BACK TO SQUASH GUIDANCE FOR CLUBS, VENUES AND COACHES



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Introduction

This guide is designed to support squash clubs and venues, and their members, with their return to play, following the restrictions in place during the COVID-19 pandemic. In order to reopen and provide a safe environment for players and staff, clubs and venues are obliged to ensure they have completed a thorough **COVID-19 risk-assessment** and developed a robust and practical '**COVID-19 Secure Plan**'. Each club has its own unique set of circumstances, and so plans must be tailored to suit specific needs.

As social distancing cannot be guaranteed, the normal game of squash should not be played by players from two households (except those from a *support bubble*). Included in this guide is a clear set of 'ways to play' to provide options to get people back on court whilst maintaining social distancing.

Cleaning and good hygiene, in conjunction with social distancing, continues to be the most effective method of reducing the risk of infection from COVID-19. Therefore, it is of utmost importance that clubs take all steps to implement their own cleaning and hygiene protocols, whilst ensuring that individual members recognise that they have a part to play, by washing/sanitising hands, not touching court walls, and helping clean contact points where possible.

To support clubs/venues in safely returning to play, this toolkit contains:

- 1. Top five tips for clubs and venues
- 2. Creating a club/venue COVID-19 Secure Plan
- 3. Guidance for conducting a COVID-19 risk assessment
- 4. Poster kit
- 5. Ways to play
- 6. Delivering COVID-19 Secure Squash (for coaches)
- 7. Where to find additional support and resources

If your club shares or rents its courts from a separate provider (e.g. if you are based at a leisure centre), then you should work with the owner of the courts to establish a safe return to play, as there may be different protocols, and you must follow their guidelines at all times.

England Squash has a nominated COVID-19 Officer, who you can email at enquiries@englandsquash.com – they will endeavour to answer your questions and concerns or highlight where you can find further information.



Definitions

Clubs and venues – anywhere that squash is played in an organised manner, including all commercial, educational, rented, members clubs, and public facilities.

Members – squash players who pay a membership fee for access to a club/venue.

Workforce/staff – all paid or unpaid personnel, including volunteers and third-party contractors who support the ongoing running of the club/venue

Coaches – individuals that hold a valid England Squash coaching qualification, providing organised on-court activity including coaching, practice and training in group and/or individual sessions.

Disclaimer

You must remain aware of the latest Government and Public Health England guidelines for your region/specific location — this will be the most up-to-date source of guidance and will always supersede the advice in this document. The latest guidance can be found on the following links:

- UK Government Guidelines https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities
- Public Health England Advice https://www.gov.uk/government/organisations/public-health-england
- HSE Guidelines https://www.hse.gov.uk/news/coronavirus.htm

As guidelines and restrictions change, England Squash will update its dedicated <u>COVID-19 web page</u> with relevant information for the squash community.



1. Top five tips for clubs and venues

Before returning to play, consider the following:

1	Keep up-to-date with UK Government guidelines at all times (including any regional variations/exceptions). This is your responsibility. All aspects of squash activity must follow current social distancing guidelines.
2	If your club/venue isn't ready to open safely from the point that UK Government allows it, don't feel pressured to. The safety of your members and staff remains paramount.
3	Take your time with reopening. Start small and adjust and adapt as frequently as you need to.
4	Create a COVID-19 Secure Plan that is manageable for your club/venue, using the template COVID-19 risk assessment provided as a starting point. Call or email England Squash if you are unsure about anything or need further support.
5	Communicate regularly with your members about what is happening and what you are doing to limit the risk. Use all available channels including social media, text, your website and posters/signage on-site.



2. Create a club/venue COVID-19 Secure Plan

Use the following table as a checklist to inform your club/venue COVID-19 Secure Plan. These tasks must be completed before you consider reopening:

Area	Action	Responsibility	Complete
	Appoint a COVID-19 Lead Officer and		
Leadership &	support group to devise and deliver the		
Management	COVID-19 Secure Plan, and monitor and		
	report progress/success.		
	Develop and conduct a COVID-19 risk		
	assessment, specifically for your club/venue's set of circumstances		
	(template can be found here) – see		
	additional guidance below.		
	Formalise a bespoke COVID-19 Secure Plan		
	based on the outcome of your risk		
	assessment for your club, before courts		
	reopen.		
	Establish a cleaning/hygiene routine that is;		
	 based on the results of the risk 		
	assessment		
	 in line with the relevant guidance for 		
	your facility		
	 has clear timings and allocated 		
	responsibilities		
	If you are cleaning after a known or		
	suspected case of COVID-19 then you refer		
	to the <u>specific guidance</u> .		
	Club/venue nominated First Aider to be		
	aware of current <u>HSE guidance</u> and		
	implement any necessary actions (including		
	obtaining any necessary PPE required as		
	dictated by the results of the risk		
	assessment).		
	Establish a plan for what to do if someone		
	develops symptoms at your club/venue,		
	including:		
	 Maintaining social distancing 		
	Advising them to return home if safe		
	to do so and manage their symptoms		
	in line with the relevant advice.		
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	 If the person is unable to travel home safely, they should be isolated from others and someone from their household contacted to make safe arrangements. If this is not possible 		



	then phone 111 and follow	
	instructions.	
	Identify workforce/staff/responsible	
	members who can ensure the relevant	
	safety measures are being adhered to by	
	members whilst the club/venue is open,	
	including responsibility for:	
	Registering visitors/members	
	Social distancing, on and off-court	
	Hygiene and cleaning regimes	
	You may be able to utilise coaches or	
	volunteers/responsible members who must	
	be fully aware of, and take responsibility for	
	ensuring adherence to, the club/venue's	
	guidelines.	
	This may require the creation of a rota for	
	workforce/staff, or changes to your	
	opening schedule to accommodate it.	
	If you are unable to resource this effectively	
	and/or feel that your members may be at	
	risk, then we recommend that the	
	club/venue should remain closed.	
	Agree and communicate policies and	
	procedures to workforce/staff and	
	members before reopening your venue.	
	Please also refer to <u>NCVO advice on</u>	
	volunteering.	
	Recommunicate policies and procedures to workforce/staff and members as they are	
	changed/updated.	
	Ensure that all existing club policies,	
	particularly those relating to matters of	
	safety and duty of care, are reviewed and	
	where appropriate, updated to reflect the	
	new way the club will operate. E.g.	
	safeguarding and inclusion policies. (Please	
	find the latest CPSU guidance <u>here</u>)	
	Ensure that the leadership/ management	
	group understands and actions an agreed	
	plan to resolving/ tackling any localised	
	cases.	
	Determine the maximum number of	
Club/venue	members safely allowed in the club at any	
Access	one time (i.e. the number that can safely	
	guarantee social distancing) and factor this	
	into the booking system (note that this should also account for people who are not	
	should also account for people who are not	



	playing, including	
	workforce/coaches/management/ other).	
	If appropriate, install screens at reception	
	areas to protect workforce/staff.	
	Introduce separate entry and exit points to	
	the club, if possible.	
	Consider the flow of people through your	
	building and remove bottlenecks where	
	possible e.g. remove turnstiles.	
	Provide hand sanitiser at key points in the	
	club e.g. club entrance/reception/ court	
	doors/exit. Regular handwashing and	
	avoiding sharing of objects should be	
	considered as the primary control for	
	minimising transmission through contact.	
	Ensure only the minimum number of	
	staff/volunteers are on site.	
	Review your accessibility to ensure that	
	you can continue to provide safe access for	
	all your current and potential	
	members/others, including those with	
	disabilities or special needs.	
	Saunas and steam rooms should remain	
	closed.	
	Implement the current Government social	
Club	distancing measures, consider:	
Environment	 Car parking space/arrangements 	
	Entry and exit routes	
	Reception areas	
	Off-court areas	
	Close any courts that may limit your ability to implement social distancing (i.e. due to	
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	limited/restricted access).	
	Identify and close non-essential social	
	spaces.	
	Remove furniture and seating areas to	
	discourage congregation/socialising	
	indoors.	
	Remove/do not allow use of water	
	dispensers.	
	Maintain adequate ventilation throughout	
	your facility, in line with the relevant	
	guidance. Keep doors and windows open	
	where it is safe to do so.	
1	Implement a no-cash/contactless payment	
	system.	



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handles by keeping doors open, removing		
light meter boxes etc.		
Provide cleaning materials to minimise		
risk where these contact points cannot		
be eliminated.		
Give your members clear instructions		
that they must not touch the walls		
(this is included on the posters below).		
Obtain and provide anti-bacterial wipes,		
spray, paper towels and non-touch bins		
1		
outside courts and throughout the club for		
players to wipe down surfaces including		
door handles, banisters etc. – NOTE: please		
follow standard practice for court care – i.e.		
walls should not be cleaned with		
disinfectant to avoid damage to the plaster.		
Review your club/venue's provision of toilet		
facilities for the needs of staff and		
members/others, in line with <u>Government</u>		
guidelines.		
Close changing/shower facilities, unless you		
can provide a suitable cleaning/hygiene		
regime in line with <u>Government guidelines</u> .		
Reduce the need for these facilities by		
requiring members to attend the		
club/venue ready to play and		
change/shower at home after their		
visit.		
 You may need to retain these spaces 		
for the purposes of hand washing and		
personal hygiene.		
As a guide, the use of changing rooms and		
showering facilities should be avoided		
where possible, although these must be		
available for participants with disabilities or		
special needs.		
Ensure the toilets, courts and communal		
areas have a strict cleaning schedule and		
are cleaned regularly, in line with the		
relevant guidance (for non-medical		
settings) – NOTE: please follow standard		
practice for court care – i.e. walls should		
not be cleaned with disinfectant to avoid		
damage to the plaster.		
Review provision of bar area/catering		
facilities in line with the relevant guidance.		
Review provision of retail/merchandise		
facilities in line with the relevant guidance.		



	Use posters and signage at key points in the club, to remind members of new protocols, expectations and everyone's responsibilities. Do not allow sharing/borrowing or hiring of squash equipment / kit from the club or fellow members. Have clearly designated positions from which coaches/volunteers leading activity can provide advice or assistance to players whilst maintaining social distancing.	
Court Bookings	Implement a court booking system to act as a log of who has been in the club, eliminate overcrowding and aid contact tracing. Using an online system is recommended, where possible.	
	Create a daily register recording who has entered and exited the club, and at what time: Collect only name and time of entry/exit to avoid data protection issues – your club membership database should already contain other information required for Track and Trace purposes. This should be completed by workforce/staff, to avoid contact with pen/paper/surfaces. Ensure that your club's privacy policy is in line with GDPR legislation, reflects the changes to your collection of data and allows members to opt out of 'Track and Trace'. Implement a policy of no play permitted without prior booking, to manage attendance levels.	
	Set a maximum number of players per court as per Government guidelines (this may include limits regarding players from different households etc). Adapt/stagger the start time of each court	
	booking to minimise contact between members. Leave a reasonable time between court bookings to allow for cleaning e.g. court booking for 35 mins, leaving 5 mins for cleaning touch points and then 15-20 mins for air circulation.	



Members &	Request members/visitors to declare that	
Visitors	they are healthy and symptom free before	
	they are allowed into the facility (parents	
	should do this on behalf of	
	children/minors). Prepare a clear	
	statement, and ensure that all have read	
	and agree, to include:	
	 Any member who has recovered from a 	
	COVID-19 infection where symptoms	
	required hospitalisation should consult	
	their GP before returning to play.	
	 Members/visitors and staff are not 	
	permitted onsite if they have been in	
	contact with anyone who has been	
	unwell with suspected or confirmed	
	COVID-19 during in the two weeks prior.	
	Members/visitors and staff are not	
	allowed onsite if they feel unwell or	
	show any COVID-19 symptoms.	
	Any member/visitor who becomes Any member of the company	
	unwell or shows COVID-19 symptoms after visiting the club/venue must	
	follow the the relevant guidance (NHS),	
	declare this to the club/venue, and also	
	consult their GP immediately.	
	Review club/venue policy for members,	
	including:	
	Arrive promptly (no more than 5 mins	
	ahead of playing) and leave immediately	
	after playing.	
	 Use hand sanitiser on arrival and 	
	departure.	
	 No handshaking/physical contact and 	
	always maintain social distancing.	
	Bring own water bottle and arrive at the	
	club with it full.	
	 Bring own towel to wipe away sweat. 	
	 Do not wipe hands on court walls. 	
	 Bring your own balls and racket. 	
	 Bring a change of shirt if you are prone 	
	to sweat a lot.	
	Take your kit bag and water bottle on	
	court.	
	Players to arrive at the club in kit, ready	
	to play and they should shower at	
	home.	
	(Please add to these depending on your	
	own club environment/situation)	



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Review club/venue policy for visitors	
attending with members, including:	
 Limiting or not admitting non- 	
playing/non-member visitors	
accompanying players where	
club/venue capacity and/or social	
distancing cannot be maintained.	
Provide clear direction to where non-	
playing/non-member visitors must	
wait to ensure social distancing and to	
limit the risk of people coming into	
contact (e.g. bar areas/outside spaces	
if available).	
Having a separate entry/exit register	
for visitors to capture information that	
you may not hold elsewhere, for	
tracking and tracing purposes.	
Consider your policies for any	
contractors working at or delivering to	
your facility.	
Inform all members of the new protocols at	
the club before the courts reopen (request	
that they share with any visitors they plan	
on attending with).	
Consider recording that they have	
read and understood your new	
protocols/measures and will adhere to	
them.	
Clearly communicate the	
responsibility that each member has in	
keeping the club/venue safe.	
Inform members of club/venue COVID-19	
First Aid protocols on arrival.	
Encourage members to bring essential	
supplies to treat minor injuries and take a	
phone in case of emergency.	
Review Government guidelines regarding	
contact with vulnerable/shielding	
individuals, create a policy for these	
staff/members and communicate to	
individuals (this may include not allowing	
these members to return to the club at this	
stage).	
NOTE, face coverings are not	
recommended on court, as per the	
following Government advice: 'All forms of	
face coverings may restrict breathing	
efficiency and should not be used during	
exercise except on specific advice from a	
physician.'	
physician.	



3. Guidelines for conducting a COVID-19 risk assessment

We have provided a template COVID-19 risk assessment which can be downloaded here. You should review and update this template in line with the specific situation and circumstances of your club/venue. This may mean adding or removing items from this risk assessment — ultimately it is your responsibility to ensure that this is comprehensive and correct for your club/venue.

You can complete the risk assessment yourself, though it is recommended that you get appropriately qualified health and safety (H&S) support or advice to help you (e.g. IOSH or NEBOSH qualified). It is strongly recommended that all squash clubs/venues complete a written risk assessment, regardless of situation/scale.

It is strongly advised that you consult with your workforce/staff during the risk assessment process, and that they are kept informed of the results and any resulting actions required. Employers and facility operators have a duty to reduce workplace risk to the lowest reasonably practicable level.

A risk assessment should follow a recognised and standard methodology, in that it must:

- Identify significant risks
- Identify controls required to comply with legislation
- Remain appropriate and valid over a reasonable period of time

With regard to COVID-19 – this is an additional risk to your typical club/venue risk assessment process, therefore you must define controls for this additional risk. As UK Government information and advice changes, risk assessment(s) should be reviewed and updated accordingly.

This means the reasonable period of time may be short for each re-assessment.

The standard methodology for this risk assessment is to:

- 1. Recognise that the hazard is Covid-19
- 2. Assess the persons potentially exposed to the hazard
- 3. Identify Risk Points i.e. where the hazard and people meet
- 4. Put in place Risk Controls recognising a hierarchy based on:
 - a. Elimination of the Hazard (which is not possible for COVID-19)
 - b. Substitution (which is not applicable)
 - c. Engineered Controls i.e. built in safeguards like barriers and signs
 - d. Administrative Controls i.e. change the way things are managed
 - e. PPE Protection

The COVID-19 risk assessment should recognise that:

- The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.
- The virus can be transferred to the hands and from there to any contacted surfaces.
- It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and ambient temperature).

If the virus is passed from one person to another, while many survive infection, some may become ill or even die from the disease. It is therefore regarded as a **HIGH HAZARD**.



Taking account of the types and variety of people participating in squash - the following persons have been identified as being potentially exposed to the virus:

- Instructors, Coaches and Officials
- Training Members Over and under 18 years
- Special categories such as Disabled, Vulnerable People or Pregnant Women
- Spectators, visitors and third parties (including parents/guardians of children)

Each category is affected equally by the virus through human transfer and surface transfer.



4. Poster kit

We have developed a series of posters for you to print yourselves and display at your club/venue, which are designed to support and/or supplement your own COVID-19 awareness signage. The aim of the posters is to provide you with a clear, standardised set of messages for your members and customers. We recommend you use them liberally so that your members can see them wherever they are. You may also wish to share these on your website or social media channels. The posters include:

- 1. Player guidelines for return to your club general guidelines on attending the club/venue
- 2. **Player guidelines for safe return to play** recommendations for a safe return to playing on court
- 3. Is it safe to play? Reminder of safe practices for anyone playing at the club
- 4. **Safe club commitment poster** showing your members that you have taken the appropriate steps for their safety
- 5. **Ways to play poster** showing your members how they can play, depending on who they are playing with

Download the posters here.

For posters specifically relating to safety in the workplace, you can find these additional resources on the <u>HSE website</u>.

















5. Ways to play

There are several ways members can play. The following table outlines the different ways to play that should be adhered to and are relevant for all levels of ability. Remember that the Government guidelines that have permitted indoor courts to open include instructions that activities must be modified in such a way that social distancing can be maintained throughout the activity.

Note: there should be no more than two players on court at one time.

Who	Activities allowed	Considerations
Members from the same	Match play/full squash game	Hand and touch point hygiene
household or <i>support bubble</i>	(indoors)	before and after playing.
	Coach led/supervised activity	Hand and touch point hygiene
	(indoors or outdoors)	before and after playing.
		Only the coach to touch the
		ball and court door.
		Social distancing between
		coach and members.
Individuals	Single player (solo) practices	Hand and touch point hygiene
	(indoors)	before and after playing.
	Coach led/supervised activity	Hand and touch point hygiene
	(indoors or outdoors)	before and after playing.
		Only the coach to touch the
		ball and court door.
		Social distancing between
		coach and player.
Two members from different	Modified version of squash	Hand and touch point hygiene
households (not in a support	(indoors) – 'Sides' (see below)	before and after playing.
bubble)		Only one player touching the
		ball and court door.
		Social distancing between both
		members.
	Coach led/supervised activity	Hand and touch point hygiene
	(indoors or outdoors)	before and after playing.
		Only the coach to touch the
		ball and court door.
		Social distancing between
		coach and members.
Up to five members from	Coach led/supervised activities	Hand and touch point hygiene
different households	(indoors or outdoors)	before and after playing.
		Only the coach to touch the
		ball and court door.
		Social distancing between all
		members and coach.



	Maximum of two players on
	court at one time.

Modified version of squash – 'Sides'. An adapted version of the game for two players from different households. This cross-court version of squash is designed to comply with social distancing measures, with each player remaining in their own half of the court at all times. During the game, only one player should touch the ball and the court door, and players must not touch court walls. All equipment and touch points should be cleaned and players must wash their hands, before and after play – NOTE: please follow standard practice for court care – i.e. walls should not be cleaned with disinfectant to avoid damage to the plaster.

The rules:

- Only two players permitted
- The aim is to hit a winner or force an error from your opponent as in regular squash
- Only one player serves during the match, the opponent cannot handle the ball
- Both players must keep to their side of the court throughout each rally, using the full length of the court whilst maintaining safe social distancing throughout
- If a player crosses into the opponent's side of the court, they immediately forfeit the rally
- If there is a danger of players breaching a safe social distance, they must call a let and replay the rally
- Once a rally is complete, players switch sides of the court (maintaining a safe social distance) and the server restarts play

For full details of how to play 'Sides', see the video here.

Coach led / supervised activity. A range of activities and practices are feasible, if led by a qualified and experienced coach who ensures that social distancing is always in place, including by having clearly designated positions from which the coach can provide advice or lead the activity. An individual coach can;

- coach a maximum of **five players** from different households not in support bubbles per session, indoors or outdoors
- use multiple courts, with a maximum of two players per court
- coach same-household groups or those in support bubbles, in line with the club/venue's maximum number of members



6. Delivering COVID-19 Secure Squash (for coaches)

How to deliver organised activities and coaching sessions in a safe and practical way:

a. Pre-session

- Members must be advised of COVID-19 safety protocols and processes before they arrive, remind members that whilst the club/venue is doing everything possible to minimise the likelihood of infection, they are attending at their own risk
- Session times and sizes should be adjusted to meet social distancing requirements (based on current Government social distancing measures and including delaying/staggering start times)
- Door handles and contact surfaces should be cleaned with disinfectant (1,000ppm Chlorine)
 NOTE: please follow standard practice for court care i.e. walls should not be cleaned with disinfectant to avoid damage to the plaster.
- Equipment (balls) should be cleaned with >60% alcohol wipes
- Signage displayed where required
- Warning tape laid if required on court/shared space

b. On arrival

- Members arrive on time at the pre-agreed session time
- No booking = no play = no exceptions
- Members come ready dressed for the session
- Members to bring all their own kit, no kit can be shared, borrowed or hired
- Members to bring their own labelled water bottle
- Members to bring their own first aid kit if possible
- Members always keep socially distanced from all other members
- Members wash their hands thoroughly with soap and water for 20 seconds before entering the court/training room (where facilities allow)
- Members clean their hands with sanitiser on entering the court/training room
- Doors/windows are kept open (where possible) to maintain ventilation and stop/reduce further touch points
- Payments are contactless [or delivered in sealed and labelled envelopes]
- Spectators are only allowed if they are able to maintain social distancing
- Members may wear masks and/or gloves if they wish

c. Training

- Class sizes should be adjusted to allow for social distancing for all members
- Members from the same household do not need to social distance (refer to latest Government guidelines)
- Session activity continues to follow the risk assessment for the specific activity
 - Follow current Government guidelines on contact with people not from the same household
 - Follow current Government guidelines on minimum social distancing
- Equipment is cleaned after each use by a person or group
- Any spillages are cleaned Immediately



- Use of toilets allowed in accordance with venue instructions/Government guidelines
- Members to minimise contact with all surfaces as much as possible and use wipes to clean

d. On Leaving

- Members must take all their possessions with them
- Members clean their hands with sanitiser on leaving the court/venue
- Members leave the venue immediately
- Members under 18 will wait with the coach until collected

e. After Session

- Floors/walls/doors are cleaned
- Equipment is wiped clean
- Session is reviewed and any modifications for next session advised to members



7. Where to find additional support and resources

- England Squash https://www.englandsquash.com/covid-19
- Sport England https://www.sportengland.org/how-we-can-help/coronavirus
- Club Matters https://learn.sportenglandclubmatters.com/course/view.php?id=71
- UK Government Guidelines for employers and businesses https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19
- Public Health England Advice https://www.gov.uk/government/organisations/public-health-england
- HSE Guidelines https://www.hse.gov.uk/news/coronavirus.htm
- Safeguarding guidance https://thecpsu.org.uk/
- Guidance for the public on the mental health and wellbeing aspects of coronavirus –
 https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19

England Squash has a nominated COVID-19 Officer, who you can email at enquiries@englandsquash.com – they will endeavour to answer your questions or concerns or provide you with further contact details to find more information.

