - scoreboards
 - desks
 - phones
 - taps
 - vending machines and dispensers

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 qualified person for Legionella and other contaminants. Further information is available here: [HSE guidance on legionella risks](#).
- Prior to re-commissioning a swimming pool facility, the following re-commissioning advice should be followed [PWTAG Technical note - technical operation after Covid-19 shutdown \(TN46\)](#).
- All drains should be checked and unblocked, and any damaged drain covers should be repaired or replaced.

- Commission gas services - your boiler plant may not be designed to be switched off, whilst the age of the boiler may make it difficult to switch it on again. Ask a qualified Gas Safe engineer to check your boiler to ensure that it is safe to operate.

Commission electricity systems

- You may experience minor issues with your electrical systems after a long period of non-use. Ask qualified professionals 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

- Ventilation is an important part of mitigating against the transmission of 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.
- Check the existing system is fully functioning. The frequency of air extraction and air conditioning filter changes may require to be higher depending on the level of occupancy and to mitigate against the transmission of Covid-19.
- The responsible person should contact an appropriately qualified professional and/or maintenance firm for advice and support.

To achieve this, specific measures should be implemented:

- The maximum occupancy of each indoor facility should be limited to a minimum floor area of 9m² per person. For this figure, the area is the net useable indoor facility space available to occupants to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.
- Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.
- In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.

- Further information is provided in the CIBSE COVID-19 Ventilation guidance available at the [Health & Safety Executive: coronavirus - air conditioning and ventilation](#) and **sportscotland's** [Getting your facility fit for sport](#).

Check alarms and 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

Stage 2: Prepare – cleaning

In this section:

- **Ensure you have appropriate PPE for cleaning staff**
- **Deep clean**
- **Identify all high traffic touch points**
- **Trial your regular cleaning schedule**
- **Create dedicated cleaning teams**
- **Cleaning checks**

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, page14.

Deep clean

- Deep clean your facility prior to its opening, getting it back to its normal operating standard.
- Given the unknown nature of people carrying COVID-19 it is advised that all 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.

- 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, these 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”
- Further information is available here: [Health Protection Scotland – Environmental decontamination, page14](#)

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 the following:

- access gates
 - handles
 - keypads
 - goals
 - pitch barriers
 - surrounds
 - benches
 - loose equipment
 - fixed equipment
 - internal and external door handles or touch plates
 - handrails
 - IT equipment
 - desks
 - phones
 - taps and vending machines and dispensers
 - lift controls
- 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, gyms, strength and conditioning areas and multi-use sports buildings.
- Appropriate cleaning time should be should built into facility and pitch programming as it will take up more time than normal.
- Indoor spaces should be cleaned between programmed activities. 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/leisure equipment should be thoroughly cleaned and disinfected prior to use and after use. It is advisable to remove any equipment that cannot be easily cleaned prior to its next use.
- Daily steam cleaning procedures may be introduced for changing rooms, toilets and shower areas or appropriate sporting/leisure equipment.

Create dedicated cleaning teams

- Depending on the size of the facility, dedicated cleaning teams may be required.
- Cleaning done by a couple of small dedicated trained cleaning teams containing up to two or three people. This means that if one operative contracts COVID-19 (and therefore their colleagues may also need to isolate) the entire cleaning team is not lost from the 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 participants and only use the dedicated equipment for their own team.

Cleaning checks

- Managers or person responsible must check that the all cleaning has taken place to the required standard.

Stage 2: Prepare – hygiene, health and safety

In this section:

- **Provide hand sanitising stations**
- **Ensure hand washing facilities are fit for purpose**
- **Changing rooms, showers and toilets**
- **Make essential facilities easy to clean**
- **Ensure all equipment is cleaned, disinfected and fit for purpose**
- **Online booking and contactless payment**
- **Use of screens**

Provide hand sanitising stations

- These should be located at the entrance and exit points and any other key areas.
- They should include pump action containers and disposable gloves for all staff and facility users. You may want to consider ways to secure these to avoid them being stolen.

Ensure hand washing facilities are fit for purpose

- Hand washing facilities should be provided with hot water, liquid soap/antibacterial gel/foam available for all facility users.
- These need to be cleaned and restocked regularly.

Changing rooms, showers and toilets

- Changing rooms are an area of increased risk of transmission. It is important that physical distancing is maintained in changing rooms and showers and that they are only used if essential.
- Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs and are likely to be needed after swimming. Consideration should be given to:
- Taking steps to ensure that all water systems, for example showers and sinks, are safe to use after a prolonged facility shutdown to minimise the risk of legionella and other diseases associated with water.
- Where shower and changing facilities are required, setting clear use and cleaning guidance to ensure they are kept clean and clear of personal items and that physical distancing is achieved as much as possible.

- Consider closing communal showers if possible. In establishments where participants use shared showers, consider cleaning more frequently.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.
- Encouraging participants and staff to change and shower at home rather than in changing rooms where possible.
- Additional reassurance, providing cleaning materials and hand sanitiser for participant use at touch points.
- Providing additional signposting in these areas to maintain physical distancing.
- Considering changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain physical distancing.
- Maintaining use of lockers only where physical distancing can be maintained.
- Toilets can open in accordance with: [Opening Public Toilets Guidelines](#) .
- Minimising use of portable toilets. Special care should be taken for cleaning of portable toilets and larger toilet blocks.

Make essential facilities easy to clean

- Remove any non-essential items that may be difficult to clean.
- Consider how items such as toilet rolls and paper towels are provided. Domestic solutions are unlikely to be easy to keep clean. Commercial style dispensers will minimise touch points make cleaning easier. These must be cleaned and restocked regularly.

Ensure all equipment is cleaned, disinfected and fit for purpose

- Procedures will need to be established to clean and disinfect equipment before and after use to ensure safety of participants and coaches.
- This could require participants to bring their own equipment, cleaned at home. You may need to issue instruction for this.
- This may mean the full or partial removal of equipment.

Online booking and contactless payment

- A move to online booking and payment is recommended and participants should be encouraged to use contactless or cashless payment where possible.

Use of screens

- Use screens, if physical distancing cannot be maintained, to create a physical barrier between people, for example at till points.

Stage 2: Prepare – physical distancing

In this section:

- **Clearly identify the areas of the facility that are open or restricted**
- **Manage capacity and overcrowding**
- **Manage activity in the facility**
- **Physically distance the space**
- **Provide physical distancing markers**
- **Implement a one way or traffic light system of entry**
- **Face to face services**
- **Spectators**

Clearly identify the areas of the facility that are open or restricted.

- It may be phased re-opening of the facility. Ensure that the areas where workers, participants and visitors can go are clearly marked, controlled and monitored.
- Areas such as lifts, should only be used in exceptional circumstances and be limited to one person 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.
- Showers and changing areas should not be used unless they can be sanitised and managed within the physical distancing guidance. This will often mean they open at a later stage than the rest of your facility.
- The use of lockers should comply with physical distancing and should be sanitised inside and out in line with sanitising regime.
- Emergency exit routes should be clearly identified and accessible at all times.

Manage capacity and overcrowding

- Maximum capacity should be in line with Scottish Government guidance on physical distancing, the nature of activities (i.e. if the activity is static vs. dynamic) and equipment layout and the configuration of facilities. It is important to ensure:
- Attention is given to ventilation and sufficient circulation space specially around equipment and between groups, classes and instructors.
- A risk assessment is conducted 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.
 - encourage attendees to, where possible, arrive at the facility in sports kit.
 - activities and spaces that can be undertaken and specific measures to ensure physical distancing, enhanced hygiene and cleaning
 - additional needs of any customers with disabilities
- Limiting the number of participants in the gym/leisure facility overall and in any particular congestion areas, for example doorways.
- Enabling a booking system (online or over the 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 is adhered to by participants.
- Managing occupancy levels and changeover by reducing class sizes and amending timetabling.
- Allowing a sufficient break time between classes held in studios in order to appropriately clean the studio and equipment and to prevent waiting in groups.

Managing activity in the facility

- Suspend or modify activities that are not permitted or cannot be undertaken without contravening physical distancing guidelines within available facilities.
- Particular consideration should be taken for indoor courts and sports halls. They can remain open for use as long as the activities can be modified in such a way that physical distancing can be maintained.

- Scottish Governing Bodies (SGBs) will provide specific guidance on how their sport can be played or adapted to comply with physical distancing which must be followed. Further information is available at [SGB sport specific guidance](#).
- Encouraging use of outdoor spaces for individual, team or group activities.
- Where possible, adapting spaces to facilitate physical distancing, including;
 - Guided spacing markings on the floor at points of assembly including entrances, foyers and reception spaces:
 - Fitness spaces: Pieces of gym equipment to be an appropriate distance apart to comply with physical distancing guidelines and with a suitable margin for adequate circulation or one-way routes.
 - Dance and exercise studios: Where possible, temporary floor marking defining required spacing per individual should be provided
 - Pools: Swimming pools should restrict numbers to allow 6m² per bather.
 - Saunas and steam rooms should not be opened.
 - If flumes are available, they must be used in a physically distanced manner.
 - Hydrotherapy pools - capacity should be managed. If physical distancing cannot be maintained close contact should be kept to a minimum.
- Set out designated positions from which those leading activity can provide advice or assistance to participants whilst maintaining physical distance.
- Avoid use of shared items e.g. towels, robes, balls, weights, rackets, balls, scoring equipment, sports clothing unless they can be cleaned or sanitised between users.
- Ensure that any water fountains have signage which prohibits face-to-tap drinking (no receptacle) and that these facilities are used only to refill personal bottles or containers.
- Operating beauty, massage and physio services in accordance with relevant salon guidance.

Physically distance the space

- This may require a reduction, removal or repositioning of furniture, equipment or seats to maintain physical distancing. Any tables and chairs in staff or common areas should be set out to maintain physical distancing.
- Fixed equipment such as benches, seats and barriers may need to be marked as out of bounds depending if cleaning requirements cannot be achieved, both internally & externally.
- Your car park may need to be managed, closed or the capacity reduced.

Provide physical distancing markers

- Markers on floors and ground identifying physical distancing based on Scottish Government guidance (currently 2m).
- 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 and toilets may need to be established to maintain appropriate physical distancing.
- This may mean having separate entry and exit points, which may need to be managed by staff to minimise any queuing and to maintain physical distancing.
- All of this should be clearly marked for users and wherever possible communicated to them in advance of their arrival.

Face to face services

Face to face services should follow related Scottish Government retail sector [close contact services guidance](#).

Spectators

Attendance by spectators and non-participants should be avoided and minimised especially within indoor facilities unless supervising children or vulnerable adults. Spectators should be included in capacity calculations.

Stage 2: Prepare – inform

In this section:

- **Ensure your workforce is on board**
- **Ensure hygiene procedures are communicated to participants**
- **Ensure physical distancing measures are communicated to participants**
- **Ensure new procedures are communicated to people with disabilities**

Ensure your workforce is on board.

- Ensure the workforce is aware of and understands the changes to the facility management processes and 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.

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 and to mitigate against the transmission of Covid-COVID-19 within the 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 COVID-19 inductions to allow existing and new members to be signed off to use the facility in line with your new processes.

Ensure physical distancing measures are communicated to participants

- Consider issuing participants or visitors with information prior to their attendance at the facility. This will allow them to familiarise themselves with the procedures before entering 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, plan or 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.
- 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 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.

Stage 3: Protect

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

In this section:

- **Maintain record of users**
- **Cleaning plan**
- **PPE**
- **Hygiene Measures**
- **Physical distancing measures**
- **Communication with your workforce and participants**
- **Accidents, security and other incidents**
- **Selling food, drink or merchandise**

Maintain record of users

- Consider how you will report a COVID-19 outbreak from your facility. Ensure you have records in place that identify attendance of participants at each session, including up to date contact details.

Cleaning plan

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

PPE

Ensure the correct PPE is provided to staff.

- Use of PPE by volunteers, coaches, participants and visitors should be in line with the latest Scottish Government advice.

Hygiene measures

- 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.
- Good respiratory hygiene must be practiced such as when coughing and 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.

Physical distancing measures

- Ensure that physical distancing measures are in place as planned and the management of these continues.

Communication with your workforce and participants

- Maintain frequent communication with staff, volunteers, coaches and participants to keep them up to date with current processes and any changes.

Accidents, security and other incidents

- 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.
- 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:
 - Consider the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.
 - Considering whether there are enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage physical distancing or to manage security.

Selling food, drink or merchandise

- Bars, restaurants and cafés, including any food or drink facilities inside a clubhouse can open in accordance with the latest Scottish Government information
- Operating bars and restaurants in accordance with [Tourism and Hospitality Sector Guidance](#)
- Operating retail outlets in accordance with [Retail Sector Guidance](#)

Stage 4: Review

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

In this section:

- **Operating policies**
- **Risk assessments**
- **Cleaning plan**
- **Hygiene Measures**
- **Physical distancing measures**
- **Longer term planning**

Operating policies

- Continue to review your operating policies in line with Scottish Government guidance.
- Be mindful that restrictions may increase as well as decrease at any stage to control the potential of a second or third peak of infection.

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.

Cleaning plan

- To ensure cleaning standard is maintained as planned, regular reviews and changes may be required in response to any issues identified.

Hygiene measures

- To ensure hygiene measures are in place as planned, regular reviews and changes may be required in response to any issues identified.

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.

Longer term planning

- Consider the potential for a re-emergence of a COVID-19 style pandemic and any restrictions being re-introduced. This may form the basis of a business continuity plan.