



## Secondary School Sport COVID-19 Guide – Changing Room Areas

The following guide has been developed to provide secondary schools with guidance on what needs to be considered to get rangatahi and supporters (teachers, coaches, administrators) safely engaged in physical activities, trainings and events again.

It is recommended that this guide be read in conjunction with [Guidelines from the Ministry of Health](#) and any other authority (e.g. [Ministry of Education Guidance](#)) under which your school operates. It represents the minimum level of required planning before changing room areas can be utilised by schools for activities, training and events.

### Useful links:

- Information on the alert level guidelines for play, active recreation and sport can be found [here](#).
- It is also worthwhile checking the Mountain Safety Council outdoor information checker [here](#).
- Helpful resources on health and safety plans can be found on the [Worksafe New Zealand website](#).

Health and safety considerations	Potential actions	Person responsible
<p><b>Does anyone outside your school need to be involved in your plan?</b> Consider other authorities and agencies that might need to contribute to or be consulted as part of your changing room area plan</p>	<ul style="list-style-type: none"> <li>• Make contact early with your facility manager to establish any planning requirements and/or arrangements</li> <li>• Establish agreed priorities and changing room control arrangements early with the relevant sports teams / groups</li> </ul>	
<p><b>Who is Responsible?</b> Each school will need to develop, implement and monitor the changing room area plan</p>	<ul style="list-style-type: none"> <li>• Appoint a staff member to be accountable and responsible for your COVID-19 Health and Safety Plan</li> </ul>	
<p><b>Who needs to be involved in your plan?</b> All staff members and volunteers need to be involved in developing your changing room area plan</p>	<ul style="list-style-type: none"> <li>• Complete your <a href="#">COVID-19 WorkSafe plan</a></li> <li>• Do you have the right people with the right skills to operate safely?</li> <li>• Do you need to conduct training of all staff and volunteers on COVID-19 protocols?</li> </ul>	

<p><b>COVID-19 Manager</b> A person needs to be designated the authority to manage, monitor and enforce your COVID-19 protocols</p>	<ul style="list-style-type: none"> <li>• Assign a roster system for staff and volunteers for clarity of accountabilities and responsibilities</li> </ul>	
<p><b>Changing Room Controls</b> There needs to be clear communication of changing rooms allocations, timings of use, control use, and management of traffic flows to ensure that mass gathering rules are observed</p>	<ul style="list-style-type: none"> <li>• Develop a changing room roster and widely communicate with team managers and in public notices around the changing rooms and clubrooms for students and spectators</li> <li>• Plan traffic flows to avoid unnecessary congregation at entry and exit points through use of signage</li> <li>• Designate a person to manage changing room protocols for activities, trainings and events</li> </ul>	
<p><b>Public Notices</b> Public notices around COVID-19 health and hygiene protocols need to be widely displayed</p>	<ul style="list-style-type: none"> <li>• Consider placement of <a href="#">COVID-19 posters</a> and <a href="#">contact tracing</a> in and around changing rooms</li> <li>• Post COVID-19 posts on school social media feeds (e.g., Facebook, Instagram)</li> </ul>	
<p><b>Sanitisation</b> High contact areas need to be regularly cleaned</p>	<ul style="list-style-type: none"> <li>• Changing Rooms to undergo deep clean prior to commencement of use on activities, training and events</li> <li>• Changing rooms to be closed and <a href="#">cleaned</a> between team use, trainings, and events</li> <li>• Consider wedging doors open where possible to reduce door handle usage</li> <li>• Availability and safety of volunteer workforce and suitable cleaning materials</li> </ul>	
<p><b>Hand Hygiene</b> There must be hand hygiene measures in place for users of changing rooms</p>	<ul style="list-style-type: none"> <li>• Consider placement of hygiene stations at entry and exit points</li> <li>• Consider re-supply needs for hygiene stations at high volume areas and for number of anticipated participants passing through</li> </ul>	
<p><b>School Medical Room</b> Injured players in changing rooms need to be safely treated to ensure their safety and safety of school medical staff</p>	<ul style="list-style-type: none"> <li>• Contact tracing of players undergoing treatment as required</li> <li>• School medical staff to provide their own PPE as required</li> </ul>	
<p><b>School Communication</b> The school should regularly communicate with its students</p>	<ul style="list-style-type: none"> <li>• Keep students informed through regular updates</li> <li>• Reinforce good behaviour and correct misunderstandings</li> </ul>	

<p><b>Monitoring the Plan</b> It is important that all health and safety plans are monitored and adjusted to keep participants safe and as Government guidelines change</p>	<ul style="list-style-type: none"> <li>• Monitor your plan in its early stages to ensure that it is effective and understood</li> <li>• Stay updated with <a href="#">Government COVID-19</a> advisories</li> <li>• Stay updated with <a href="#">Sport New Zealand COVID1-19 information</a></li> <li>• Set regular updates to ensure that changing room area plan remains sustainable and relevant</li> </ul>	
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**Important note:** These guidelines are current as of 18 October 2021 and are subject to change.

## Here to help

Across our wider Auckland team, the following are our key secondary school sport contacts who are available to assist:

Aktive	Richard Rangi Secondary Schools Manager	<a href="mailto:richard.rangi@aktive.org.nz">richard.rangi@aktive.org.nz</a>	0220597480
CLM Community Sport	Abby Whiu Regional Sports Director (South)	<a href="mailto:abby@clmz.co.nz">abby@clmz.co.nz</a>	0278804209
	Junior Manapori Regional Sports Director (North)	<a href="mailto:junior@clmz.co.nz">junior@clmz.co.nz</a>	0278804210
Harbour Sport	Kelly Cameron Regional Sports Director	<a href="mailto:KellyC@harboursport.co.nz">KellyC@harboursport.co.nz</a>	021422076
Sport Auckland	Vicky Mailei Regional Sports Director	<a href="mailto:Vicky.Mailei@sportauckland.co.nz">Vicky.Mailei@sportauckland.co.nz</a>	0211882536
Sport Waitākere	Casey Redman Regional Sports Director	<a href="mailto:casey.redman@sportwaitakere.nz">casey.redman@sportwaitakere.nz</a>	021802827

You can also find the latest COVID-19 information in relation to Tāmaki Makaurau on the Aktive website [here](#)