

New Zealand Rugby Changing Room Guidelines

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

- Changing Rooms can be used at all traffic light settings subject to certain requirements/restrictions.
- This guidance is 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 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](#).

CPF Settings post 4th April 2022

The Government recently updated it's position in a number of areas:

1. From 4 April 2022, My Vaccine Passes will no longer be required. Businesses and Gathering and Event's organisers can still require vaccination as a condition of entry but requiring vaccination will not allow for increased capacity limits or freedoms.
2. If venues continue to use My vaccine Passes after 4th April 2022, they need to note the requirements regarding the participation of school teams and athletes where the sporting activity takes place outside of school hours and or off the school premises.
3. In this situation, *All primary and secondary students can participate in school sport and recreation regardless of their vaccination status. This includes intra and inter school sport and those representing their school in a club or community competition on and off the school site. Workers, including coaches, managers and parent volunteers will still need to show a valid My Vaccine Pass if your venue requires them. This includes student coaches and officials.*

INDOOR RULES UNDER THE COVID-19 PROTECTION FRAMEWORK

Indoor settings	From 11.59pm 25 March	From 11.59pm 4 April	From 11.59pm 4 April	From 11.59pm 4 April
	RED	RED	ORANGE	GREEN
<p>Indoor spaces are generally considered to be venues:</p> <ul style="list-style-type: none"> that are enclosed by a ceiling and walls, or other similar structures, and which do not have much, if any, flow of fresh air. <p>Examples include many gyms, hospitality providers and halls.</p>	<p>When MVP is required, the maximum number of people allowed to meet is 200 people.</p> <p>When MVP is not required the maximum number of people allowed to meet is 25.</p> <p>Capacity limits for public facilities are determined by how many people can fit based on the size of the venue and allowing 1 metre of space per person.</p> <p>Facemasks are mandatory indoors when not exercising except at swimming pools.</p> <p>Medical facemasks required for customer-facing workers</p> <p>Multiple groups (of up to the capacity limit) can participate in indoor sport and recreation if they can be separated by defined spaces and meet the requirement for 1 square metre of space available per person.</p> <p>Capacity limits include children under the age of 12, whether or not they are vaccinated.</p> <p>Children under the age of 12, and students in school representative teams who are not vaccinated are treated as if they have a vaccine pass.</p> <p>Capacity limits do not include workers of the indoor facility.</p> <p>There is no longer a requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.</p>	<p>My Vaccine Passes will no longer be required.</p> <p>The maximum number of people allowed to meet is 200 people.</p> <p>Facemasks are mandatory indoors when not exercising except at swimming pools.</p> <p>Medical facemasks required for customer-facing workers.</p> <p>Multiple groups (of up to the capacity limit) can participate in indoor sport and recreation if they can be separated by defined spaces.</p>	<p>My Vaccine Passes will no longer be required</p> <p>No capacity limits.</p> <p>Good health behaviour encourages.</p> <p>Facemasks encouraged when not exercising, except at swimming pools.</p>	<p>My Vaccine Passes will no longer be required.</p> <p>There will be no capacity restrictions.</p> <p>Good health behaviour encouraged.</p> <p>Facemasks not required.</p>

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.

An indoors space is generally a venue that is enclosed by a ceiling and walls, or other similar structures which don't have much, if any, fresh airflow. Examples include Gyms and Halls.

Many change rooms have open, common roof spaces. In that situation all rooms within the area of the 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.

Facemasks Required Indoors At Red Setting

- I. At Red, you need to wear a face mask when indoors, at food and drink businesses, close-proximity businesses, retail settings, at public facilities (but not at swimming pools) and at indoors Events and Gatherings (but not when you have exclusive use of an indoor Gathering venue or defined space).
- II. Face masks are encouraged whenever you leave the house, even where they are not mandatory. This includes before and after playing sport or engaging in a recreational activity.
- III. You do not need to wear a face mask at outdoor Gatherings and Events.
- IV. At **Red**, a coach, official or trainer will need to wear a mask, unless they are at an outdoors Gathering or when they have exclusive use of an indoors Gathering. At all other times masks need to be worn unless exercising while coaching or instructing others.
- V. At **Orange** and **Green**, you may wish to wear a mask as a coach when training your athletes, particularly if you are indoors.

APPENDIX A:

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 Landowners, 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. E.g. 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. 		