Coronavirus (COVID-19) Phase 3: Guidance for the opening of indoor and outdoor sport and leisure facilities with physical distancing and hygiene measures

Overview

This guidance is for the sport and leisure sector. It comes into effect from 24 August 2020. Guidance will be reviewed on a regular basis as our priority remains containing the spread of the virus, saving lives and safeguarding the NHS. Therefore, restrictions may be reintroduced, and approval may be withdrawn if circumstances change either nationally or locally.

The Scottish Government is keen to build confidence and create the right environment for supporting safer work as we continue to live with COVID-19.

We have worked with employers, facility operators and trade unions from the sport and leisure sector to ensure that this guidance is evidence-based, fair and ethical, clear and realistic. As each workplace is different it is for individual businesses to work with trade union or workforce representatives to determine how best to apply this guidance in their circumstances.

This guide is underpinned by a spirit of collaborative working between sport and gym/leisure facility operators, clubs, community organisations, companies, charities or clubs and other sport and gym/leisure facility operators and their workforce. Throughout this guidance the term facility operators, trade union or workforce representatives is used in that context, recognising that operators have a legal responsibility to maintain workplace health and safety and must consult with the health and safety representative selected by a recognised trade union or, if there is not one, a representative chosen by workers. Facility operators cannot decide who the workforce representative will be.

This document is one of a set of documents about how to work safely in different types of workplace. It offers guidance on how to work, operate and
participate in sport and gym/leisure facilities in Scotland. It sets out our expectations on what operators of all sizes and sub-sectors need to consider as part of their planning for restart. The guidance emphasises the importance of undertaking a robust and ongoing risk-based assessment with full input from trade union or workforce representatives, and to keep all risk mitigation measures under regular review so that workplaces continue to feel, and be, safe.

Publication of this guidance does not signal an immediate change in Scotland’s lockdown policy. A second surge in infection would cause further harm to our health, society and economy. To judge whether and when restrictions can be changed we will consider a range of evidence on the progress of the pandemic in Scotland, using the principles set out in Coronavirus (COVID-19): framework for decision making and our long-established commitment to fair work, which was set in the context of the current crisis in a joint statement with the STUC (which we have taken into account when developing this guidance).

The remainder of this guidance sets out our minimum expectations across three key areas employers and facility operators will need to consider as part of their planning for a restart of facilities while minimising the transmission of the virus:

- assessing risk - involving the workforce in a risk-based approach to a safer workplace for both staff, customers and participants
- workforce planning - supporting those who should come to work, and those who should not
- operational guide and checklist - changing the environment to protect your workforce, customers and participants

The regulator for health and safety at work is the Health and Safety Executive (HSE) who will utilise the powers under the Health and Safety at Work Act 1974 to ensure people at work or possibly enforcement of this legislation is undertaken by Environmental Health and Trading Standards local authority staff in agreement with Police Scotland.

The guidance has been published now to give employers and employees the time they need to plan and prepare.

This is provided as guidance only and does not amount to legal advice. Employers and facility operators may wish to seek their own advice to ensure compliance with all legal requirements.
Where we are now

The First Minister announced that Scotland would be entering a lockdown on 23 March 2020. Under law, the Scottish Government must review that lockdown at least every three weeks (most recently on 30 July 2020). The Coronavirus (COVID-19): framework for decision making – Scotland’s route map through and out of the crisis, was published on 21 May and sets out the phases by which we will aim to ease lockdown. They will be gradual and incremental and will be matched with careful monitoring of the virus. The indoor sport and leisure facility sector resumed from 31 August in phase 3 (with indoor bowling, snooker and pool halls opening from 24 August), with preparatory work to ensure physical distancing and enhanced hygiene measures were in place.

Physical distancing duties are set out in regulation 4(1) of the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. A person who is responsible for carrying on a business or providing a service must take all reasonable measures:

- to ensure that a distance of two metres is maintained between any persons on the premises (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)

- to ensure that they only admit people to its premises in sufficiently small numbers to make it possible to maintain that distance

- to ensure that a distance of two metres is maintained between any person waiting to enter the premises (except between members of the same household or a carer and the person assisted by the carer)

We want a strong sport and leisure sector to improve health and help drive Scotland’s economic recovery and future prosperity. Facility operators should therefore use this guidance to look forward and engage with trade union or workforce representatives to develop workplace specific plans for a managed transition away from current restrictions, allowing sufficient time for that joint work. And while those plans should be fully developed, with measures put in place and tested where possible, they should not be implemented until directed. Decisions on the phasing of a sector wide return for the sport and leisure sector will be made in line with the Route Map.

The Scottish Government has initiated a broad collaborative process to develop sectoral guidance which will underpin that managed transition and
provide clarity and confidence to industry, employees and local communities, protect public health and concurrently optimise economic recovery. Aligned with that we are reviewing and enhancing testing and enforcement arrangements, and ensuring that the guidance is coherent and connected, recognising for example transport and other inter-dependencies.

We are working with the UK Government to align our approach and guidance, where possible and on the basis of scientific evidence on the levels of infection in Scotland. This guidance is intended to work alongside UK Government guidance and aims to assist employers, businesses and their workforce ensure a safe working environment and readers will recognise consistent themes within this guidance with the UK Government’s Working Safely during COVID-19 publications.

This guidance should also be read in conjunction with the Scottish Government’s business and physical distancing guidance which still applies.

Other key guidance includes:

- **HPS: COVID-19 Non-Healthcare Settings guidance** which provides information on the background to COVID-19, symptoms, general principles of infection prevention and control and health protection measures and what to do if someone becomes unwell on site, as well as travel, face coverings and Personal Protective Equipment (PPE).

- **NHS Inform** which has a wide range of useful public facing information including information on symptoms and what to do

- **Test and protect** website from Scottish government that contains information on how getting tested and what you need to do.

- **Returning to work safely** which has details of current sectoral guidance and further sources of advice for organisations and workers.

- **Healthy Working Lives** website which provides examples of risk assessment templates and other practical tools for organisations and workers.

**Business support**
There has been an unprecedented package of support announced from both the Scottish and UK Governments to support businesses. This support should help many employers preserve their business, maintain jobs and pay their workers throughout this crisis. Information on this support is available through [findbusinesssupport.gov.scot](http://findbusinesssupport.gov.scot). We urge all sport and leisure operators to make use of this. In the event of closures for the sport and leisure sector all available support measures must be utilised to protect the jobs and incomes of the sector.

**Definitions**

This guidance is for the resumption of ‘non-contact’ sport initially for those aged 12 and over with further contact to be reviewed and considered further. Those aged 11 and under can undertake organised contact sport from the 31 August, subject to sport specific guidance agreed with sportscotland and published on their website at [https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activity-guidance/](https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activity-guidance/)

Providers and operators of the following facility types may reopen if they are ready to do so and can do so safely, following public health guidance:

**Outdoor**
- Sports courts (including MUGA’s), pitches and athletics facilities

**Indoor**
- sports halls and gymnasiums
- courts, tracks and pitches
- gyms and exercise areas
- dance and fitness studios
- indoor bowling halls
- hot tubs, hydrotherapy pools, whirlpools and spa pools

**Indoor and Outdoor**
- swimming and diving pools
- ice rinks
- velodromes
- equestrian yards and arenas
- wheeled facilities (skate parks, BMX parks)
- golf/driving ranges
- boxing/martial arts/combative facilities
- gymnastics and trampoline halls
- climbing facilities
- other sporting facilities including but not limited to, target sports, Snowsport and water sports facilities

Further guidance is required on, saunas and steam rooms. They should stay out of use for the time being.

Facility operators must ensure that all organised activity taking place at these facilities is fully in accordance with the sport specific guidance issued by Scottish Governing Bodies of Sport (SGBs).

**Outdoor sporting events or activities**

Outdoor sporting events or activities involving more than 30 people should not take place at this time unless following Scottish Governing Body of sport guidance or directly approved by Scottish Government.

For activities regarding school aged children, this guidance should be read in conjunction with the relevant SGB safeguarding guidelines and any other relevant guidance provided by the Education Scotland. This guidance does not supersede any guidance provided by Education Scotland.
Assessing risk

Involving the workforce in a risk-based approach

As a minimum we expect:

- an equality human rights and risk-based approach to be followed to protect health and safety of employees, self-employed, volunteers (herein referred to as ‘workforce’) and customers/participants (herein referred to as participants) and to ensure the longer-term economic viability of the operator and

- the workforce and volunteers to be fully engaged in that process, through trade union or specified representatives.

The Health and Safety Executive’s short guide Working Safely Guide can help to support employers/facility operators with what they need to do to comply with the law.

Joint working

This guidance has been developed in collaboration with industry and trade unions on the basis that both have essential roles to play in planning for restart. Protecting the health of workers and participants has been at the heart of this joint approach which is fundamental to establishing shared confidence around the safety of returning to work and supporting safe participation at sport and leisure facilities.

Implementation phases

Carrying out a robust risk assessment with full workforce involvement (of recognised trade union or other identified safety representatives) will identify the practical measures that can be put in place to minimise the spread of the virus at a workplace/facility. The assessment should include a phased implementation timetable, structured broadly as follows:

Plan

Considerations to ensure you are prepared for the opening of your facility should be developed in consultation with the workforce and updated on an ongoing basis. That planning must be based around risk assessments and safe systems of work including physical distancing, hygiene and fair work
principles that are designed to enable a restart that allows the facility to operate while protecting workers and participants health and well-being.

A nominated COVID-19 officer should be in place for each organisation or facility to ensure all appropriate management processes and mitigations are in place to effectively oversee and maintain the implementation of measures outlined in this guidance document. sportscotland have developed an e-learning module to provide COVID Officers with key information and guidance to support your organisation to return safely to the delivery of sport and physical activity.

While operators should make every reasonable effort to enable working from home as a first option it is recognised that many sport and leisure facility workers will deliver operations on site. Workplace risk assessment should therefore consider health and hygiene measures that need to be put in place to protect employees before a facility opens. This could, for instance, include staggered working to minimise the number of people in an office at any one time.

**Prepare**

Action to prepare your facility prior to any sport or leisure activity taking place. For instance, physical distancing and hygiene measures require work to be carried out before a restart – for example screens, one-way systems, 2-metre zones, canteen re-arrangement, PPE provision, hand sanitisers etc. Then briefings, inductions and staff training into the new ways of working. These all take time and require resourcing and commitment.

**Protect**

Actions should be implemented to protect the safety of workers and participants while your facility is open. These should be covered in the risk assessment.

**Pilots & Review**

Experience confirms the value of trialling the new way of working before a fuller restart is attempted, so a limited-scale pilot to test systems, find weaknesses and make improvements before a fuller restart is essential. Thereafter review and update your plans regularly once your facility is open and operating.

**Dynamic risk assessment**
A risk assessment or adoption of mitigation measures should not be a one-off exercise. This should be part of a regular and ongoing dialogue and feedback loop between the workforce, trade union or workforce representatives. This will identify what measures are working, where refinements are possible and any gaps remaining. Reviews of measures and risks should be frequent, with daily assessments of progress initially not unusual. The open and ongoing engagement between trade union or workforce representatives should enable adjustments to be made quickly and smoothly at the relevant stage. This should include potentially tightening workplace restrictions or reducing numbers onsite if the dynamic risk assessments indicate this is necessary.

**Utilising expertise**

Facility operators should ensure their health and safety professionals and representatives have the skills, training and knowledge to understand the risks associated with COVID-19. Where facility operators and their workforce do not have access to these skills inhouse they should together explore external support options to put in place appropriate mitigation measures. This could be for example through their trade association, health and safety consultancies or trade union health and safety representatives. All can help facility operators understand the risks associated with different activities and situations within individual companies and offer the support managers and workers may require to ensure the safety of all.

**Building confidence, supporting wellbeing**

Returning workers and customers may have some level of apprehension about how safe they may be, and they may require reassurance and demonstration that measures recommended in risk assessments have been put in place to ensure safety. Employers and facility operators should recognise the need to have clear and regular communications with workers and participants, using multiple channels to reinforce key messages. Visual material has proven to be beneficial in demonstrating changes that have or are being made, especially where language barriers exist.

A clear message from employers, facility operators and trade unions is that building and maintaining worker and customer confidence is vitally important and a challenge that should not be underestimated.

**Sharing the results of your risk assessment**
It is good practice to share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so).

**Workforce planning**

There are other issues that employers and facility operators need to consider to ensure workplaces are inclusive. The [Equality and Human Rights Commission](https://www.equalityhumanrights.com) can provide advice on a range of issues such as non-discrimination, communication with workers on equality issues, adjustments for disabled people, support for pregnant workers, flexible working for those with caring responsibilities, support for workers affected by domestic abuse, how to deal with harassment at work, and mental health issues.

**Supporting those who should come to work, and those who should not**

Nobody should go to work if their workplace is closed under current government regulations.

Those responsible for the management of sport and leisure facilities must take action to minimise the potential for spreading COVID-19 among anyone working/volunteering within the buildings and surrounding grounds.

There should be a particular focus on protecting people who are clinically at risk by ensuring they are able to maintain physical distancing and hand hygiene.

These actions should include:

- anyone who is displaying [symptoms of COVID-19](https://www.nhsinform.scot/covid19-symptoms) or is self-isolating due to living with someone who is displaying symptoms or as a result of [contact tracing](https://www.gov.uk/government/publications/contact-tracing) staying at home to minimise the risk of spreading COVID-19

- immediately sending anyone home who becomes unwell with symptoms of COVID-19 in a sport and leisure facility, and advising them to follow guidance on what to do if you develop symptoms at NHS Inform (or call 111 if they don’t have internet access and need clinical advice). In an emergency, call 999 if they are seriously ill or injured or if their life is at risk

As a minimum we expect:
• working from home to continue, where possible

• health factors to be considered in any phasing of who returns to work, with employees living in at risk households only expected to return when new safe working environment measures have been implemented and a return to onsite work is consistent with individual medical advice.

• new sport and leisure facility arrangements to be tested and modified through collaboration between employers, facility operators and workers

• facility operators to take travel to work and childcare considerations into account in decisions around a phased restart

• keeping in regular contact with furloughed staff

Travel to work

Health Protection Scotland (HPS) have provided COVID-19 information and guidance for general (non-healthcare) settings and individuals should follow the “personal or work travel and physical distancing” guidance. This reiterates that people should not travel to work if they exhibit any COVID-19 symptoms. The HPS advice and any subsequent safe travelling advice should be factored into company decisions on planned returns to work.

Transport Scotland have produced Guidance to assist the public to travel safely during the coronavirus (COVID-19) pandemic. It is important that the latest version of the Guidance is read: Transport Scotland Covid-19 transition plan.

Mandatory Face coverings

It is important to note the difference between face masks and face coverings. Where HPS guidance refers to face masks this means surgical or other medical grade masks that are used in certain health and social care situations. Face coverings are made from cloth or other textiles that cover the mouth and nose, and through which you can breathe (e.g. a scarf).

A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the legislation), or where there is a ‘reasonable excuse’ not to wear a face covering such as
eating or drinking and exercising/undertaking physical activity. Or if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.

**Personal Protective Equipment (PPE)**

HPS guidance for non-healthcare settings also offers advice on the use of PPE, confirming workplaces should use PPE consistent with local policies and in line with measures justified by a risk assessment. Both the Scottish Government and the Health and Safety Executive (HSE) recommend a risk based approach focused on a hierarchy of control which seeks to eliminate risks, combat risks at source, adapt workplaces to individual needs, ensure adequate staff training around processes to manage the risk and then use PPE where required. Where PPE is deemed necessary, an adequate supply and quality must be maintained which is provided free of charge to workers and which must fit properly.

**Test and protect**

Test and Protect, Scotland’s approach to implementing the ‘test, trace, isolate, support’ strategy is a public health measure designed to break chains of transmission of Coronavirus (COVID-19) in the community. The NHS will test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate.

People who have tested positive for the virus will need to self-isolate for a minimum of 10 days. NHS contact tracers will interview them and get in touch with people they have been in close contact with and tell them they must self-isolate for 14 days. If your employees are informed by a contact tracer that they should isolate, you should help them to do so straight away.

A close contact is defined as:

- those that are living in the same household as a case.
- face to face contact with a case for any length of time within 1 metre of a case.
- extended close contact within 2 metres for more than 15 minutes with a case.
Where Infection Prevention Control measures have been utilised such as protective screen or use of PPE the contact tracer will conduct a risk assessment to identify contacts at risk. The priority is to public health in order to break the chain of transmission of COVID-19.

Advice for employers and facility operators on helping staff who need to self-isolate is also available.

Apprentices can return to work at the same time as their co-workers. For specific concerns regarding the safe return to work for apprentices there is information and support and apprentices can speak to an advisor directly on 0800 917 8000. Workers who are at a higher risk, shielding or who live with someone who is shielding, should not be compelled to attend work and facility operators should make arrangements to ensure those workers are not disadvantaged due to obeying medical advice. Facility operators should explore measures such as suspending the normal application of sickness or disciplinary procedures related to attendance in these cases.

**Maintaining customer records**

In order to support NHS Scotland’s Test and Protect service, once sport and leisure facilities/businesses return in outdoor and indoor areas, it will be necessary for all to gather contact information from general public, members and staff. Where attending as a small household group, the contact details for one member – a ‘lead member’ – will be sufficient. You should hold records for a period of 21 days.

You can play a significant role in helping your staff and customers to understand the value of NHS Scotland’s Test and Protect service, and the importance of playing their part to identify people who may have been in contact with the virus. Please do this by explaining why you are asking for contact information and encouraging them to provide it. You should also display a notice on your premises or on your website. We have provided a template to help you to do this, though please be aware that some people may need additional support in accessing or understanding this information.

Collecting customer contact details will be mandatory, but it is important that both businesses and individuals cooperate, as it will be crucial to national efforts to suppress the virus. This measure forms part of enabling facilities/businesses to open safely, minimising the risk of the number of infections increasing, and will reduce the risk of requiring future restrictions.
COVID symptoms within the workplace

The virus is expected to remain in the population for some time, even after lockdown restrictions have been eased and people begin to return to work. This will cause anxiety for people who will also want to understand how any outbreaks in the workplace will be handled. As part of risk assessments facility operators should explore with trade union or workforce representatives how to respond should anyone develop symptoms while at work, including whether it is possible to identify any particular parts of the site the individual may have accessed or equipment used while symptomatic. As part of this consideration should be given how best to monitor health of all individuals in a workplace.

Workers have a responsibility to ensure they adhere to overall COVID-19 advice which says people with symptoms should remain at home and self-isolate. Facility operators and workers should remain in regular communication throughout any period of self-isolation with facility operators encouraged to work with trade union or workforce representatives to enable individuals to work from home while self-isolating if appropriate.

What action needs to be taken if someone becomes unwell with symptoms of COVID19 whilst on site at your organisation:

- In preparation, make sure that all staff and individuals in your workplace/organisation, including children and young people, know to inform a member of staff or responsible person if they feel unwell.

- If the affected person has mild symptoms they should go home as soon as they notice symptoms and follow the guidance for households with possible coronavirus infection.

- Where possible they should minimise contact with others, e.g. use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return home quickly and directly, and if possible, wear a face covering in line with Scottish Government guidance. If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If they don’t have any tissues available, they should cough and sneeze into the crook of the elbow.

- If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere
safe for the unwell person to sit which is at least 2 metres away from other people.

- If possible and it is safe to do so, find a room or area where they can be isolated behind a closed door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze,

- and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for Health Protection Scotland disposing in a bin later. If you don’t have any tissues available, they should cough and

- sneeze into the crook of their elbow. Were possible, a separate bathroom should be designated for the individual to use.

Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria.

Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.
In the event of a blood and body fluid spillage, keep people away from the area. Use a spillkit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

In situations where belongings are being removed from the home of a deceased individual, the belongings should first be cleaned with a general household detergent active against viruses and bacteria.

Personal Protective Equipment (PPE) for environmental decontamination Occupations should continue to use any PPE required as per local policies (business as usual). If a risk assessment of the setting indicates that a higher level of contamination may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE, such as an apron and gloves, should be considered.

Waste

Ensure all waste items that have been in contact with the individual (e.g. used tissues and disposable cleaning cloths) are disposed of securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.

Laundry

Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person should be laundered separately where possible. Do not shake dirty laundry, as this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

If you do not have access to a washing machine in your setting, ensure dirty laundry is kept bagged at home for 72 hours before taking to the launderette. After handling dirty laundry ensure hand hygiene is carried out.

Deliveries and contractors
As a minimum we expect facility operators to treat all site visitors including contractors, suppliers and those making deliveries, as if they were workers, ensuring they are offered the same protections and are expected to follow the same rules.

Many sites, especially larger sites, may normally have a number of contractors not employed by the facility operator running the site. This presents increased risk of virus transmission if people do not adhere to the same interpretation of rules. To address this risk facility operators should consider limiting site access to those who need to be there for safe operation. Ensure safe working practices and production related activities and implementing a permit to work system for contractors and external visitors who still need to access the site. This would set out requirements for how everyone behaves on a site including entering and leaving the site, clarifying responsibilities for all around maintaining good hygiene and physical distancing.

**Training and compliance**

As a minimum we expect:

- training around processes and working environment expectations to be provided for all workers before restarting work

- employers and facility operators to establish measures, in collaboration with trade union or workforce representatives to monitor compliance with relevant regulations and processes put in place to enable a safe return to work.

Every workplace should look and feel substantially different for workers. Physical distancing and enhanced hygiene will change how workplaces operate. Training will therefore be essential to build a common understanding of requirements within the new working norm, instilling confidence that changes put in place contribute to a safe workplace.

Training methods should ensure effective delivery of relevant overarching and company specific measures and expectations of workers while onsite, in a way which maintains physical distancing. Employers and facility operators should consider, as part of their risk-based planning, how training can be safely delivered, especially if elements are normally outsourced to third parties. Visual aids may be required as part of the training and for ongoing guidance and communications. Some employers have initiated a universal induction process covering their new, enhanced hygiene and
physical distancing measures. This induction process can help demonstrate employers and facility operators are taking the COVID-19 risks seriously, building confidence amongst the workforce that they are returning to a safe workplace while also reinforcing the importance of individual worker responsibilities.

Employers and facility operators should also put in place robust local arrangements to monitor compliance with new operational arrangements. This should be done with trade union or workforce representatives. Remedial actions should flow from that monitoring, and be augmented by advice, guidance and support from external enforcement authorities.

It is vital during restart for workers to have confidence in the steps being taken by their employers and facility operators. Employers should look to establish processes to allow worker feedback on physical distancing and safety protocols, enabling workers to input on areas of concern and for employers and facility operators to act upon these concerns.

A single point of contact has also been established for trade union or workforce representatives to help the Scottish Government understand how all COVID-19 workplace guidance is being implemented, and to help shape and refine that guidance based on the real experience of workers in the workplace. Contact can be made by email: scottishtradeunioncovidenquiries@gov.scot.

Please note that this contact is not intended to be a reporting mechanism for potential breaches of legislation.

Under the Health and Safety at Work etc Act 1974 (HSWA), your Local Authority Environmental Health Service [HSE] will usually be the relevant enforcing authority for how you control the risk of coronavirus in the sport and leisure sector. In some cases, it may be HSE or the Local Authority Environmental Health Services but, in any case, enforcing authorities will apply the same requirements. HSE can be contacted by phone on 0300 003 1647 or online at HSE contact form.
Operational guide and checklist

We want to provide support to facility operators of sport and leisure facilities to help them plan and prepare for when activity can resume. We have developed an operational checklist that we recommend operators follow to ensure the health and safety of workers and participants is protected.

As a minimum we expect:

- enhanced health and safety measures to be in place before staff are asked to return to work and participants enter facilities, including physical distancing guidance and hygiene measures, and

- safe travel to work arrangements for employees to be considered as part of a risk assessment, with any relevant adjustments adopted

The operational checklist provides a comprehensive list of considerations and actions that operators should take to ensure enhanced hygiene, health and safety measures and physical distancing guidance are in place to create a safe environment for staff and participants. The checklist should be read in conjunction with specific facility operational guides which will be available on the sportscotland website at Getting your facility fit for sport from 20 August 2020.

Enhanced hygiene

Enhanced hygiene measures should be a key plank of measures to create a safe environment, including for example:

- using signage to build awareness of: good handwashing technique; and the need to increase handwashing frequency, avoid touching your face, cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available and perform hand hygiene after this

- sanitiser and hand-washing facilities at key points, including on entry and exit points

- additional sanitiser and handwash facilities at communal areas
• minimising the use of touchpoints throughout buildings, including exploring where possible how digital processes or systems may replace the need for face-to-face discussion

• ensure regular detergent cleaning schedules and procedures are in place, using a product which is active against bacteria and viruses, including considering how often and where deep cleans may be required

• setting clear use and cleaning guidance for toilets to ensure they are kept clean and physical distancing is achieved where possible - Scottish Government has published guidance on opening public and customer toilets.

Physical distancing

Physical distancing is the other key plank of workplace-specific measures to create a safe working environment. Factors employers and facility operators will want to consider include:

• facility layout and signage with clear marking of two metre boundaries around the facility and signage which reinforces expectations of employees at relevant points (as English may not be the first language for everyone, companies should consider how best to use visual material to reinforce messages)

• limiting access to parts of the facility required by an individual to do their job as this will limit the chances for interaction with others

• staggering entry and exit times to prevent bottlenecks arising as people arrive or leave

• staggering break times and adjusting canteen arrangements to reduce opportunities for larger numbers of staff to interact on a face to face basis

• splitting the workforce into specific teams to avoid cross-team contamination and provide a level of operational resilience in case someone in one team develops COVID-19 symptoms
• considering opportunities to introduce additional technology support and systems to assist in managing the safe working practices and in particular physical distancing

Next steps

Review and future development

This guidance extends until further notice. It sets out both our current advice and guidance for the sport and leisure sector in helping to handle COVID-19, as well as beginning to develop a route-map towards restarting activities within overarching public health considerations.

We will continue to develop plans to address the wider issues to aid the restart of sport and leisure. This will continue in a phased manner as set out in the Coronavirus (COVID-19): framework for decision making – Scotland’s route map through and out of the crisis. The route map provides an indication of the order in which we will carefully and gradually seek to lift current restrictions but does not attempt to specify dates for all the different phases. All of this will be evidence led.

Easing restrictions will not mean returning to how things were before the virus. Physical distancing, hand hygiene, and other critical behaviours will be essential in each area to ensure public and workforce confidence.

This guidance will be updated and reviewed as required in consultation with the sector’s employers and unions. Please ensure you use the latest version.

It is for individual employers and facility operators in conjunction with trade union or workforce representatives to decide how best to successfully adopt and adapt guidance for their individual circumstances.

Related information

Scottish Government advice and support

Summary of COVID-19 developments in Scotland

Coronavirus (COVID-19): framework for decision making
Coronavirus (COVID-19): framework for decision making – Scotland’s route map through and out of the crisis

Coronavirus (COVID-19) phase 2: Scotland’s route map update

Coronavirus (COVID-19): Scotland’s route map – indicative dates for the remainder of phase 2 and early phase 3

Coronavirus (COVID-19) Phase 3: Scotland’s route map update – 30 July

Coronavirus (COVID-19): Returning to work safely

Coronavirus (COVID-19): business and physical distancing guidance
Joint Statement with the STUC on Fair Work

Advice on substantive support packages available for business and their employees

Guidance on childcare

Guidance for key workers and critical childcare

COVID-19 information and guidance for general (non-healthcare) settings

A list of Scottish Procurement Policy Notes (SPPNs) can be found on gov.scot.

SPPN 5/2020 sets out guidance for public bodies on options for payment to their suppliers to ensure service continuity during the current COVID-19 outbreak.

NHS Inform
Please refer to relevant sections of the NHS Inform website, in particular the advice on physical distancing, shielding, Test and Protect, and symptoms. Each of these sections notes the date last updated, so please take particular note of whether some of the above guidance has been updated since your draft guidance was produced to ensure this guidance remains aligned.

Coronavirus (COVID-19): General advice
Coronavirus (COVID-19): Check your symptoms
Coronavirus (COVID-19): Physical distancing
Coronavirus (COVID-19): Shielding
Coronavirus (COVID-19): Test & Protect
Coronavirus (COVID-19): Contact tracing
Coronavirus (COVID-19): Testing
Coronavirus (COVID-19): households with possible infection
Coronavirus (COVID-19): Communications toolkit

The following UK-level guidance may also prove useful:

**Staying safe outside your home:**

**UK guidance: COVID-19: cleaning in non-healthcare settings**

Legislation
**Coronavirus (Scotland) Act 2020**

Other sources of COVID-19 information
The [Health and Safety Executive](https://www.hse.gov.uk) has provided advice related to COVID-19


To contact Police Scotland for Protective Security advice, please contact your local Counter Terrorism Security Adviser:
North: SCDCTSAAberdeen@Scotland.pnn.police.uk
East: SCDCTSAEdinburgh@Scotland.pnn.police.uk
West: SCDCTSAGlasgow@Scotland.pnn.police.uk