

# Table Tennis Wales

## COVID-19 Return to Training and Competition Guidance

**VERSION: 1 (Amber guidance)**

**DATE: 4<sup>TH</sup> SEPTEMBER 2020**

*This guidance will, subject to the terms set out below, take effect as at the date indicated by Table Tennis Wales. However, they are likely to be subject to updates, sometimes at short notice. Please check our website to see if you are referring to the most up to date version of these guidance/operating procedures [www.tabletennis.wales](http://www.tabletennis.wales)*

*Always ensure that your actions, and the information you disseminate, reflect up to date Public Health Wales and/or Welsh Government guidance.*

## **CONTENTS**

INTRODUCTION AND SUMMARY .....	3
GENERAL PRINCIPLES .....	4
PLAYER CONSIDERATIONS .....	7
ADDITIONAL CLUB/LEAGUE GUIDANCE .....	8

## **APPENDICES:**

1. PHASED RETURN TO PLAY EXAMPLE .....	14
2. DONNING & DOFFING PPE GUIDEANCE .....	17
3. RISK ASSESSMENT TEMPLATES .....	18
4. MEMBER DECLARATION TO TRAIN .....	27
5. TRAINING REGISTRATION AND TRACING .....	28
6. TABLE ALLOCATION & DESIGN .....	32
7. HAND HYGIENE GUIDEANCE .....	34
8. COVID-19 CLUB OFFICER ROLE .....	35
9. CLUB CHECKLIST .....	36

## 1. Introduction and Background

COVID-19 (coronavirus) is an ongoing Worldwide pandemic that has led to drastic changes in our lives and wider society. Sporting venues across the world have closed for training and competition and the International Table Tennis Federation suspended all international activity from the 16<sup>th</sup> March 2020.

The Welsh Government advised on the 31st July 2020 that indoor sport could return from the 10<sup>th</sup> August 2020 in a phased approach to ensure that the risk is managed for players, the wider community and health care systems. In response, Table Tennis Wales (TTW) produced a Graded Return to Table Roadmap document and video (<https://youtu.be/pZn-FULbpxY>) to guide the table tennis community through this traffic light approach. See Appendix 1 and Figure 1 for details of the phased return to play.

The TTW 'traffic light' approach will observe all relevant advice and instruction from Public Health Wales and/or Welsh Government regarding COVID-19 including public gathering restrictions (currently limited to 30 per session), social distancing, travel restrictions and local lockdowns.

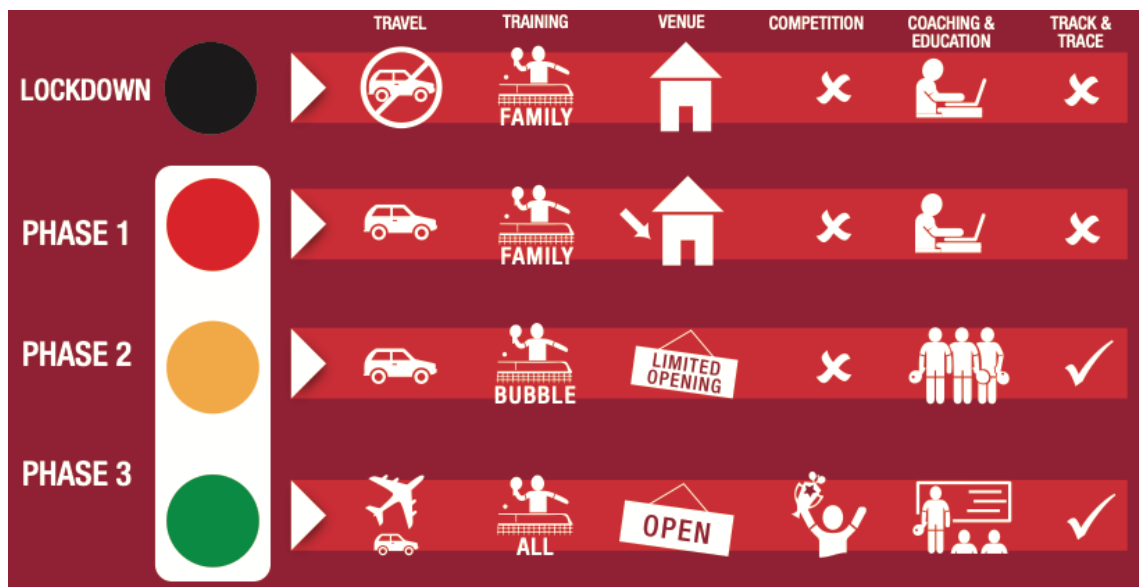


Figure 1 – Phased Return to Play Traffic Light Overview.

This document sets out the TTW guidelines for those who are involved in the community game in Wales and how the sport will move from the Red to the Amber phase and onwards to Green when the Welsh Government guidance allows. It provides information on how conduct should be adapted when training and competing in the table tennis hall and it should be read alongside all other relevant guidance from Public Health Wales and/or Welsh Government.

It will not be possible to eradicate the risk of viral transmission in an indoor sport like table-tennis, but every effort should be made to mitigate the risk related to preventing the spread of COVID-19 where it is possible to do so. The Welsh Government has advised:

*‘...we would expect all clubs, organisations or facilities providing activities at any level, whatever their size, reach or location, to be mindful of these principles when planning for a resumption of activity, to ensure this happens safely and conforms to Welsh Government guidance on the Coronavirus regulations’*

*‘Plans should be proportionate, should be reviewed regularly, and must offer a careful, phased approach to re-opening. Organisations should also focus on creating agile solutions that can be paused or rapidly reversed in the event of further Coronavirus outbreaks.’*

For further information on the Welsh Government ‘Sport, Recreation and Leisure: Guidance for a phased return’, see their website <https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html>.

We all have a responsibility to follow these guidelines to limit the spread of the virus, protect our emergency services and maintain the reputation of our sport. If people act irresponsibly, there is a significant chance that we could see a return of some restrictions. Please continue to do your part for the good of the sport and your wider community.

## 2. General Principles

This document contains advice specifically for the safe return of table tennis in line with the easing of government restrictions. It is important to note that it is the responsibility of each player, coach, club and facility to consider their local conditions and observe the Welsh Government's public gathering restrictions, social distancing, hand hygiene, personal protective equipment and travel restrictions (PST guidelines).

### COVID-19 Symptom Check

Prior to attending any form of table tennis training all players, club coaches, club volunteers or otherwise should undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to participate in sport if they, or someone they live with, is symptomatic - or suspects they may have been exposed to the virus. They should immediately self-isolate (as well as their household and extended household), follow the Welsh Government's self-isolation guidelines, and apply for a Coronavirus test. Login to the NHS COVID-19 symptom checker for more information: [www.nhsdirect.wales.nhs.uk/COVID19](http://www.nhsdirect.wales.nhs.uk/COVID19) to confirm that:

- They are, to the best of their knowledge, currently free from COVID-19.
- They have not had any symptoms, being a high temperature or fever, a new continuous cough, new unexplained shortness of breath or loss of smell or taste (anosmia) related to COVID-19 in the 7 days immediately prior.
- They have not been in contact with a COVID-19 confirmed or suspected case in the 14 days immediately prior.
- They are not at an increased risk of a severe illness from COVID-19

### Hygiene

Everyone must protect against the potential spread of the virus by carrying out excellent hand hygiene practice; hand washing and sanitisation. This is to be completed when leaving/returning home, during travel and on entry/during occupation/on exit of all Club facilities. The sharing of equipment and water bottles is prohibited, and key measures include:

- washing hands regularly with anti-bacterial soap and water- see [Hand Hygiene Guidance](#) in Appendix 7.
- regularly using alcohol-based hand sanitiser;
- covering sneezes and coughs with a disposable tissue or, when not available, with a flexed elbow; and
- where practical, avoiding touching his/her eyes, nose, and mouth.

## Test, track and Trace

Under government guidance all individuals should support the test, trace, protect service to undertake effective contact tracing and self-isolating where required to do so by government guidelines. For further information, see <https://gov.wales/test-trace-protect>

## Social distancing

The 2 metre social distancing rules should be maintained by all individuals before, during and after training. Refrain from all personal greetings where close contact is required, such as shaking hands and hugging.

For children under 11 years of age, the First Minister announced on 31 July 2020 that guidance would be updated to relax the position on them maintaining a 2 metre distance from each other and from adults. However, this does not mean that children under 11 are no longer subject to other restrictions on minimising contacts. Young children can still transmit the virus, so sports, clubs and facilities should still exercise good judgement; programming and running activities to keep close contact to a minimum wherever possible and taking care to also ensure that all other mitigations are in place.

Exceptions to social distancing include when a qualified first aider/equivalent is attending to an emergency or first aid or when a disabled person may require assistance. Where there is a risk to themselves or another individual they should wear Personal Protective Equipment (PPE). The use of PPE in the medical and non-medical setting must be consistent with public health and/or government authorities' instruction and must be appropriate for the setting and context. If utilised, clubs should deliver education regarding donning/doffing and disposal of the appropriate PPE, following public health and/or government guidelines. See our guidance in Appendix 2 on '[Donning and doffing PPE](#)' and the most up to date information on PPE can be found on the Welsh Government website <https://gov.wales/coronavirus-and-personal-protective-equipment-ppe>

## Travel to Training/Matches

All individuals are encouraged by the Welsh Government to follow best practice for travel including minimising use of public transport and limiting car sharing. People from one household and extended household can travel together in a vehicle. If you do use public transport, he/she should comply with all instruction from Public Health Wales/Welsh Government on social distancing and the use of PPE- see [www.gov.wales/coronavirus-regulations-guidance](http://www.gov.wales/coronavirus-regulations-guidance)

## Returning to Training After Being Infected with COVID-19

Where testing is not practical or available, all individuals must follow the relevant guidance, advice and instruction. See [www.111.wales.nhs.uk](http://www.111.wales.nhs.uk) for up to date information.

The club risk assessment/mitigation plan should outline how members who are returning to training from self or household isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons (such as having to isolate as part of a household where a member(s) was suspected or confirmed as having COVID-19) will be medically assessed prior to return. They must seek the advice of a medical practitioner prior to returning to strenuous exercise. Particular attention should be given to the respiratory and cardiac systems during assessments and symptoms such as unreasonable respiratory effort, chest pain, headaches and dizziness etc. Where applicable, re-conditioning training periods must be considered prior to returning to competition.

## Vulnerable Groups

Those who suffer from underlying illness such as cardiovascular disease, respiratory disease, diabetes and some forms of cancer appear to be more severely affected by COVID-19. So too are older patients (>70 years old), those who are severely obese (BMI 40+) and those from certain ethnic backgrounds. People without underlying conditions are not part of this vulnerable group. If anyone has concerns regarding COVID-19 he/she should discuss these with a medical practitioner and the Club's COVID-19 Officer. Further information regarding vulnerable groups should be obtained from relevant public health and/or government authorities.

Guidance for those that are shielding or for those who are living with a family member who is shielding are available at <https://gov.wales/guidance-shielding-and-protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-0>

## Mental Health

It has been testing times for all, some more so than others. If someone should request or appear to require mental health support, please advise the individual to their General Practitioner or to the local Accident & Emergency Department where Mental Health services will be able to offer timely support. Where reasonably practical, it is advised that a family member, friend, or appropriate adult should be contacted to provide additional support while the individual seeks professional support.

## 3. Player Considerations

**All players should consider and abide by the below before returning to play:**

- **Symptom check:** prior to leaving home, assess whether he/she, or anyone in the household, has COVID-19 or exhibits any symptoms of COVID-19. If so he/she must remain at home, inform a medical practitioner/111 and follow instructions from Public Health Wales and/or Welsh Government
- **Returning from isolation:** if returning to training/playing from isolation due to suspected or confirmed cases of COVID-19 in household, only start exercising when he/she feels well enough to do so and seek up-to-date guidance from their medical practitioner on steps needed before resuming strenuous exercise.
- **Travel:** travel to and from the club in his/her own vehicle without passengers, unless such passengers are living in the same household
- **Public transport:** do not use public transport, but where it is unavoidable, comply with all Welsh Government/Public Health Wales instruction on social distancing and the use of PPE
- **No close contact:** refrain from all personal greetings such as shaking hands and hugging and maintain social distancing
- **Mobiles/tablets:** restrict mobile telephone/tablet use to what is essential and, in any event, frequently clean them
- **Arrive ready to play:** arrive dressed for training
- **Own equipment:** bring own equipment that has been sanitised; do not share equipment
- **Good Hygiene:** follow all hygiene recommendations on handwashing, sanitising, no spitting/shouting
- **Food and drink:** consume meals at home and bring own water bottle



## 4. Additional Guidance for Organisers of Clubs, Leagues, Activity Sessions

Each Club/League/Session provider must use this guidance and the Club Checklist outlined in Appendix 9 as a framework to develop its own operational protocols/procedures. The documents must be provided to TTW for record purposes before resuming training and in some cases, TTW will conduct a site visit to support the club and audit these procedures.

Some of the measures you will need to consider are:

### 4.1 Renew TTW Membership

Prior to the commencement of any training activity, all players (including casual community players), coaches, match officials should be a registered member of TTW to benefit from the third-party liability insurance. Use the Sport80 membership system to register/renew [www.tabletenniswales.sport80.com](http://www.tabletenniswales.sport80.com)

### 4.2 Appoint a Club COVID-19 Officer

Each Club **must** appoint a COVID-19 Officer and notify TTW of their details. This should be an existing member of the club who has operational knowledge of the club and locality. This role does not require any 'medical' or specialist knowledge of health protection.

The Club COVID-19 Officer will be responsible for:

- designating a 'responsible person' for each training session who will aid with managing the COVID-19 guidelines
- disseminating all up to date and relevant information on COVID-19 and the return to play to the relevant individuals within the club
- implementing the instruction in this document (and all other relevant guidance, advice and instruction regarding COVID-19) on behalf of the Club

The Club COVID-19 Officer role description in Appendix 8 gives an outline of their role and responsibilities.

### 4.3 Education

There must be written evidence retained by the Club that:

- Player codes of conduct/self-declarations have been read and understood and will be complied with at all relevant times
- The Club COVID-19 Officer and other relevant club volunteers must have completed COVID-19 Awareness Training (organised via the Welsh Sports Association (<https://wsa.wales/covid-19-awareness-training-for-the-sports-and-recreation-sector/>) or equivalent
- To book on the COVID-19 Awareness Training, please contact TTW on [development@tabletennis.wales](mailto:development@tabletennis.wales)

### 4.4 Covid-19 Symptom Declaration

Before returning to the Club (where requested) individuals should give written/verbal confirmation to his/her Club's COVID-19 Officer that they are:

- to the best of his/her knowledge, currently free from COVID-19;
- has not had any symptoms related to COVID-19 (high temperature or fever, a new continuous cough, a new unexplained shortness of breath, and a loss of smell or taste) in the seven days immediately prior;
- has not been in contact with a COVID-19 confirmed or suspected case in the 14 days immediately prior,
- has not been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19
- has not returned from a country outside of the UK in the last 14 days, other than those on the exempt list (<https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html>)

Individuals aren't obliged to inform the Club of their COVID-19 status, so before returning to play, the Club could consider communicating to their members to establish if anyone has been instructed to self-isolate and when this isolation may end to guide individuals on their safe return to training.

The Self-Declaration Form in Appendix 4 can be used, and all such confirmations and evidence must be retained by the Club. We would recommend putting posters around the club venue

reminding players of their responsibility to stay at home if symptoms should change- these are available via the TTW website (<http://ttwwebsite.co.uk/2020/08/10/coronavirus-covid-19-latest-advice-2/>)

#### 4.5 Risk Assessments

The Club is required to comply with all its legal obligations under relevant health and safety legislation in respect of the facility (which should continue while the facility is being used) and undertake a risk assessment of their training, match and administration facilities, prior to returning to play.

The TTW Risk Assessment Template in Appendix 3 can provide a framework for Club/Leagues to consider when preparing to return to training. This template is not designed to replace existing risk management structures or systems adopted by respective clubs and leagues. It is intended to complement existing systems to support the safe resumption of community table tennis.

The COVID-19 Officer should consider the following when planning to return:

- reasonably practical, separate and clearly marked entrances and exits
- appropriate signage (including posters) warning of the dangers of COVID-19 and the need to observe relevant guidance keep the length of training sessions to a minimum
- stagger training sessions to allow for the appropriate cleaning to take place between groups
- configure training session to limit the movement of Players and Coaches within sessions
- ensure the training facility is well-ventilated by opening doors and windows to create a fresh-air flow. Recirculating the current air via a fan/ventilation system is not effective at clearing the airborne particles created when someone sneezes or shouts. If leasing the club venue, those in control of the premises retain a legal duty to ensure effective ventilation
- reduce table numbers and the number of players allowed into the venue at any one time
- insist that each coach either retains his/her own equipment, and in any event sanitises any playing/scoring equipment before and after each use
- ensure that once training has concluded all relevant individuals vacate the Club facility in a timely manner without congregating or socialising
- consider the use of dressing rooms, communal areas

- where possible, establish a dedicated isolation area for use by any individuals who exhibit symptoms of COVID-19 while training or how they would leave without making contact
- in the case of a local lockdown, clubs must adhere to the latest Welsh Government guidance in respect to that lockdown.

#### 4.6 Table Allocation and Design

A guide to facility size and table allocation is provided in Appendix 6 in the TTW Table Allocation and Design Guide and will help with the planning of table numbers and player numbers.

#### 4.7 Session Booking/Registers

As Clubs start to return to limited activity, there may be a need to limit numbers attending sessions to adhere to social distancing, public gathering restrictions and hygiene requirements. Each Club must establish a system to register all relevant individuals (whether Player, Club Coach, Club Support Staff or otherwise) who are attending a table tennis session on any given day. The data collected will be personal data and, under the GDPR, the Club COVID-19 Officer will be the data controller for that data. This means that there are certain legal obligations in handling that data that will need to be satisfied to comply with the GDPR to protect the privacy of members/players.

To find out more on the manageable steps that you can take to comply with data protection law, see the Welsh Government guidance on keeping records (<https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect>) and more detailed Information Commissioner's Office (ICO) Guidance (<https://ico.org.uk/for-organisations/>). This information will need to be retained for 21 days (or longer) for the purpose of providing it to Public Health Wales upon request in the case of an outbreak of COVID-19 within the membership. You do not need to seek consent to get consent to pass player/participant details to the Test, Trace and Protect Service. COVID-19 is a notifiable disease and you can pass this information without breaking the GDPR or any other data protection law. For further information, see <https://gov.wales/test-trace-protect>

See the TTW Registers Guidance in Appendix 5 for more information on booking systems and registers.

#### 4.8 Facility Hygiene/Preparation

The Club COVID-19 Officer must ensure:

- that a detailed cleaning plan is in place for the club facility- to include cleaning for areas and equipment that come into frequent contact
- that the facility is thoroughly cleaned at least once every 24 hours in accordance with the latest instruction from Public Health Wales/Welsh Government
- lease/booking agreements need to be amended to facilitate an appropriate cleaning plan.
- stock appropriate PPE and a suitable method of safely disposing of that PPE
- dedicated and clearly marked hand-sanitisation and/or handwashing/drying points are available. Ideally at each entrance and exit and at other points throughout the facility and is adequately stocked e.g. hand-sanitiser, water, anti-bacterial soap, and cleaning products

For further information and guidance on facility hygiene please see the Public Health England website <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

The most up to date information on PPE can be found on the Welsh Government website <https://gov.wales/coronavirus-and-personal-protective-equipment-ppe> and see our guidance in Appendix 2 on 'Donning and doffing PPE'.

## APPENDIX 1: EXAMPLE OF A PHASED APPROACH TO RETURNING TO PLAY.

Timeframes and public gathering restrictions will be determined by public health and/or government authorities.

Element of the sport	Lockdown	Red Phase 1	Amber Phase 2	Green Phase 3
TTW Members	<p>Exercise with members of your own household.</p> <p>Outdoor table tennis can be played with family members, at home.</p>	<p>Exercise outside and within the local area.</p> <p>Outdoor table tennis can be played with a person from another household following guidelines.</p>	<p>Indoor Facilities to open with venue specific guidelines and protocols in place.</p> <p>Indoor Table Tennis to restart with restrictions on group numbers. Only singles be played with distancing measures in place.</p>	<p>Indoor Facilities open with risk management measures in place at all venues inline PublicHealth Wales (PHW) and Welsh Government (WG) guidance.</p> <p>Singles and Doubles can be played.</p>
Clubs	<p>Face to face Club activity cancelled, clubs maintain remote engagement with members.</p> <p>Solo training, or with family members, at home or within walking distance of home.</p>	<p>Face to Face Club activity cancelled, clubs should maintain remote engagement with members.</p> <p>Clubs to plan for a potential return to facility use and engage with facility operators/ providers where appropriate.</p>	<p>Indoor facilities to re-open with venue specific guidelines and protocols in place.</p> <p>Easing of Travel restrictions.</p> <p>Clubs to work with facility providers to develop a safe Return to Use Plan.</p> <p>Play restricted to Singles to observe 2m distancing regulations in place (unless from the same household).</p> <p>One to one coaching with distancing restrictions.</p> <p>Training in small groups as facility allows in line with PHW &amp; Government guidelines.</p>	<p>Indoor facilities re-open with venue specific guidelines and protocols in place.</p> <p>Face to face club nights resume - restricted by WG guidelines on numbers of players gathering at one time and distancing measures in place.</p> <p>All formats of playing, training and competition resumed at all venues in line with PHW and WG guidance.</p> <p>League Table Tennis to resume.</p> <p>Local and TTW sanctioned tournaments to resume.</p> <p>Social distancing and gathering restrictions remain in place.</p>

Facilities	All facilities closed Limited availability of outdoor facilities.	Limited re-opening of facilities for Elite players to resume training under strict protocols.	All facilities able to open with restrictions in line with PHW and WG guidance.	All facilities able to open with restrictions in line with PHW and WG guidance.
Coaching	All face to face activity suspended.  Online training only and support via media platforms.  Existing Code of Conduct to be followed & safeguarding protocols adhered to.	All face to face activity suspended except for TTW Performance Coaches working with Elite Athletes who have resumed training.  Online training/coaching only and support via media platforms. Existing code of conduct to be followed & safeguarding protocols adhered to.	Coaches able to travel to facilities to meet athletes  Existing code of conduct to be followed & safeguarding protocols adhered to.	Individual and group Face to Face Coaching resume at all facilities in line with PHW and WG Guidance.  Existing Codes of conduct to be followed & safeguarding protocols adhered to.
Competition	All competition and leagues suspended.	All competitions and leagues suspended.	All competition and leagues suspended.	Domestic Competitions may resume whilst maintaining social distancing in line with PHW and WG guidance.
Officiating	All competition suspended.	All competitions suspended.	All competitions suspended.	Officials should be able to resume 'normal' event roles at local events in line with PHW and WG guidance.

Education	All face to face delivery suspended.	All face to face delivery suspended. Online learning modules & webinars.	All face to face delivery suspended. Online learning modules & webinars.	Online learning modules & webinars. Face to face courses to resume in line with PHW and WG guidance.
Running the sport – Governance structures & staff working	Online meetings & home working.	Online meetings & home working.  Face to face meetings only outdoors where necessary- with social distancing.  Prepare generic risk assessments and operational protocols for facilities and clubs	Limited office availability for staff to work in groups of up to 4 with social distancing, cleaning, sanitising and hygiene measures in place having conducted a Covid-19 risk assessment.	Office working and face to face meetings resume where required with social distancing, cleaning, sanitising and hygiene measures in place.



## APPENDIX 2: DONNING & DOFFING PPE



Public Health  
England

# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings








### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
---	---	---	--	---

### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

## APPENDIX 3: RISK ASSESSMENT TEMPLATE

### How to use this Template:

The template below outlines some of the hazards/risks that a Club or League may need to consider when returning to activity. Pages 2 to 10 provide a space for recording all of the potential hazards or risks that you can think of for your venue. We have added some to help get you started – these may need to be adjusted to suit your Club or League’s circumstances.

The final page helps you to assess the severity and likelihood of the hazards to assist in prioritising action to be taken. **Again, these may vary depending on individual Club and League circumstances.**

### Risk Assessment Generic Format

<b>Location/Dept:</b>	<b>Date Assessed:</b>	<b>Assessed by:</b>
<b>Task/ Activity:</b>	<b>Review Date:</b>	<b>Reference Number:</b>

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
<b>Pre-Activity:</b> Health of participants / players prior to activity	Coronavirus infection within group.		Club keeps a record of who attends training by implementing a booking and registration process.  Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus.				

			<p>Members advised to contact the club by telephone or email prior to attending if they or any of their contacts/household need to self-isolate and confirm the period.</p> <p>Club Committee member checks that no one is feeling unwell as participants arrive. If they are feeling unwell or showing symptoms, advise they use the 111 Covid-19 symptom checker <a href="http://www.nhsdirect.wales.nhs.uk/COVID19">www.nhsdirect.wales.nhs.uk/COVID19</a></p> <p>Keep a record of vulnerable participants – delay return to training.</p> <p>Distribute information to members and Coaches – use emails to members, update your website, use team communications, and display materials around venue.</p> <p>Ensure those who are returning to training/play from self or household isolation due to suspected or confirmed cases of COVID-19 will be medically assessed by their medical practitioner prior to returning.</p>				
<b>Pre-Activity Social Distancing (2m rule)</b>	Participants are either unaware or do not abide		Educate players, coaches/volunteers and parents – use emails, update your websites, use team communication				

	<p>by the social distancing rules.</p> <p>Too many people (including parents/spectators) attending training means that social distancing cannot be implemented.</p>		<p>channels such as WhatsApp or Zoom</p> <p>Adopt new Club Policies for COVID –19 require members to abide by guidelines.</p> <p>Members to arrive no more than 5 minutes before table booking slot- to prevent too many players waiting and being unable to maintain social distancing.</p>				
<b>Pre-Activity</b> Coaching & Support resources	<p>Coaches do not feel like they are equipped with drills and skills that minimise close contact.</p> <p>Coaches are competitive and ignore guidelines.</p>		<p>Educate coaches on requirements and any changes that are made to these.</p>				
<b>During Activity:</b> Controlled sporting activities	<p>Coronavirus infection within group.</p> <p>Injury to</p>		<p>Avoid unnecessary contact e.g. no handshaking / slapping hands</p> <p>No spitting, wiping nostrils etc</p>				

	participant.		<p>Players to use their own bat &amp; balls.</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>Implement good hygiene practises at training including regular handwashing and wiping down tables after use.</p> <p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p> <p>Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury.</p>				
<p><b>During Activity:</b> Number of participants involved</p>	<p>Clubs / Coaches do not abide by limited numbers.</p> <p>Coronavirus infection within group.</p>		<p>Individuals should train with the same person throughout the session.</p> <p>Allow sufficient time between changing users of tables to clean thoroughly.</p>				
<p><b>During activity:</b> Social distancing (2m rule)</p>	<p>Participants are either unaware or do not abide</p>		<p>Determine maximum number of participants based on venue size to allow distancing.</p>				

	<p>by the social distancing rules.</p> <p>Coronavirus infection within the group.</p>		<p>Ensure no more than this maximum number is involved in any activity.</p> <p>Training partners are separated by at least 2 meters (length of the table) at any time</p> <p>All tables used are separated by partitions/barriers/nets, unless in a one table venue and no-one else is present in the playing hall</p> <p>Table areas are ideally a minimum of 5 metres by 10 metres</p>				
<p><b>During activity:</b> Hygiene protocols (individuals, venue, facilities, equipment)</p>	<p>Participants are either unaware or are not practising hygiene protocols.</p> <p>There are no cleaning facilities at the place of training.</p>		<p>Adopt mitigation/minimisation strategies as above.</p> <p>Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser and regularly wash their hands.</p>				

<p><b>During activity:</b> Sporting equipment (controlled use)</p>	<p>Coronavirus infection within group.</p>		<p>Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p>				
<p><b>During activity:</b> Communal facilities (controlled use)</p>	<p>The extent of hygiene protocols used by other groups is unknown.</p> <p>Coronavirus infection within group.</p>		<p>Limit the use of communal spaces and keep them closed if possible.</p> <p>Wipe down surfaces pre and post training.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p> <p>Changing rooms and showers are not to be used for showering or changing, this should be done at home</p> <p>Ensure first aid kit is equipped with protective equipment e.g. gloves, facemask, plastic apron,</p>				

			safety glasses and hand sanitizer.				
<b>During activity:</b> Training practice (duration restriction)	The longer the period together, the increase in risk of virus transfer.		Encourage players to be considerate of booking times (not arriving early or hanging around afterwards)				
<b>During activity:</b> Coaching and support resources (controlled provisions)	Coaches do not feel like they are equipped with drills and skills that minimise close contact.  Coaches are competitive and ignore guidelines.		Direct coaches to training resources based on skills with set drills, but no close contact.  Multi ball training is only permitted where the feeder also always picks up all balls and the player and feeder stay a minimum of 2 metres apart				
<b>Post activity:</b> Response procedures	A participant notifies the Club that they or a family member has a suspected case of coronavirus.		Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus.  Advise the affected member to follow Welsh Government guidelines.				



	<p>A participant notifies the Club that they or a family member has contracted coronavirus.</p>		<p>All participants are asked to report to club via telephone at earliest opportunity if they cannot attend a session due to becoming unwell after they have attended a session in last 14 days. This is written into member information and shared in advance of return as well as follow up from sessions.</p> <p>Ensure regular education of club members about the COVID protocols. E.g. Newsletters, emails, website, briefing on arrival</p> <p>Establish a Communication Plan outlining who the Club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that.</p> <p>Maintain protocols for returning to training following a positive case.</p>				
<p>Other</p>							

### Risk/Priority Indicator Key

Consequence
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		CONSEQUENCE				

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

**APPENDIX 4: SELF DECLARATION FORM****COVID-19 Self-Declaration Statement**

To be completed by the athlete/parent:

- I do not currently have symptoms of COVID-19 (new persistent dry cough, fever, loss of taste or smell)
- I have not had a positive test for COVID-19 or onset of symptoms of COVID-19 in the last 10 days. (Individuals who have completed their period of isolation (10 days) and have no remaining symptoms (other than a dry cough or loss of taste or smell which can last for some time) may return to normal activities)
- No member of my household has had symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days
- I have not been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19
- I have not returned from a country outside of the UK in the last 14 days, other than those on the exempt list (<https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html>)

I agree/do not agree\* to the above statements and will inform you of any changes to symptoms prior to every training session and/or competition. (\*Delete as necessary)

Print Name: .....

Signature: .....

Date: .....

## **APPENDIX 5: REGISTER GUIDANCE**

As Clubs start to return to limited activity, there may be a need to limit numbers attending sessions to adhere to social distancing and hygiene requirements.

There may also be a need for Clubs to ensure they know who has attended the Club and sessions in case of an outbreak of COVID-19 within the membership. This guidance provides table tennis clubs with options to consider for both managing bookings in advance of sessions and registering people on arrival.

It is important that booking and registration information is managed and stored in line with General Data Protection Regulations.

### **CREATING A BOOKING PROCESS:**

To manage the number of people attending sessions, introducing a booking system is encouraged. Capturing the relevant information at this stage, will also make the registration at the session easier as you will already have most of the information you need.

The key information needed upon booking.

- Person's full name
- Contact details
- Emergency contact details
- Which session they are planning to attend
- How they will pay (this should be cashless where possible)

Options for managing bookings.

**1.** A simple word document or excel spreadsheet (see Templates 1 & 2 below)

a. Club Secretary (or nominated committee member) emails all members outlining session availability and asking which sessions members would like to attend.

b. The template below, or similar, is populated based on responses to the Club Secretary (or nominated committee member)

## 2. Online forms e.g. Google forms, Survey monkey

Example process.

- a. Club Committee Member creates online survey and emails the link to all members
- b. Members complete survey to book onto sessions
- c. Output varies depending on tool used, but whoever generated the survey should have sight of responses received

Find more information about Google Forms and Survey Monkey here:

<https://www.google.com/intl/en-GB/forms/about/>

<https://www.surveymonkey.co.uk/>

### **REGISTRATION OF PLAYERS ON ARRIVAL:**

Clubs will need to know who has attended sessions and how to contact them in case of a COVID-19 outbreak within the membership. Depending on your chosen booking method, your registration process may vary. Many online forms enable an export of the data in the form of an excel spreadsheet that can be taken to the session.

Clubs may wish to consider having a member of the committee responsible for checking people in on arrival. This way, the information can be stored on a password protected laptop or tablet.

### Template 1: Club Sessions Booking Sheet - Managing Sessions

One sheet required for each individual session

Club Name: XX

Session Type: e.g. Junior

Coaching / open play Session

date / time: XX

Session Capacity:

Session lead: XX

Supporting club personnel: XX

Player Name	Contact details (email /	Emergency contact details	Payment method

## Template 2: Club Sessions Booking Sheet - Managing Tables

One sheet required for each day

Club Name: XX

Session date / time:

XX Session

Capacity:

Session lead: XX

Supporting club personnel: XX

Time	Session Lead	Table One	Table Two	Table Three
4 - 5pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
5 - 5:15pm	Cleaning time			
5:15 - 6:15pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
6:15-6:30pm	Cleaning time			
6:30 - 7:30pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
7:30 - 7:45pm	Cleaning time			
7:45 - 8:45pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:

## APPENDIX 6: TABLE ALLOCATION & DESIGN

Example: Small Clubroom

Session: Open practice

### General Principles

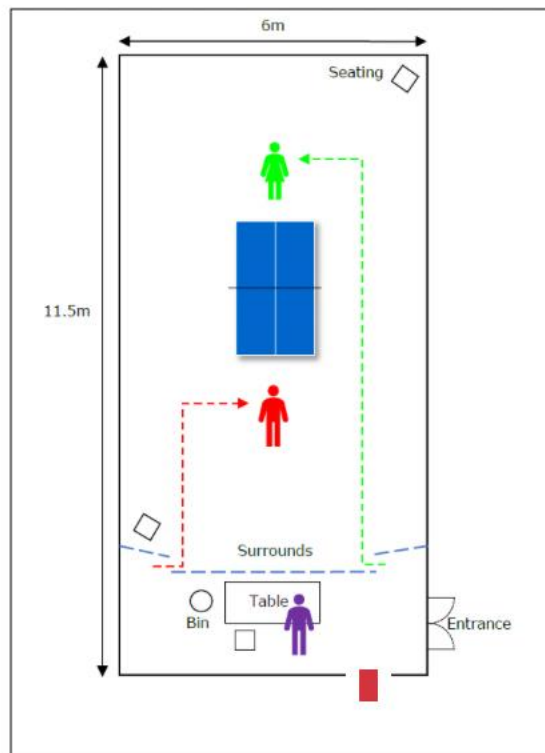
Clubs will need to consider the following measures to ensure club rooms are as safe to play in as possible by: reducing table numbers, the length of sessions, the number of players allowed into the venue at any one time and increasing playing fees to cover costs. The guidelines below are recommendations for when club play does resume and may need to be tailored to fit individual facility constraints. Clubs should not return to any table tennis activity in clubrooms until it is permitted by Welsh Government guidance.

### Venue Set Up

- Court size 10x5m
- Designated walkways to courts ensuring 2m distancing
- Bags to be placed on a designated chair
- Table placed in between chairs for hand gel
- Organiser to wear gloves for setting up and wiping down the tables and chairs after the session
- Organiser to keep a register of players

### Social Distancing Measures

- Government social distancing measures to be followed at all times
- Players not to attend if they or any member of their family has shown symptoms of the virus
- No cash payments to be taken
- Players to agree in advance to follow guidance provided
- Players to stay 2m apart by staying in the court as much as possible
- Stay on one side of the court
- No handshaking, breathing on the ball or wiping hands on the table
- Towels and water bottles to always be kept in player bag
- 2 players and/or 1 organiser only
- Keep to the side of the hall when accessing the court
- Not to enter the venue until the previous group has left
- Bring own personal bat and TT balls
- Own TT balls to be marked with initials or mark
- Players to pick up their TT ball but to kick the ball back belonging to the practice partner
- Surrounds not to be handled by players
- Use of robot or multiball permitted, with ball collection by feeder using a net or tube
- No use of changing rooms or showers, except for toilets
- Players to use own hand gel each session



### Equipment Requirements

- 1 Table Tennis table
- 1 Net and post set
- 4 Surrounds
- 3 Chairs, 1 Table, 1 Rubbish bin
- Hand Gel (back up)
- Cleaning spray and paper tissue for each table
- Each session to have an organiser to ensure social distancing measures are being observed, this may be a player

*Acknowledgement: Many thanks to Table Tennis England for the use of their resources.*



**Example: Leisure Centre**

Session: Club open practice

**General Principles**

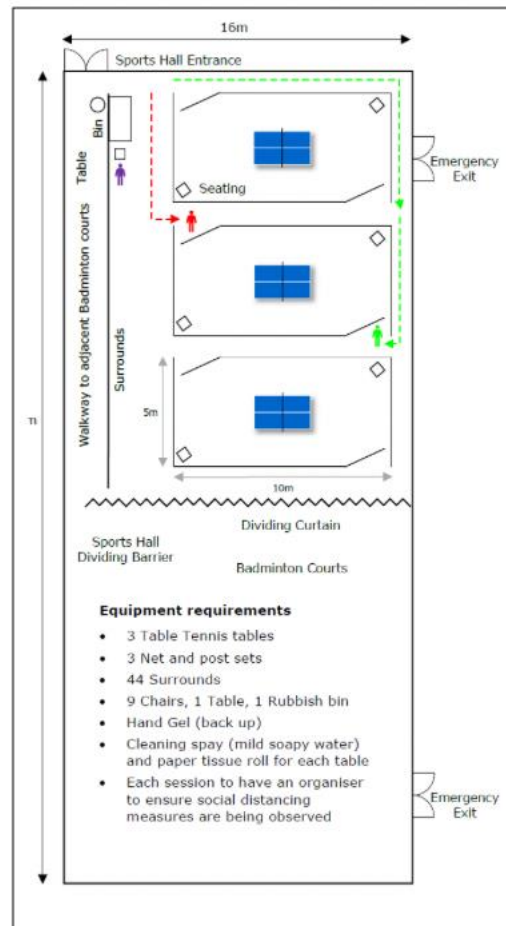
In line with our phased process, clubs will need to consider the following measures to ensure club rooms are as safe to play in as possible by: reducing table numbers, the length of sessions, the number of players allowed into the venue at any one time and increasing playing fees to cover costs. The guidelines below are recommendations for when club play does resume and may need to be tailored to fit individual facility constraints. Clubs should not return to any table tennis activity in indoor clubrooms until it is permitted by Welsh Government guidance.

**Venue Set Up**

- Court size 10x5m
- Designated walkways to courts ensuring 2m distancing
- Bags to be placed on a designated chair
- Table placed in between chairs for hand gel
- Organiser to wear gloves for setting up and wiping down the tables and chairs after the session
- Organiser to keep a register of players

**Social Distancing Measures**

- Welsh Government social distancing measures to be followed at all times
- Players not to attend if they or any member of their family has shown symptoms of the virus
- No cash payments to be taken
- Players to agree in advance to follow guidance provided
- Players to stay 2m apart by staying in the court as much as possible
- Stay on one side of the court and no player rotation
- No handshaking, breathing on the ball or wiping hands on the table
- Towels and water bottles to always be kept in player bag
- 6 players and/or 1 organiser only
- Keep to the side of the hall when accessing the court
- Not to enter the venue until the previous group has left
- Bring own personal bat and TT balls
- Own TT balls to be marked with initials or mark
- Players to pick up their TT ball but to kick the ball back belonging to the practice partner
- Surrounds not to be handled by players
- No use of robots or multi ball training
- No use of changing rooms or showers, except for toilets



**Equipment requirements**

- 3 Table Tennis tables
- 3 Net and post sets
- 44 Surrounds
- 9 Chairs, 1 Table, 1 Rubbish bin
- Hand Gel (back up)
- Cleaning spay (mild soapy water) and paper tissue roll for each table
- Each session to have an organiser to ensure social distancing measures are being observed

**Equipment requirements**

- 3 Table Tennis tables
- 3 Net and post sets
- 44 Surrounds
- 9 Chairs, 1 Table, 1 Rubbish bin
- Players use own hand gel and a hand Gel (back up)
- Cleaning spay (mild soapy water) and paper tissue roll for each table
- Each session to have an organiser to ensure social distancing measures are being observed

*Acknowledgement: Many thanks to Table Tennis England for the use of their resources.*

## APPENDIX 7: HAND HYGIENE GUIDANCE



### Coronavirus

**Wash your hands with soap and water more often for 20 seconds**

Use a tissue to turn off the tap.  
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers



## APPENDIX 8: CLUB COVID-19 OFFICER TEMPLATE ROLE DESCRIPTION

### Introduction

To enable table tennis to return safely to clubs and other indoor venues, Table Tennis Wales has been working on a set of recommendations that can enable table tennis to start again safely. It is important to note that these will be a set of recommendations for clubs, leagues, coaches and other organisations to implement and will need to be adapted for individual environments. Clubs and Leagues will need to recruit a COVID-19/Health and Safety role to support the return to play. The role description below highlights some of the main tasks that could make up this role. It could be a role for one person or shared amongst a small group to reduce the amount of time spent required by individuals.

Role: COVID-19 Health and Safety Officer

Responsible to: Club committee

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety, with a focus on being Ready to Return following the COVID-19 pandemic.

### Main Tasks:

- Assist the club by keeping up to date with Table Tennis Wales Preparing to Return guidance and sharing relevant information with the committee/members
- Assist the club to put in place policies and implementation plans for health and safety issues. This could include reviewing current member/club codes of conduct to prepare for a return, ensuring members have all of the information they need ahead of returning to the Club.
- Act as the first point of contact for club volunteers, young people and parents, for any issue concerning health and safety / COVID-19
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis. Meeting obligations in handling the data to comply with the GDPR.

## APPENDIX 9: CLUB CHECKLIST

<p>1. Appoint a Club Covid-19 Officer</p> <ul style="list-style-type: none"> <li>• Appointed officer/s have completed Covid-19 training and provided certificate.</li> </ul>
<p>2. Club Risk Assessment</p> <ul style="list-style-type: none"> <li>• Risk assessment includes safety measures for Covid-19</li> </ul>
<p>3. Members registered with TTW</p>
<p>4. Player Declaration Form</p>
<p>5. Booking / Register system in place</p>
<p>6. Facility Plan</p> <ul style="list-style-type: none"> <li>• Facility, floor and table plan</li> <li>• Club Operating Declaration / Commitment</li> </ul>
<p>7. Cleaning Standard Operating Procedures / Booking/lease agreement with venue</p> <ul style="list-style-type: none"> <li>• Covid-19 Stock List</li> </ul>
<p>8. PPE Advice</p> <ul style="list-style-type: none"> <li>• First Aid / Emergency / Shielding Groups</li> </ul>
<p>9. Isolation &amp; Exit Procedures (if COVID-19 symptoms develop)</p>
<p>10. Download COVID-19 posters and display around club</p> <ul style="list-style-type: none"> <li>• Welsh Government Posters (on TTW website)</li> </ul>
<p>11. Site Visit (if required)</p>