

## New Zealand Rugby COVID-19 Level 2 Changing Room Guide

New Zealand Rugby has developed the Return to Rugby Requirements which prioritises the safety of participants and supporters and provides rugby clubs with guidance on what they need to do to be ready for kick off.

At Alert Level 2 all venues and sporting facilities, including clubrooms and gyms, are able to open. As part of the Return to Rugby requirements and to meet Government COVID-19 guidelines, all rugby club will need to develop a health and safety plan in four key priority areas: trainings, changing rooms, club rooms and match days.

This guide helps Rugby Clubs develop a Changing Room health and safety plan for its participants. Your local Provincial Union can provide you with support and will need to approve the plan before clubs can return to safe use of changing rooms.

This guide is to be read in conjunction with Guidelines from the Ministry of Health, Sport NZ, and any other authority under which your club or school operates. It represents the **minimum** level of required planning before changing rooms can be utilised by clubs and schools for training and match day operations.

**Use of Changing Rooms cannot proceed without the following requirements being in place and is subject to approval by your Provincial Union.** Helpful information and resources on health and safety plans can be found on the [Worksafe New Zealand website](#).

Health & Safety Considerations	Potential Health and Safety Actions	Club Person Responsible	PU Sign Off
<p><b>Does anyone outside your club need to be involved in your plan?</b></p> <p>Consider other authorities and agencies that might need to contribute to or be consulted as part of your plan.</p>	<ul style="list-style-type: none"> <li>Make contact early with your changing room owner to establish any planning requirements and/or arrangements.</li> <li>Establish agreed priorities and changing room control arrangements early with the other sporting organisations.</li> </ul>		
<p><b>Who is Responsible?</b></p> <p>Each club will need to develop, implement and monitor the changing room plan.</p>	<ul style="list-style-type: none"> <li>Appoint an employee or committee member to be accountable and responsible for your COVID-19 Health and Safety Plan.</li> </ul>		
<p><b>Who needs to be involved in your plan?</b></p> <p>All employees, management, and volunteers need to be involved in developing your plan.</p>	<ul style="list-style-type: none"> <li>Complete your COVID-19 WorkSafe plan (see Resource link below)</li> <li>Do you have the right people with the right skills to operate safely?</li> <li>Do you need to conduct training of all employees and volunteers on COVID-19 protocols?</li> </ul> <p><b>Resources:</b> WorkSafe plan template <a href="https://worksafe.govt.nz/dmsdocument/27557-covid-19-safety-plan-template-word-version/latest">https://worksafe.govt.nz/dmsdocument/27557-covid-19-safety-plan-template-word-version/latest</a></p>		
<p><b>COVID-19 Manager</b></p> <p>A person needs to be designated authority to manage, monitor and enforce your COVID-19 protocols.</p>	<ul style="list-style-type: none"> <li>Assign a roster system for employees and volunteers for clarity of accountabilities and responsibilities.</li> </ul>		
<p><b>Changing Room Controls</b></p> <p>There needs to be clear communication of changing rooms allocations, timings of use, control use, and management of traffic flows to ensure that mass gathering rules are observed (no more than 100 at any time from 12pm Friday 29 May 20).</p>	<ul style="list-style-type: none"> <li>Develop a changing room roster and widely communicate to team managers and in public notices around the changing rooms and clubrooms for players and spectators.</li> <li>Plan traffic flows to avoid unnecessary congregation at entry and exit points through use of signage.</li> <li>Designating a volunteer to manage changing room protocols on trainings and match days.</li> </ul>		

Health & Safety Considerations	Potential Health and Safety Actions	Club Person Responsible	PU Sign Off
<p><b>Does anyone outside your club need to be involved in your plan?</b></p> <p>Consider other authorities and agencies that might need to contribute to or be consulted as part of your plan.</p>	<ul style="list-style-type: none"> <li>• Make contact early with your changing room owner to establish any planning requirements and/or arrangements.</li> <li>• Establish agreed priorities and changing room control arrangements early with the other sporting organisations.</li> </ul>		
<p><b>Public Notices</b></p> <p>Public notices around COVID-19 health and hygiene protocols need to be widely displayed.</p>	<ul style="list-style-type: none"> <li>• Consider placement of COVID-19 posters in and around changing rooms.</li> <li>• Post COVID-19 posts on club social media feeds (Facebook, Instagram)</li> </ul> <p><b>Resources:</b> See <a href="https://covid19.govt.nz/resources/posters/">https://covid19.govt.nz/resources/posters/</a></p>		
<p><b>Sanitisation</b></p> <p>High contact areas need to be regularly cleaned.</p>	<ul style="list-style-type: none"> <li>• Changing Rooms to undergo deep clean prior to commencement of use on training and match days.</li> <li>• Changing rooms to be closed and cleaned between individual team use on training and match days.</li> <li>• Consider wedging doors open where possible to reduce door handle usage.</li> <li>• Availability and safety of volunteer workforce and suitable cleaning materials.</li> </ul> <p><b>Resources:</b> Cleaning guidelines to minimise the spread of infectious diseases <a href="http://www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention">www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention</a></p>		
<p><b>Hand Hygiene</b></p> <p>There must be hand hygiene measures in place for users of changing rooms.</p>	<ul style="list-style-type: none"> <li>• Consider placement of hygiene stations at entry and exit points.</li> <li>• Consider re-supply needs for hygiene stations at high volume areas and for number of anticipated participants passing through.</li> </ul>		
<p><b>Medical Room</b></p> <p>Injured players in changing rooms need to be safely treated to ensure their safety and the safety of medical staff.</p>	<ul style="list-style-type: none"> <li>• Contact tracing of players undergoing treatment as required.</li> <li>• Medical staff to provide their own PPE as required.</li> </ul>		
<p><b>Club Communication</b></p> <p>The club should regularly communicate with its members.</p>	<ul style="list-style-type: none"> <li>• Keep members informed through regular updates.</li> <li>• Reinforce good behaviour and correct misunderstandings.</li> </ul>		
<p><b>Monitoring the Plan</b></p> <p>It is important that all health and safety plans are monitored and adjusted to keep participants safe and as Government guidelines change.</p>	<ul style="list-style-type: none"> <li>• Monitor your plan in its early stages to ensure that is effective and understood.</li> <li>• Stay updated with New Zealand Rugby and Provincial Union COVID-19 advisories.</li> <li>• Set regular updates to ensure that it remains sustainable and relevant.</li> </ul>		

### Important Notes

#### Subject to change:

- Please note that this advisory is current as of 25 May 2020 and is subject to change.
- New Zealand Rugby continues to work closely with Sport New Zealand and the Ministry of Health to provide the most up-to-date information for our stakeholders.

25 May 2020

