

RETURN TO
TABLE TENNIS
GUIDELINES

GUIDELINES & PROCEDURES

GENERAL GUIDELINES

- All clubs must appoint a **COVID-19 officer** whose role it is to ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined herein. An e-learning module for COVID officers is available [here](#).
- Travel restrictions outlined by the Scottish Government should always be adhered to. Further information is available at [Travel & Meeting Others Outdoors](#).
- At all times, participants and facility operators should adhere to the Scottish Government's physical distancing guidelines of staying at least 2 metres away from others.
- From the 31 August 2020 table tennis facilities are able to open if **Scottish Government Coronavirus (COVID-19): Guidance for the opening of indoor and outdoor sport and leisure facilities** is fully implemented:
 - this includes the provision of table tennis training and competition activities for children up to and including 11 years of age and;
 - table tennis training and competition for those 12 years of age and over where physical distancing can be maintained.
- Venue operators and clubs may open toilets for public use if they follow the guidelines outlined on the [Scottish Government website opening public toilets guidelines](#).
- Track and Protect measures must be implemented for all table tennis activities to assist NHS Scotland in the event of a virus outbreak.
- It is the responsibility of each table tennis/facility operator, club committee and/or deliverer to undertake a documented risk assessment, based on their local circumstances, prior to activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are always protected.
- Clubs, deliverers and operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.
- Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please check Table Tennis Scotland's official position at tabletenniscotland.co.uk on a regular basis to keep up to date with the latest guidelines. Current updates from the 20 August 2020 are available at [Scottish Government: Covid-19 Framework for decision making](#).
- Furloughed staff (where appropriate):
 - It is for each venue/club employer to decide when it is appropriate for staff to return to work from the [Coronavirus Government Job Retention \('furlough'\) scheme](#).
 - A furloughed employee can take part in volunteer work if they do not provide services to or generate revenue for or on behalf of or linked to your club/organisation.



PROCEDURES FOR FACILITY OPERATORS & CLUBS

- Ensure your club committee/appointed Covid Officer has put in place appropriate mechanisms for overseeing operations and risk management. Venues should only open when it is safe to do so.
- Table Tennis facilities can reopen from the 31 August 2020 subject to Scottish Government guidance being followed as outlined at [Government Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#).
- [sports](#)scotland has produced the [Getting your Facilities Fit for Sport](#) guidance to help owners and operators of sports facilities as they prepare for when sport/activity resumes. The guidance is applicable to all phases of the Scottish Government route map, and can be adapted to support other planning-based work being undertaken by sports clubs and community organisations.
- **Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, travel, and physical distancing. A risk assessment template is available to download from Table Tennis Scotland.**
- Any measures that venues put in place to enable activity to resume must be flexible and able to adapt quickly if tighter movement/physical distancing is reintroduced in the future or when restrictions are further relaxed.

HEALTH, SAFETY & HYGIENE

- Ensure usual access to first aid and emergency equipment is maintained. Please ensure the first aid equipment has been updated appropriately for the COVID pandemic and that first

aiders have undertaken appropriate additional training. In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The 'Covid Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to:

- Provision of suitable PPE
- Training of coaches/supervising adults
- Presence of one parent/guardian being required at the activity for children/vulnerable adults.
- Make hand sanitisers or wipes available for use at the entrance/exit to venue/facility where possible. Hand sanitiser should be at least 60% alcohol based and antibacterial cleanser wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.
- Clean all common touchpoint surfaces (gates, door handles, handrails etc) regularly, wearing disposable gloves.
- A checklist for health, hygiene and cleaning considerations and actions is available here:
[Getting your Facilities Fit for Sport](#)
- Detailed guidance is also available at:
[Health Protection Scotland: General guidance for non-healthcare settings](#)
[UK Government/HPE: Cleaning in a non-healthcare setting](#)
[Health Protection Scotland: Hand hygiene techniques](#)
[St. John's Ambulance: Covid-19 advice for first aiders](#)
[HSE: First Aid during the coronavirus](#)



TEST AND PROTECT

- **Test and Protect**, is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.
- Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

FACE COVERINGS

- Participants and visitors to table tennis facilities should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas).
- Face coverings do not need to be worn when playing table tennis or showering/changing.
- Face coverings do not need to be worn in a sports facility hospitality environment i.e. café, restaurant or bar.
- If you are not wearing face coverings and need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.
- A face covering must be worn by all coaches when indoors, except where an exemption applies (for instance, if you have a health condition or you are disabled, including hidden disabilities, for example, autism, dementia or a learning disability – **further info**), or where there is a reasonable excuse not to wear a face covering such as being physically active or exercising as part of a coached

session. The priority should at all times be on ensuring the safety of the coach and participants and minimising the risk of virus transmission as much as possible. This should be considered as part of your risk assessment.

PHYSICAL DISTANCING AND PARTICIPATION NUMBERS

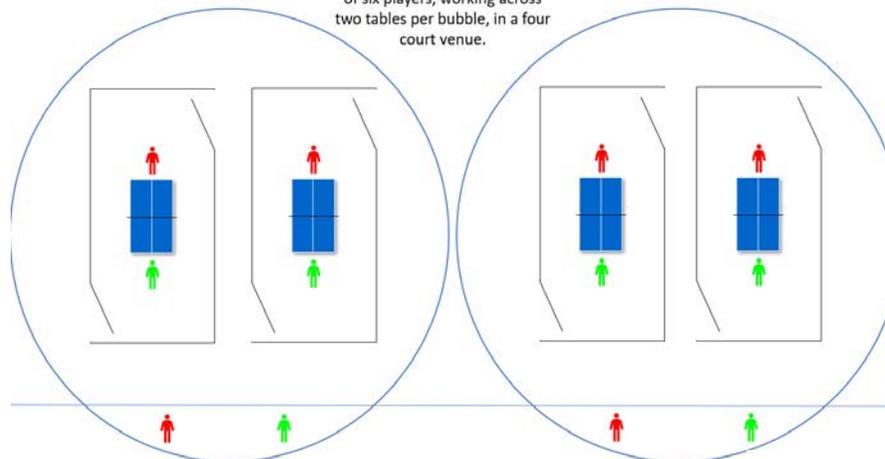
- Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.
- For those 12 years of age and over taking part in table tennis, normal Scottish Government physical distancing and household number guidelines should be followed unless otherwise advised by Table Tennis Scotland, Club or facility operator, as certain activities have exemptions.
- Normal physical distancing and household number guidelines will however be applicable before and after playing table tennis or when taking breaks.
- Coaches, officials, parents and guardians should continue to observe physical distancing when involved in children's table tennis as a coach, official or spectator. Please refer to specific club or facility guidelines.
- Where access through an indoor space is provided it should be for one person at a time, ideally with a one-way system in operation. Participants should ensure not to make contact with hard surfaces such as door handles and move through the area without stopping or congregating at any time.
- Further information on physical distancing guidance is available at **Staying Safe and Protecting Others**.



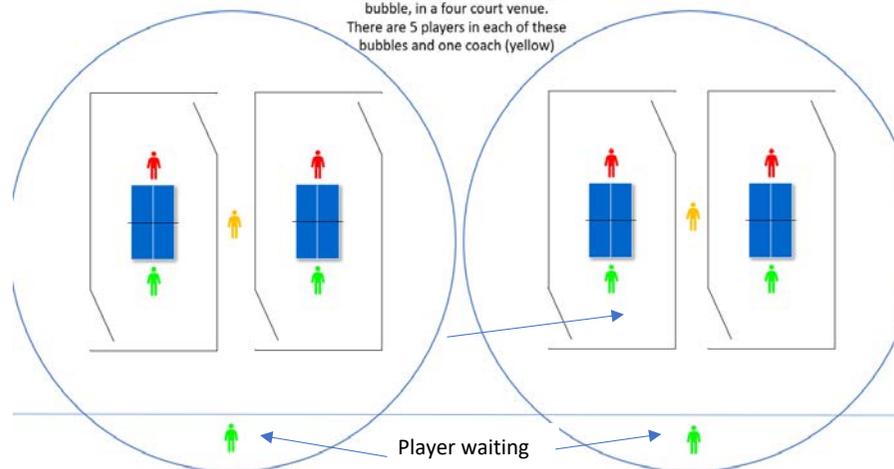
BUBBLES

- Individuals to train in bubbles of 2-6 people across 2-3 tables, with no more than two people on each table at any time. It is important that a record of the players in each bubble are kept to help inform any track and trace procedures.
- Players in a bubble of six can play with any other player in that bubble, but not from players outside of their bubble in that session.
- There can be multiple bubbles in a hall at any one time if you have 3 or more tables and players are able to safely social distance.
- A coach can form part of a bubble; therefore, five players and one coach would make a bubble of six.
- Players cannot change bubbles within the same session – they must stay within their allocated bubble but can play in a different group at the next session (as long as this is not on the same day).
- Examples of bubbles and how they work are opposite, please bear in mind these are to depict the types of bubbles that can exist and are not to scale.

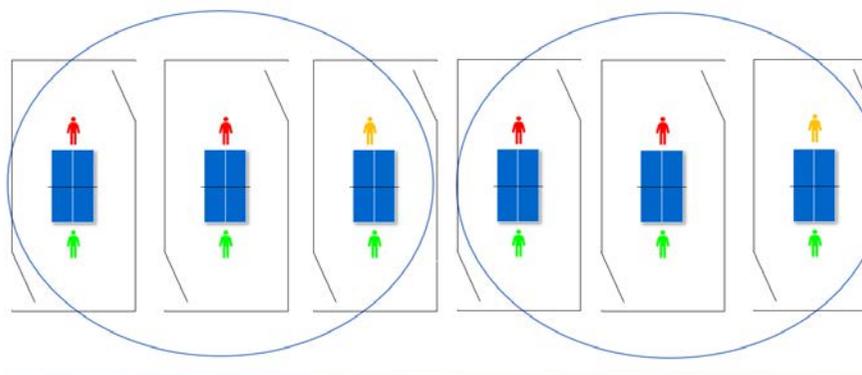
This image depicts two bubbles of six players, working across two tables per bubble, in a four court venue.



This image depicts two bubbles of six, working across two tables per bubble, in a four court venue. There are 5 players in each of these bubbles and one coach (yellow)



This image depicts two bubbles of six, working across three tables per bubble, in a six court venue. There are 5 players (red and green) in each of the bubbles and one coach (yellow)



MAINTAINING CUSTOMER RECORDS

- It is a mandatory requirement that sport facility operators collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.
- Sports facility operators should store information for 21 days and share it when requested to do so by public health officers.
- A leaflet providing information on the **Test and Protect** service from NHS Scotland is also available [here](#).
- Registration with the Information Commissioner's Office
 - In order to gather and store customer information securely, sports facility operators may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.
 - If you are unsure whether you need to register, please contact the ICO via their helpline on **0303 123 1113**, or visit www.ico.org.uk.

CHANGING ROOMS SHOWERS AND TOILETS

- Use of changing rooms and showering facilities should be avoided where possible, although from the 31 August 2020 they may be made available for participants with disabilities or special needs or where required after an activity such as swimming.

- Sports facility operators may open toilets for public use if they follow the guidelines outlined on the Scottish Government website **Opening Public Toilets Guidelines**.
- For detailed facility guidance including a checklist that covers use of changing rooms, showers and toilets visit **Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities**.

LOCKER ROOMS

- From the 31 August 2020 access to indoor locker rooms and storage areas is permitted for the dropping off and collection of sports equipment or clothing. The sports facility operator should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

MEETING ROOMS

- Although we appreciate table tennis facilities are able to reopen on 31 August, we would encourage clubs to consider whether internal meetings and training must be completed in person. Or whether these can be completed online or via telephone.
- If it is essential that meetings and training takes place in person, **Scottish Government guidance for general workplaces** must be followed and a risk assessment should be completed.

HOSPITALITY

- Table Tennis Clubs which provide catering can operate providing they adhere to Scottish Government guidance which is available at **Coronavirus (COVID-19): tourism and hospitality sector guidance**.



FACILITY ACCESS/ PHYSICAL DISTANCING

- Ensure measures are in place to minimise encounters between participants, including in car parks and at entrances.
- Clubs/facilities should manage the number of participants accessing the activity or facility to ensure the safety of users. **See guidance for managing session numbers.**
- Where safe and appropriate, doors and gates should be left open during activity hours.
- Consider different entry and exit routes to the facility where possible and ensure these are clearly marked.
- Consider marking 2 metre distances at appropriate points, such as the entry to the facility.
- A checklist of considerations and actions is available here: **Getting your Facilities Fit for Sport**

EQUIPMENT

- Participants should, where possible, use their own personal equipment and ensure appropriate hygiene rules are adhered to.
- Where shared equipment is used, appropriate hygiene measures must be put in place to ensure equipment is thoroughly cleaned before, during and after use.
- Hand sanitiser should be at least 60% alcohol based and antibacterial cleanser wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any antibacterial cleanser used be followed by chlorine releasing agent.

- Where possible, ensure all equipment is checked prior to use so that participants don't have to adjust or touch it.
- Remove unnecessary equipment from the venue/facility e.g. benches/scoreboards.
- No personal equipment should be left at the facility by participants once the activity has ended.

BOOKINGS & PAYMENT

- Where possible, operate electronic bookings/payments for sessions. Avoid cash handling.
- Implement a short buffer period (e.g. 10 minutes) between booking slots to allow time for participants to leave before the next participant arrives.
- Consider staggering the start times of bookings so that participants do not all arrive/leave at the same time.

COMMUNICATION

- Communicate with members/customers clearly and regularly, making them aware in advance of the measures you are putting in place at your venue, and the guidelines you are asking them to follow.
- Ensure signage on the guidelines for participating safely and promoting hygiene measures are clearly displayed (and updated as restrictions change).



COACHING

- When participating in training or coaching, where possible, avoid touching surfaces and sharing equipment, as well as touching your mouth and face.
- Coaches, personal trainers, and instructors should risk assess and plan appropriately for sessions in advance, be aware of responsibilities and clear on expectations with participants. They should also build in a review period to reflect on the effectiveness and safety of sessions.
- A face covering must be worn by all coaches when indoors, except where an exemption applies (for instance, if you have a health condition or you are disabled, including hidden disabilities, for example, autism, dementia or a learning disability – **further info**), or where there is a reasonable excuse not to wear a face covering such as being physically active or exercising as part of a coached session. The priority should at all times be on ensuring the safety of the coach and participants and minimising the risk of virus transmission as much as possible. This should be considered as part of your risk assessment.
- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by Children 1st: **Child Wellbeing and Protection Considerations**.
- Further guidance on the appropriate steps to take when providing coaching are available at **Getting your coaches ready for sport**.

SPECTATORS

- Spectating should be discouraged. Where the attendance of a non-participating parent or guardian is required, this should be limited to one per participant where possible. Physical distancing should be strictly observed while watching the sessions.

COMPETITIONS

- Some formats of competition may be able to resume before others. Further information will be provided at the appropriate time by Table Tennis Scotland and in line with Scottish Government directives.



PROCEDURES FOR PARTICIPANTS

Table Tennis Scotland asks participants to observe the following guidance, which has been established in line with Scottish Government guidelines to ensure a safe environment for participants and on-site staff. All guidance is subject to change, so participants should check tabletenniscotland.co.uk and their venue/club for regular updates.

BEFORE PARTICIPATING

- These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Participants should be aware of and adapt to changes in guidance. Information on the Scottish Government's approach to managing COVID-19 is available at **Scottish Government: Coronavirus in Scotland Guidance**.
- People who are shielding are permitted to undertake activities providing strict physical distancing is adhered to. Further information is available at **Scottish Government: COVID-19 Shielding support & contacts**.
- People who are symptomatic should self-isolate for 10 days, and household members for 14 days, as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

IMPORTANT: Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice directs you to stay at home because you or someone you live with has or has had symptoms of COVID-19, or you are in the most vulnerable category and have been advised to shield from coronavirus.

- Travel restrictions outlined by the Scottish Government should always be adhered to. Further information is available at; **Travel & Meeting Others Outdoors**.
- At all times, participants should adhere to the Scottish Government's physical distancing guidelines of staying at least 2 metres away from others.
- Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please check Table Tennis Scotland's official position at tabletenniscotland.co.uk on a regular basis to keep up to date with the latest guidelines.
- Wash your hands with soap and water for at least 20 seconds before leaving home to go to the facility/venue. If washing hands is not possible, use an alcohol gel instead. Information on hand hygiene is available at **Health Protection Scotland: Hand hygiene techniques**.
- Be aware that guidance can change and restrictions may be reintroduced, so ensure you have checked the latest version of the guidelines at tabletenniscotland.co.uk



BOOKINGS AND PAYMENT

- Where the venue/facility allows, ensure you book in advance and make payment online. Where possible, try to avoid paying by cash.
- Participation can only take place outdoors, with all indoor facilities remaining closed.
- **See our recommended booking systems resources.**

PERSONAL EQUIPMENT

- Where possible, take your own equipment with you and do not share equipment.
- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles, before and after use.
- Bring a full water bottle, and do not share food or drink with others.
- Ensure you take all personal belongings and equipment with you at the end of the session, and do not leave anything at the venue/facility.

TRAVELLING TO AND FROM THE VENUE

- Where possible, avoid using public transport and adhere to Scottish Government physical distancing and travel guidelines: **Travel & Meeting Others Outdoors.**
- Arrive as close as possible to the time when you need to be at the venue/facility.
- Avoid touching gates, fences, benches, etc. if you can.
- Allow others to leave before you enter the venue/facility. If you need to wait, then do so away from the facility and clear of the gates.
- Ensure you leave the facility before the end of your allotted time, so that it is empty for the next participant.
- Arrive changed and ready to participate. Use of changing rooms and/or showers available for participants with disabilities and special needs only, except for toilets.
- Do not congregate with others and ensure you adhere to physical distancing rules. No extra-curricular or social activity should take place.



DURING PARTICIPATION

PARTICIPATION LIMITS

- Participants can take part in activity together. However, Scottish Government guidance on physical distancing and maximum numbers of households must be adhered to at all times.
- Always stay at least 2 metres away from other participants, including during participation, when taking breaks and before and after participation.
- Do not make physical contact with other participants (such as shaking hands or high fives).

EQUIPMENT & FACILITIES

- Use your own clearly marked equipment.
- Avoid using your hands to pick up equipment that isn't yours i.e. use your foot to kick balls to your opponent or another person.
- Avoid using other equipment, such as benches.
- Be aware that on-site toilet facilities and other indoor spaces may not be open.

HEALTH & HYGIENE

- If you need to, sneeze or cough into a tissue or upper sleeve. Dispose of your tissue in an appropriate bin at the venue or put it in a plastic bag and take it home. Wash your hands afterwards for 20 seconds.
- Avoid touching your face and ensure you clean your hands with at least 60% alcohol gel when you finish participating.

SPECTATORS

- Spectating is discouraged. Where attendance of a non-participating parent or guardian is required, this should be limited to one per participant where possible. Physical distancing should be strictly observed while watching the sessions.

COMPETITIONS

- Some formats of competition may be able to resume before others. Further information will be provided at the appropriate time and in line with Scottish Government directives.

