

New Zealand Rugby Changing Room Guidelines - RED

This document should be read in conjunction with [Guidelines for Community Rugby Training Activities under the COVID-19 Protection Framework](#) document.

- Changing Rooms can be used at all traffic light settings subject to certain requirements/restrictions.
- This guidance remains subject to change based on the COVID-19 Protection Framework. NZR will update this advice as soon as practicable.

As part of updating Rugby requirements to meet the Government's CPF guidelines, all rugby clubs and schools will need to update their health and safety plan which addresses the four key priority areas: trainings, changing rooms, club rooms and match days.

As a part of your regular health and safety planning you need to consider whether running a gathering with multiple groups in a defined space is safe for your participants. You need to ensure your event would be in alignment with the CPF's intention to keep people safe.

This guide helps Rugby Clubs and Schools develop a Changing Room health and safety plan to support players, coaches, and managers.

It is important to confirm who "owns" or is responsible for the Changing Room facility. Clubs and Schools may need to consult with the "owner" or organisation responsible for the facility about any additional operational requirements they may have. This might be Territorial Authorities, Councils, landowners etc.

NZR and Provincial Unions can provide additional support to Clubs and Schools in the development of their plans and may require verification of plans in some instances. If Rugby Clubs or Schools need assistance or guidance in developing plans, please reach out to your PU in the first instance.

Helpful information and resources on health and safety plans can be found on the [Novel coronavirus \(COVID-19\) | WorkSafe](#).

Determining Gathering Limits for your Changing Facilities (Including Referees facilities).

1. Before developing your plan, you will need to determine the overall size in m² of your change facility. If your changing facilities are more than 1 freestanding building or space, then each building or space needs to be evaluated as a stand-alone space. You will then need to determine if there is clear separation between each individual room within the building or space, with no shared direct airflow, to allow an individual room to become a defined space. If there is not clear separation of individual rooms, then the overall size of the change facility will determine the maximum number that can be present (1 person per m²) in a gathering.
2. There can be no intermingling between each gathering. This means that you will need separate entries and exits (or phased entering and exiting), first aid, food facilities, and bathroom facilities for each group.
3. Each group of gathering (group) needs to remain as is for the duration of the event. This means there can be no mixing or forming new groups throughout the entire duration of the event, such as participants moving to join people from different groups where 2-metre distancing cannot be maintained.

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A defined space indoors is: a single space divided from other spaces by walls (temporary or permanent) that does not share direct airflow with another indoor space.

Many change rooms have open and, therefore, common roof spaces. e.g. no ceiling. In that situation all rooms within the area of the open roof would constitute the defined space.

If there is clear separation, then each room can be a defined space. You then need to determine the size of each individual room in m² to determine the maximum occupancy for that room (1 person per m²). Knowing the number limits will enable H & S planning for managing gatherings within the CPF settings.

Gathering limits are the lesser of the occupancy calculated by 1 person/m² of floor area in the defined space, or the maximum gathering limit below:

RED:

With MVPs being checked – 100

Without MVPs being checked – 25

ORANGE:

With MVPs being checked – No Limit

Without MVPs being checked – 50

Note: At Red setting, Facemasks are now mandatory at all Rugby gatherings and must be worn at all times when not participating.

Red

General Settings

- MVPs must be checked **Plus** Contact tracing required
- Children under 12yrs 3mths are **not** required to show My Vaccine Passes.
- They are still counted toward the capacity limit of an event or gathering.
- They do not contribute to the vaccination status of an event or gathering. Unvaccinated children under 12yrs 3mths at an MVP gathering do not make that gathering non-MVP.
- People not part of a gathering (e.g., caregivers, spectators or public - or anyone without an MVP) must remain at least 2m away from any gathering and Red setting public health guidelines apply to them.
- If for any reason MVPs are not checked or people without a MVP join a gathering the gathering becomes and non-MVP activity and the non-MVP restrictions apply.
- More than one gathering is allowed with 2m minimum separation between gatherings and no crossover between groups Try to conduct as much activity as possible in outdoor settings that allow for social distancing.
- Encourage good hygiene – especially on arrival and departure. Have hand washing or sanitising supplies available for use.
- Ensure facilities and equipment are cleaned regularly
- If you allow equipment to be used by vaccinated and unvaccinated groups in separate gatherings, you will need to clean equipment when swapping between groups.
- Consider varying training times to minimise numbers present at any time
- Consider having windows or doors open where appropriate to provide ventilation. Weather permitting, try and host your activities outdoors wherever possible.
- Facemasks are mandatory at all times when not participating, except at pools

My Vaccine Pass Used - Indoor or Outdoor

- Max 100 people per gathering (actual # based on allowing 1m² space person). Capacity limits include children or workers. Note If using change rooms, the indoor limit will apply to the gathering.
- Consider foot traffic flows – If more than one gathering is in proximity. Gatherings should not intermingle
- Consider having windows or doors open where appropriate to provide ventilation. Weather permitting, try and host your activities outdoors wherever possible.
- Facemasks are mandatory at all times when not participating, except at pools

My Vaccine Pass Not Used - Indoor or Outdoor

- Max 25 people per gathering (actual # based on allowing 1m² space person). Capacity limits include children or workers. Note If using change rooms, the indoor limit will apply to the gathering
- Multiple gatherings of 25 are allowed if each gathering can be separated by defined spaces
- Consider foot traffic flows – If more than one gathering is in proximity. Gatherings should not intermingle
- Consider having windows or doors open where appropriate to provide ventilation. Weather permitting, try and host your activities outdoors wherever possible.
- Facemasks are mandatory at all times when not participating, except at pools

Health & Safety Considerations	Potential Health and Safety Actions	Club/School Person Responsible	
<p>Who is Responsible?</p> <p>Each club/School will need to develop, implement and monitor the changing room plan.</p>	<ul style="list-style-type: none"> • Appoint an employee or committee member to be accountable and responsible for your COVID-19 Health and Safety Plan. 		
<p>Who needs to be involved in your plan?</p> <p>All employees, management, and volunteers need to be involved in developing your plan.</p>	<ul style="list-style-type: none"> • Are there other owners/operators of your changing facilities who need to be involved in your plan such as Councils, Trusts, Private Land Owners, Other sports? • Complete your COVID-19 WorkSafe plan (see Resource link below) • Do you have the right people with the right skills to operate safely? • Do you need to conduct training of all employees and volunteers on COVID-19 protocols? <p>Resources: WorkSafe plan template https://worksafe.govt.nz/dmsdocument/27557-covid-19-safety-plan-template-word-version/latest</p>		
<p>COVID-19 Manager</p> <p>A person needs to be designated the authority to manage, monitor and enforce your COVID-19 protocols.</p>	<ul style="list-style-type: none"> • Assign a roster system for employees and volunteers for clarity of accountabilities and responsibilities. 		
<p>Communication</p> <p>You must clearly communicate prior to your gatherings whether it is a My Vaccine</p>	<ul style="list-style-type: none"> • Assign a person to be responsible for communication to members and to the public. These functions could be delegated according to people's skillsets. 		

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<p>Pass event (MVP) or <u>not</u> and, any other information about the management of the gathering under the current CPF setting, Gathering limits, Contact tracing, traffic flow access to amenities etc.</p>	<ul style="list-style-type: none"> • Ensure participants are notified of arrangements and requirements prior to the gathering • Where public or visitors are likely to be present ensure, as far as possible, that any arrangements or requirements are communicated. Eg via social media. • Ensure appropriate signage is in place at the venue – this should include the current setting (Red, Orange or Green), whether MVPs are required or not. Identifying the defined areas, Gathering limits in all defined areas, Tracer app barcode, hygiene advisories and any traffic flow signage etc. <p>You can view and download MVP/CPF Setting Posters here: https://toolkit.covid19.govt.nz/</p>		
<p>Changing Room Controls</p> <p>There needs to be clear communication of gathering limits, changing rooms allocations, timings of use.</p> <p>Control the use, and management, of traffic flows to ensure that gathering limits for the current CPF setting are observed.</p>	<ul style="list-style-type: none"> • Widely communicate to team managers and via public notices around the changing rooms and clubrooms for players and other members of the gathering. • Plan traffic flows to avoid unnecessary congregation at entry and exit points through use of signage. • Develop a changing room roster. • It is recommended facemasks be worn in high traffic or congregation areas. • Consider having windows or doors open where appropriate to provide ventilation • Designate a volunteer to manage changing room protocols on trainings and match days. 		

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<p>Public Notices</p> <p>Public notices around COVID-19 gathering limits as well as health and hygiene protocols need to be widely displayed.</p>	<ul style="list-style-type: none"> Consider placement of COVID-19 posters in and around changing rooms and the wider venue. Consider gathering numbers for traffic areas, showers, toilets etc. These will be determined by the size of the space and 1 person/m² Post COVID-19 posts on club social media feeds (Facebook, Instagram) <p>Resources: See https://covid19.govt.nz/resources/posters/</p>		
<p>Sanitisation/Ventilation</p> <p>High contact areas need to be regularly cleaned.</p> <p>Adequate ventilation is an important consideration.</p>	<ul style="list-style-type: none"> Changing Rooms to undergo regular cleaning. It is recommended that rooms be cleaned before and after match days. If you allow Changing Rooms to be used by vaccinated and unvaccinated groups in separate gatherings, you will need to clean equipment and surfaces used when swapping between groups. Consider wedging doors open where possible to reduce door handle usage and increasing ventilation. Availability and safety of volunteer workforce and suitable cleaning materials. <p>Resources: Cleaning guidelines to minimise the spread of infectious diseases www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention</p>		
<p>Hand Hygiene</p> <p>There must be hand hygiene measures in place for users of changing rooms.</p>	<ul style="list-style-type: none"> Consider placement of hygiene stations at entry and exit points. Consider re-supply needs for hygiene stations at high volume areas and for number of anticipated participants passing through. 		

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<p>Medical Room</p> <p>Injured players in changing rooms need to be safely treated to ensure their safety and the safety of medical staff.</p>	<ul style="list-style-type: none"> • Contact tracing of players undergoing treatment as required. • Medical staff to provide their own PPE as required. 		
<p>Club Communication</p> <p>The club should regularly communicate COVID settings/requirements with its members in advance of any activities.</p>	<ul style="list-style-type: none"> • Keep members informed through regular updates around requirements/expectations under CPF. • Reinforce good behaviour and correct misunderstandings. 		
<p>Monitoring the Plan</p> <p>It is important that all health and safety plans are monitored and adjusted to keep participants safe and as Government guidelines change.</p>	<ul style="list-style-type: none"> • Monitor your plan in its early stages to ensure that is effective and understood. • Stay updated with New Zealand Rugby and Provincial Union COVID-19 advisories. • Set regular updates to ensure that it remains sustainable and relevant. 		