

## Introduction

Since the announcement from the Government that Gyms, Swimming Pools and Leisure Centres can re-open DSDR have been working hard to implement all aspects of the government guidelines as well as the guidelines developed by each NGB covering the specific requirements for each sport or activity. The following procedures and accompanying risk assessments have been implemented to minimise the risks to all customers and staff; the provision of a safe environment for all is our main priority.

## General Guidelines

### - Medical Guidance

#### Main Symptoms

The main symptoms of coronavirus are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

### - Mitigations

Any customer or member of staff displaying any symptoms of coronavirus are not permitted to enter the STV, this is emphasised within all communications sent out to customers prior to and as part of the booking process, and is highlighted to all staff within the circulated documentation and return to work training.

All customers and staff are required to follow good hand hygiene routines; soap and water are readily available in all toilet facilities, and hand sanitisation stations are available throughout the building.

All customers and staff are required to follow social distancing, floor markers are located throughout the building to help with this.

All customers and staff are required to wear a face covering in the STV apart from within the changing rooms and when exercising. This is mandatory to all apart from U12's and those with a medical exemption.

All facilities have a maximum capacity based on social distancing in an active environment.

### - Test and Trace

As per government guidelines, the STV will have a track and trace system in place for all of its visitors to ensure that anyone who has been in close contact with a person who has tested positive for Coronavirus through being at the STV can be traced.

A QR code system will be in place at the entrance and in various locations around the building.

All sessions will be booked and as such contact details are entered to make the booking, contacts are taken for community clubs and guardians of booked sessions for young people.

Where customers are attending as part of a club, the club are required to have details of all its members and a register of which members have attended which sessions.

#### Access and Flow

- The front doors will be the main entrance for access to indoor activities in the STV. Those entering the building should use the central automatic doors which will be set to open at all times. Side doors should not be used for entry into the building.
- Access to the café can be gained either through the main STV front doors or through the East Gate (off East Car Park) along the balcony and through the temporary marquee. Anyone accessing the marquee must check in using the specific QR code for this area.
- Exit from the building will be available via the fire exit door in the lower reception area (by the Shift Managers Office) or through the side door on the left at the main front doors. Where possible, to reduce congestion on the stairs and to minimise time spent in the building the majority of users are encouraged to exit via the lower reception fire door.
- This lower reception fire door is strictly for exit only, anyone trying to enter via this door must be stopped and re-directed to the front door entrance.
- It will be possible to exit via the main front doors using the side door on the left as you exit, which will be propped open to avoid any unnecessary touching of surfaces.
- There is strictly no access or exit available via other fire exits in the building (unless in an emergency evacuation situation), anyone trying to enter or exit via any other fire exits must be stopped and re-directed to the front door entrance.
- Throughout the building doors will be held open with automated magnetic locks, or door wedges. Where wedges are in place the Operations staff must ensure that they are removed once activity has ceased in that area to ensure they are then serving their purpose of reducing the spread of fire in an emergency situation.
- We are operating a keep left policy throughout the building to assist with social distancing measures.
- There are some locations where this is not possible and a keep right is the most sensible and practical solution, floor markings and signage will be in place throughout the building to give guidance on direction of flow.
- The main STV staircase will be open for two-way travel, there will be a keep left policy in place and the centre of the stairs will be marked with floor tape. Social distancing markers will be in place to ensure you remain suitably spaced from the person in front. The width of the stairs is inadequate for social distancing and as such there is a no stopping rule on the stairs in order to minimise time spent in close proximity with others. In addition, using the lower reception fire exit as the main exit point has been implemented to decrease the need for customers to return up the main staircase to exit, therefore decreasing the footfall.
- The main STV lift will remain in operation with a maximum of 1 person in the lift at a time (with the exception of wheelchair users with carers and parents with buggies who are permitted to exceed this limit).
- The café lift will be in use for café deliveries only.
- Specific information on access and flow within a training area can be found in the relevant NOP for that area/ activity.

### Capacity

- There should be no waiting around in the general areas of the STV apart for co-ordinated session drop off and pick up of minors. Social distancing must be adhered throughout, arrival for session time should be as close as possible to the start time of the session to minimise time spent waiting within the building.
- In order to maintain a Covid secure environment for all customers and staff we request that only those with a booked session come to the STV.
- No spectating is allowed; there are certain exceptions to this in relation to safeguarding whereby one guardian is permitted per child if necessary. Social distancing must be adhered to whilst spectating.
- Each area will have a maximum capacity based on the space available and the social distancing guidelines for the activity.
- Please see NOP for capacity limits for each area/ activity.

### Facilities and Equipment

- Some areas of the building will not be in use or will have restricted access, these areas will be clearly marked and where possible locked off.
- All general seating areas will be out of use.
- The cash point will be out of use.
- All water fountains are out of use, customers will be advised to bring adequate fluids with them for their session.
- The pool and gym changing rooms are available to use.
- All toilets will be available to use.
- All lockers are available to use.
- SU equipment will be available to hire; please see specific equipment hire NOP for details of measures in place for safe hiring of equipment.

### PPE Requirements

- All staff are required to wear a face covering in the general areas of the STV. This is mandatory to all staff apart from those with a medical exemption.
- Certain roles require enhanced levels of PPE – details of which can be found in the specific NOP for that area of the department.
- Perspex screens will be in place at all relevant reception areas, namely; main STV reception, upper reception membership/ events desk, physio reception, membership office reception desk.
- All mandatory PPE will be provided by DSDR.

### Cleaning

- All areas of the STV have undergone a full deep clean prior to re-opening.
- All cleaners have received up to date and relevant training on cleaning requirements as per government guidelines.

- Gloves are to be worn during cleaning at all times, additional PPE such as face coverings and aprons are available if required, however are not mandatory.
- Only 1 person is permitted in any of the cleaning stores at a time to ensure social distancing guidelines are adhered to.
- Cleaning machine 'touch areas' must be sanitised before and after each use.
- Additional cleaning slots have been added into the gyms and 50m pool to assist with maintaining a clean and safe environment for all customers and staff.

#### Emergency Procedures

- The STV emergency evacuation plan is as per normal evacuation routes. Whilst some areas of the building will be isolated, where not all are lockable, they must therefore still be checked as part of the emergency evacuation.
- Adequate operations staff will be on shift at all times to complete a full evacuation.
- During an evacuation operations staff must kick away all door wedges whilst on their evacuation routes to ensure fire doors are effective in stopping the spread of fire.

#### Documentation Approval

Documentation will be submitted and signed off by IOSH or NEBOSH qualified DSDR staff then submitted to DSDR SLT for final approval prior to commencement of activity. Each activity must be authorised by the DSDR SLT and all required measures put in place before being advertised as available to customers.