

JOINT RESPONSE GROUP RETURN TO MATCHES





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A / INTRODUCTION

The Covid-19 health crisis has created unprecedented challenges for Scottish football with matches suspended from Friday 13th March 2020 and lockdown measures introduced by the Scottish Government on Monday 23rd March 2020.

The Scottish FA and SPFL convened a Joint Response Group to deal with the implications of COVID-19 and the Scottish Government-enforced lockdown.

Sub groups were created to look in detail at key areas to be addressed to allow the safe return of football. These groups covered; Medical; Supporter Welfare; Club & Stadium Operations; Broadcast; Regulations and the Grassroots game.

B / SCOTTISH GOVERNMENT

The Joint Response Group has been in consistent dialogue with Scottish Government through Joe FitzPatrick, Minister for Public Health, Sport and Wellbeing and Professor Jason Leitch, Clinical Director for NHS Scotland.

Scottish Government recently approved the Return to Training Protocols proposed by the JRG Medical sub group, with an effective date of 11th June. There was also agreement that subject to Scottish Government confirmation SPFL Premiership matches could be played 'behind closed doors' from 1st August.

This Return to Playing Protocol outlines uniform operating procedures to assist clubs in preparing the match day environment. It provides non-binding guidance, recommendations and considerations which should be used as a toolkit to inform clubs understanding of measures to be taken to ensure all behind closed doors matches take place in a safe environment.

This guidance has been produced in conjunction with a range of match day stakeholders including Club Safety Officers, Club Administrators, Players, Coaches, Match Officials, Police Scotland and members of the media. PFA Scotland have been consulted with throughout the process and are part of the Medical sub group.

This guidance must be considered in conjunction with Scottish Government, Health and Safety Executive and other relevant advice.

C / POLICIES & PROCEDURES

Each club must develop a Covid-19 Operational Policy which must be:

- Agreed by its board and Chief Executive Officer
- Communicated to every player and member of staff
- Submitted to the SPFL and/or Scottish FA on request

Any member of staff or player who will require access to the club's match day facilities must have been provided with a copy of the club's Covid-19 operational policy and agree to be bound by the terms of the agreement. The document should include the following:

- (i) a formal inter disciplinary risk assessment of the stadium environment with specific regard to optimising social distancing and hygiene standards specified by the Government due to the Covid-19 pandemic.
- (ii) a structure to support the education and familiarisation for all match day personnel regarding the club's Covid-19 operational policy.
- (iii) an occupational health risk assessment by the club, with the results recorded and made available on request (appendix 1).

Each club should appoint a Covid-19 Officer, who will be responsible for oversight of the Covid-19 risk assessments, ensuring the necessary levels of risk mitigation are in place and the minimum guidance achieved within local constraints.

Each club should also appoint a Covid-19 medical officer, who does not have to be the club doctor or medical department lead, familiar with the emerging evidence related to post Covid-19 pathology who is expected to:

- (i) lead on ensuring any suspected or confirmed Covid-19 cases are managed in line with the Scottish FA case management protocols and current Scottish Government advice.
- (ii) have medical oversight of the return to training of any players or staff with suspected or confirmed cases of Covid-19.

D / PREPARING PEOPLE

Returning staff may have some level of apprehension about how safe they may be and may require reassurance and demonstration that measures recommended in workplace risk assessments have been put in place to ensure safety.

Match day staff in a high or moderate risk group should be identified. Although players are unlikely to be in this group, match day staff could be. More commonly, match day staff may be living with someone who is in a high or moderate risk groups. In particularly complex cases where there is any disagreement regarding the safety of any individual a conservative stance is recommended. Further advice could be taken from an independent Occupational Physician if required.

Match day health screening procedures must be highlighted to staff and match day personnel in advance.

Clubs should ensure that match day personnel not employed by the club are aware of their obligations and the expectations on them both in the build up and on match day. Clubs should consider and assess all match day stakeholder groups when hosting matches to ensure the number of personnel in each area within their facilities are kept to an absolute minimum. This assessment should account for the match day journey of each group and ensure that appropriate COVID-19 measures are in place at all times. Access must be restricted to essential personnel only, with consideration given to the range of access each individual will have. Clear communication of all match day protocols and processes in the build up to a match are vital in ensuring all stakeholders are engaged and aware of all relevant information. Clubs should recognise the need to have clear and regular communications with staff, using multiple channels to reinforce key messages.

The following guides from the Health and Safety Executive provide useful sources of information:

Working safely during the coronavirus outbreak a short guide

Talking with your workers about working safely during the coronavirus outbreak

E/ PREPARING FACILITIES

Any facility a club is responsible for such as a stadium or training ground must be risk assessed and prepared adequately to comply with the Scottish Government guidance during the COVID-19 pandemic and provide appropriate restricted access for its users through the implementation of appropriate measures, including the following:

(i) Detailed COVID-19 plan aligned with Scottish Government guidance which protects the health & safety of facility users

(ii) Appropriate sanitisation & hygiene measures

(iii) Health & Safety measures

(iv) Social Distancing measures

The extent which clubs will have to go to in preparing for these measures is dictated by current Scottish Government guidance, Health and Safety Executive Scotland requirements, medical guidance, the location, size, type of facility and the expected number of users (staff, players, coaches, volunteers, officials, supporters, media) accessing the facility.

Health and Safety within facilities is regulated through the **Health & Safety Executive Scotland (HSE)** and where appropriate the clubs designated safety officer.

The club should adhere to HSE regulations at all times, especially where measures are being considered in relation to social distancing and restricted facility access. In the planning for restricted access the appropriate risk assessments should be undertaken by clubs to ensure a facility operates safely, users are protected and the risks of contracting and spreading of COVID-19 are reduced.

Clubs should ensure any match day facilities which are not under the direct control of the club, such as car parks, undergo appropriate risk assessments and required measures can be implemented.

Further useful information can be found at the following websites

- **Coronavirus (COVID-19): business and physical distancing guidance**
- Further guidance on physical distancing can be found on **NHS inform**



F/ STADIUM SEGREGATION/ZONING

The number of individuals who attend a stadium on match day should be kept to a minimum. Furthermore, those in the stadium should only be allowed access to areas necessary in the fulfillment of their match day duties. This will further reduce the risk to them and others. Clubs should understand who needs to be in which area of the stadium and zones with appropriate accreditation and security processes should be established. One example zoning system could be the RAG STADIUM DESIGN.

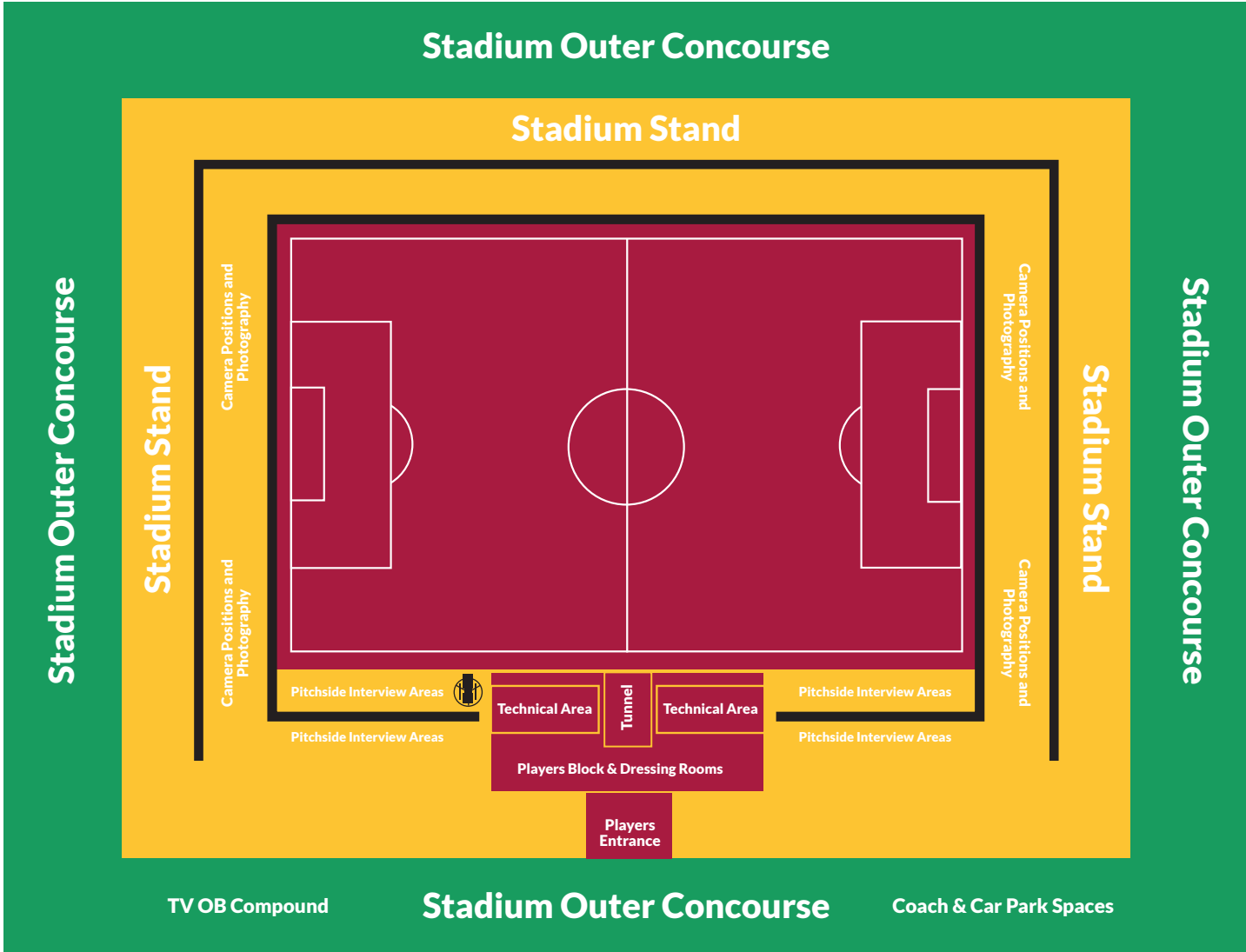
GREEN ZONE	
Overview	The area outside the Stadium where access control points are located, vehicle parking and OB compound and units. Requires strict security management of Stadium perimeter.
Stadium Areas	<ul style="list-style-type: none"> • Stadium entrance • Stadium exterior (incl. car park & OB compound) • Perimeter entrance
Core Protocol	<ul style="list-style-type: none"> • Access in accordance with the Club's COVID-19 Policy • Accreditation conformed on entry • Hand washing facilities signposted and available • It is good practice that all Match Day Personnel wear a face-covering

AMBER ZONE	
Overview	Covers all areas of the Stadium interior with the exception of the Red Zone. Requires rigorous management of entry and exit points, movement and clear signage throughout.
Stadium Areas	<ul style="list-style-type: none"> • Stadium interior • Stands and concourse • Pitchside interview areas
Core Protocol	<ul style="list-style-type: none"> • Medical questionnaire submitted on entry • Temperature check on entry • Hand washing facilities signposted and available • All Match Day Personnel wear a face-covering

RED ZONE	
Overview	The critical area of the Stadium for monitoring and enforcing compliance with hygiene, cleanliness and social distancing obligations. Match Day Personnel are strictly limited.
Stadium Areas	<ul style="list-style-type: none"> • Relevant Persons Entrance • Dressing rooms • Doping control • Tunnel and Technical area • Pitch
Core Protocol	<ul style="list-style-type: none"> • This zone will become active 3.5 hours before kick-off • Hand washing facilities signposted and available

MAP OF STADIUM ZONING

All Clubs should consider creating a map which clearly defines their Stadium zones, access and egress points. The following diagram is a generic Stadium layout and the principles included here should be applied to your Stadium:



CLEARED INDIVIDUALS

To aid compliance with medical protocols and reduce the risk of viral transmission, attendance should be minimised wherever possible and be limited to those defined by the League and Clubs as essential for Match Day Delivery. The process for defining numbers by zone is as follows:

RED ZONE

Maximum allowance for each Cleared Individual group below. To maximise safety and sterility, red zone should, be kept to absolute minimum personnel required.

AMBER & GREEN ZONES

Clubs shall risk assess capacity, keeping numbers to those essential to the operation and to meet minimum broadcast and media contracted obligations. Guidance below.

* Plus 4 Doping Control Officers as required per match, Paramedics as per Club Medical Emergency Action Plan and a replacement Official if required.

Group	Cleared Individuals	Number of People	Total Zone Access	Dressing Room Access	Comments
Club Staff	Players per team	18	36	Yes	Starting 11 7 named substitutions
	Coaching & Medical Staff per team	12	24	Yes	7 named on team sheet 5 overflow staff
	Essential Club Staff per team	Club TBC	6 Home 4 Away	Yes	Red Zone, Home Team - 6 people total, 2 of which should include the Club Secretary, Safety Officer, Covid-19 Officer or Stadium Manager (or equivalent) Away Team - 4 people total
	Directors/Senior Executives per team			No	Boardroom capacity subject to social distancing guidelines
	Analysts	3	6	No	No dressing room access unless Red Zone cleared as part of 'Essential Club Staff'
	Club Scouts per team	2	4	No	
Match Day Staff	Match Officials	4	4	Yes	
	Replacement Official	1	1	No	Only required if a match official has to withdraw
	Ambulance Staff and Pitchside First-Aiders		Club TBC Club TBC	Yes	
	Doping Control Officers	4	4	Yes	
	Security and Maintenance	Club TBC	4 TBC	Yes	Stationed at access points . Security outside Match Officials access to No.
	Ground Staff	8	8	No	no access to changing rooms/ technical areas. Pitch only - no access to changing rooms/ technical areas.
	SPFL Match Delegates	1	1	No	
	Stadium Announcer	1	1	No	
	Giant Screen, Scoreboard, LED Operators	Club TBC	Club TBC	No	

PITCH ZONE

This covers areas used by anyone who has to access the pitch. This is likely to be limited to:

- Players
- Managers/Coaching/Medical staff
- Essential Club Staff eg Safety Officer, Club Secretary, Media manager - to be risk assessed by each club and kept to minimum
- Match Officials
- SPFL Delegate
- Doping Control Officers
- On pitch first aid and ambulance staff
- Designated stewards/security staff
- Club Groundstaff

MEDIA ZONE

Club should allow access to media partners as required by SPFL regulations only. Subject to stadium layout, this designated media area will include:

- Broadcast media (camera positions outwith this area)
- Written media
- Photographers – during match positioning to be considered
- Club Media
- SPFL Partners
- Designated stewards/security staff

Accreditation requests should be provided to Club Media Officers at the start of the season in the usual way. Clubs will continue to produce their own passes for all cleared individuals and accreditation must be worn at all times.

Please note that Broadcast/Media personnel will largely be designated access to amber and green zones and therefore must follow the relevant protocols.

MATCH ZONE

There will be a requirement for operational club staff to attend on match day and the working areas they are required to access should be assessed.

Subject to stadium layout, more than one such zone may be required and could include:

- Control room personnel
- Stadium Manager
- Stadium Maintenance staff
- Ambulance personnel
- Home/Away Directors
- Opposition scouts if applicable
- Designated stewards/security staff



ACCESS TO SPECIFIC ZONES FOR EXPECTED BROADCAST, MEDIA & CLUB MEDIA PERSONNEL:

Accreditation requests should be provided to Club Media Officers at the start of the season in the usual way. Clubs will continue to produce their own passes for all cleared individuals and accreditation must be worn at all times.

Please note that Broadcast/Media personnel will largely be designated access to amber and green zones and therefore must follow the relevant protocols.

Group	Cleared Individuals	Total Number of People	Red Zone	Amber Zone	Green Zone	Information
Club Media & Broadcast	Club Press Officers	4	2	2		1 x Home Club Red for Player Liaison 1 x Home Club Amber for Player Liaison 1 x Away Club Red for Player Liaison 1 x Away Club Amber for Player Liaison
Potential Matchday Operation External Staff (Clubs to advise on their own personnel in other areas)	LED Operator	3	1	2		External supplier only required for matches selected for live TV in most grounds.
	Analysis Team (in addition to Analysts in the above Cleared Individuals table)	6		6		3 x Home Club Amber 3 x Away Club Amber If analysts are to be in red zone they are to be accounted for under Essential Club Staff with players/coaches
	Club Broadcast Liaison Officer	1	1			To assist host Broadcasters' Floor Manager (Responsibility of the Home Club only)
	Club Social Media Officer	2		2		1 x Home 1 x Away
	Club Reporter	2		2		1 x Home 1 x Away
	Club Photographer	4		4		2x Home 2 x Away
	Club Videographer	2		2		1x Home 1 x Away
	Club Commentary	4		4		2x Home 2 x Away

EXPECTED BROADCAST AND MEDIA ATTENDANCE TOTALS:

Sky Sports or Premier Sports live matches: up to 98

Alba deferred matches: up to 77

Non-live matches: up to 69

Further guidance for the management of broadcast and media facilities and attendees is listed in Appendix 10

Group	Cleared Individuals	Total Number of People	Red Zone	Amber Zone	Green Zone	Information
Broadcast and Rights Holders	Host Broadcaster for Sky (League), Premier Sports (Cup) live matches	40	2	28	10	Red Zone: 1 x Steadicam 1 x Steadicam Support
	Host Broadcaster for ALBA deferred matches	Up to 17		11	6	4 x in Broadcast Trucks
	QTV Production team for non-live matches	9		6	3	4 x Camera Operators 2 x Engineers 3 x in Broadcast Trucks
	Sky Sports in-vision reporting	2		2		
	BBC Radio Live match	6		5		
	BBC Radio Reporting (not live commentary)	1		1		
	Data Partners	3		3		1 x Opta 2 x Bet Genius
	International Broadcast Partners	4		4		
Non-Rights Holder Media	Photographers	Up to 2		2		2 x pool/agency Club photographers accounted for in Club media
	Non-rights holders (Written, Radio, Online) Press	15		15		

F / APPENDIX

The following appendices provide guidance on areas of the match day environment which require to be risk assessed. These recommendations are not exhaustive and clubs should ensure all measures are in line with Health and Safety Scotland Executive and Scottish Government guidance. The guidance covers:

01 PRE MATCH OPERATIONS

02 ARRIVING AT THE STADIUM

03 ENTERING THE STADIUM

04 CHANGING FACILITIES – PLAYING STAFF

05 CHANGING FACILITIES – MATCH OFFICIALS

06 MATCH MEDICAL TREATMENTS

07 TECHNICAL AREAS

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14 BROADCAST AND MEDIA REPRESENTATIVES AND FACILITIES

01 PRE MATCH OPERATIONS

Pre match operational meetings are standard practice at Premiership level and will form a key part of the match day process for all matches to be played under restrictions. These meetings provide an opportunity for key match day personnel from clubs and other stakeholders to discuss and agree match day procedures.

It is recognised that the operational set up will differ from visiting clubs previous experience and this should be discussed in detail with the visiting club provided the opportunity to view all facilities it requires access to.

Information can be shared, agreed and signed off to the satisfaction of all parties.

A standard Pre Match Operations documents should be used across the competition ensuring consistency of information sharing.

Effective communication of meeting outcomes is vital to ensure match days run as smoothly as possible and dissemination of information should be agreed.

CONSIDERATIONS

- Meeting organised at least 2 days before the match
- Meeting should be attended by appropriate personnel including – clubs Covid-19 Officer, clubs Safety Officer, other club personnel as required, match officials representative, Emergency Services personnel as required, representatives from the broadcasters & media
- Meeting must be held in line with social distancing guidelines. Consider remote access if possible for some attendees.
- Outline COVID-19 operating procedures for hosting behind closed doors
- Pre match operations documentation completed, club COVID-19 operating procedures for hosting behind closed doors shared.
- Match day protocol for both teams and match officials discussed and agreed
- Match day protocol for other stakeholders discussed and agreed
- Technical team areas (changing rooms, medical provision, technical areas etc) viewed and agreed by both clubs and match officials.
- Evidence recent risk assessments and mitigation measures
- Effective communication of meeting outcomes to all relevant parties to be agreed

02 ARRIVING AT THE STADIUM

Ensuring the arrival of all match day personnel happens in a safe, coordinated and effective manner is a key consideration and must be properly planned, agreed and communicated by all parties.

Home clubs should consider their stadium footprint, access routes, and stadium arrival/entrance points relevant to each stakeholder group ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders, particularly those entering the Red zone will have their own stadium access/egress routes.

It is possible that supporters will attend stadiums on match day regardless of the match being behind closed doors and player/manager access routes which prohibit any potential support interaction should be implemented wherever possible.

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly.

CONSIDERATIONS

Travel planning for key personnel

- All personnel including away team encouraged to travel as per Scottish Government guidelines i.e. own transport where possible, avoid car sharing
- Travel plans to be communicated to home club in advance and process for changes agreed
- Staggered arrival times to reduce congestion and waiting times on access
- Consider most effective arrival points for each stakeholder
- Both home and away clubs to consider scenarios for alternate transport arrangements e.g. if a player/staff member is injured or unwell

Parking arrangements

- Assessment of spaces available under social distancing guidelines in club controlled and non-club controlled match day car parks
- Accreditation process to be in place with appropriate security personnel/measures to ensure access to authorised personnel only.
- Car parking spaces pre-determined and assigned in advance adhering to social distancing protocols
- Appropriate signage/markings for wayfinding within car park then to stadium access points adhering to social distancing protocols
- Ability for players/staff/match officials to park in a secure area as near to access points as possible with security escort to prevent engagement with supporters.
- Equipment/kit manager vehicle space requirements
- Requirements for TV trucks/vehicles and crew parking
- Parking options for any personnel not able to be included in club car parks

03 ENTERING THE STADIUM

Home clubs should consider their stadium footprint, access routes, and stadium arrival/entrance points arrival points relevant to each stakeholder ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders particularly those entering the Red zone will have their own stadium access/egress routes.

It is possible that supporters will attend stadiums on match day regardless of the match behind closed doors and player/manager access routes which prohibit any potential support interaction should be implemented wherever possible.

- The home club is responsible for ensuring temperature checks are carried out on all individuals entering their premises
- It is recommended that the home team doctor is present at the stadium in advance of the arrival of both teams and the match officials and coordinates the temperature check process for all in these groups. He/she should be responsible in ensuring all entering the red zone comply with a temperature check on arrival
- Temperature checks should be carried out by the home club, with an appropriately trained member of away club staff in attendance
- In the event of a player, member of team staff or match official displaying a temperature greater than or equal to 37.8, the individual should be escorted to the designated isolation room. A medical assessment should be completed by the relevant clubs team doctor (match officials by the home club doctor) and the relevant course of action taken

CONSIDERATIONS

Access

- Accreditation process to be in place with appropriate security personnel/measures to ensure access to authorised personnel only enter the stadium
- Each stakeholder group to have specific access point to stadium relative to their final destination where possible to minimise contact with non-essential personnel, spectators etc.
- Communication to each stakeholder group prior to and on arrival at stadium on specific stadium access points
- Clearly marked, appropriate signage/markings for wayfinding for all stakeholders, adhering to social distancing protocols
- Process for recording relevant contact details for personnel entering the stadium for contact tracing purposes in line with data protection regulations

Testing

- Defined process established, agreed and communicated for temperature testing on arrival at stadium access points.
- Clearly defined and adequately spaced waiting area for personnel prior to testing
- Protocol established for personnel who fail the temperature test including secure isolation room/waiting area
- Please refer to the testing document issued along with the Return to Training protocols.

Hygiene

- Hand sanitising stations should be positioned throughout the stadium and installed at every access point. Clubs should consider issuing individual hand sanitiser to all personnel for continued use during match day
- Internal fire doors operated by single staff member to reduce amount of contact
- Non-fire doors wedged open where appropriate to reduce the amount of contact
- Clubs should risk assess which personnel are required to wear PPE and what are the changing/disposal protocols. It is recommended that non tested personnel should wear face masks where interaction with others is expected
- Periodic cleaning of surfaces at stadium entrance points

04 CHANGING FACILITIES – PLAYERS/COACHING STAFF

Changing facilities for players and team staff should be risk assessed to ensure compliance with social distancing protocols.

It is anticipated that very few, if any, current layouts will allow a full squad to change within the guidelines at the same time and clubs are required to assess available changing areas, toilet and shower facilities and provision of medical space. It is likely that clubs will require to use additional space within the stadium and this should be considered with regard to ease of access to and from the pitch.

Visiting clubs and match officials should use the Pre Operations Meeting to view the facilities available and understand the procedures and protocols in place as these will differ from known experience.

Effective communication between all parties is vital to ensure all elements surrounding player/team changing run smoothly.

CONSIDERATIONS

Operation of Changing Facilities

- Establish the maximum number of personnel who can occupy current team changing rooms adhering to social distancing guidelines. Consider changing areas, medical areas, toilet and shower facilities
- Establish additional appropriate nearby space in stadium for changing rooms as required. Consider function space and lounges. Consider changing/showering facilities in other areas of the stadium
- Stagger changing areas usage between players and team staff if required
- Limit time in changing areas
- Consider access routes to pitch for warm up/start of match for players and team staff
- It is recommended that each club and the match officials risk assess the need to shower in the stadium

Kit Provision

- Consider players arriving with own kit, limiting changing requirements.
- Assess appropriate use of match day items such as tape, water bottles/drinks and food

Hygiene

- Hand sanitisers should be provided in and around changing rooms. Home club to provide, away club have the option to supplement with their own.
- Ongoing cleaning regime of changing rooms and surfaces throughout the day to be considered
- It is recommended that each club and the match officials risk assess the need to shower in the stadium



5 CHANGING FACILITIES - MATCH OFFICIALS

Changing facilities for match officials require to be assessed to ensure compliance with social distancing protocols.

It may be the case that current provision cannot be adjusted to ensure adherence to social distancing guidelines. Therefore, there will be a requirement to use additional space within the stadium and this should be considered with regard to ease of access to and from the pitch.

Match officials should use the Pre Operations Meeting to view the facilities available and understand the procedures and protocols in place as these will differ from known experience.

Effective communication between all parties is vital to ensure all elements surrounding player/team changing run smoothly.

CONSIDERATIONS

Operation of changing facilities

- Establish the maximum number of personnel who can occupy current match officials changing rooms adhering to social distancing guidelines. Consider changing areas, toilet and shower facilities
- Establish additional appropriate nearby space in stadium for changing rooms as required. Consider function space and lounges.
- Requirements for male and female match officials should be considered
- It is recommended that the match officials risk assess the need to shower in the stadium.
- Stagger changing areas usage between match officials if required
- Limit time in changing areas
- Consider access routes to pitch for warm up/start of match for both sides and match officials
- Match officials to arrive in match kit to reduce changing requirements

Hygiene

- Hand sanitiser provision in and around changing rooms. Home club to provide, match officials have the option to supplement with their own..
- Ongoing cleaning regime of changing rooms and surfaces throughout the day

06 MATCH MEDICAL TREATMENTS

All club medical staff must work with appropriate personal protective equipment (PPE) including face mask, apron, hand disinfection and disposable gloves – see previously sent PPE document. The medical staff are responsible for the hygiene in the medical facilities.

Medical staff should liaise with stadium staff in advance of the arrival at the stadium to ensure spatial separation and enough distance between treatment tables for therapeutic measures is in place, and if possible, use separate rooms.

Use of medical devices such as diagnostic ultrasound/shockwave/etc. should only be considered if essential and following earlier disinfection. Match day staff who have multiple contacts with players should pay particular attention to hygiene and protective measures (PPE).

07 TECHNICAL AREAS

The technical areas will be an area of focus for TV/media and all activity must be in strict accordance with social distancing protocols.

Available space within technical areas under social distancing guidelines will be limited.

Only essential staff should use the technical areas during matches, with other staff and substitutes using other suitable areas of the stand adjacent to the technical areas as required.

The area occupied by the 4th official must be separate from each technical area and strict social distancing measures must be implemented.

Technical area provision should be discussed at the Pre Operations meeting, staff numbers confirmed and the layout agreed by both clubs and match officials.

CONSIDERATIONS

Minimal occupancy

- Minimal personnel allowed in technical areas allowing for social distancing
- Assess additional appropriate nearby areas in stadium for technical personnel and substitutes, including seats in the stand if required which are clearly marked adhering to social distancing protocol

Setting up and operation of technical area

- Location of home and away technical areas.
- Location of 4th official area ensuring social distancing measures adhered to at all times
- Appropriate arrangements to secure and store technical equipment – sub boards and match balls eg.
- Substituted players enter field adhering to social distancing protocols during interactions
- Unused/changed kit should be bagged and lifted by equipment manager only.
- Clearly designated warm up area for substitutes used.
- Clearly defined area for unstripped players required

Hygiene

- Hand sanitiser provision in and around technical areas
- Individually named or numbered water/drinks bottles for each player which they are responsible for
- PPE required to be worn in the technical area by the physio/doctor and any other staff who may have direct contact with the players on the pitch

08 PITCH BASED ACTIVITY

There will require to be changes to numerous usual elements of pitch based activity.

The actions of players, staff and match officials will be under scrutiny and they should be reminded of their obligations at all times.

CONSIDERATIONS

- Team lines should be uploaded to the Scottish FA extranet by each club no more than 75 minutes before kick-off
- Pre match equipment checks should be conducted by match officials upon leaving the dressing room maintaining physical distancing where possible. The match official should wear a face mask

- Timely separated walking onto the pitch through the tunnel avoiding a congregation of players and staff assembling should be adhered to, while reducing the time spent in enclosed spaces generally
- Match officials enter field individually and warm up/cool down adhering social distancing protocols
- Clubs should risk assess the wearing of face masks for substitutes/team staff
- Medical assessment / treatments by medical staff must be carried out whilst adhering to PPE protocols as per the PPE document advice
- Warm ups drills to be carried out being mindful of physical distancing where possible, especially of the personnel not directly involved in drills
- Technical and Performance Coaches are not to congregate on pitch
- Coin toss performed prior to kick off at social distance
- Match officials enter field individually and warm up/cool down adhering social distancing protocols
- No pre or post-match handshakes allowed
- Spitting or the ejecting of any fluids, chewing gum or tobacco from the nose and mouth is strongly discouraged
- Speaking to/issuing cautions to players to adhere to social distancing protocol
- No post-match match official/club staff meetings are permitted
- Match day equipment including balls, corner flags, goal frames to be cleaned pre match, half time and post-match
- Most appropriate method to return balls into play to be considered. Multiball system should be discussed with the competition organiser which could include
 - i. Number of balls left at intervals around the pitch perimeter
 - ii. One individual per stand to retrieve, wipe down and replace balls as required

9 ANTI-DOPING FACILITIES

It may be the case that UKAD attend matches to carry out in competition testing.

Whilst these tests are not planned in advance, discussion is required with UKAD to understand the process to allow these tests to be carried out safely for all involved.

Clubs must ensure that all relevant facilities are assessed and can be used conforming to social distancing guidelines.

10 BROADCAST AND MEDIA REPRESENTATIVES & FACILITIES

PACT have provided new industry wide guidelines for producing television safely in the weeks and months ahead. The PACT guidelines outline guidance in relation to their own risk assessment procedure, which all broadcasters are required to provide the Club before coming on site. Broadcasters will be required to provide their risk assessments to the club for review 48 hours before they come on site. The full guidance can be found [here](#)

All Broadcast & Media zones at stadiums are within the amber zone. Each work area must be set up to adhere to social distancing measures and be clearly marked.

Important Changes for Broadcast Operations:

- All set up and rigging must be completed by the end of MD (- 1)
- On MD, rehearsals and tech checks must be completed prior to the players arriving at the stadium (90 minutes before KO)
- Broadcasters will not be permitted to access to the red zone on a match day (this includes the tunnel area and any internal interview areas / flash zones) with the exception of the Steadicam & Steadicam Operator. To fulfil duties normally carried out by a host broadcaster floor manager, clubs are requested to appoint a Broadcast Liaison Officer for Broadcast Partner Live or Deferred matches who will have red zone access
- The Broadcast Liaison Officer will be available via radio from the red zone to support the broadcast team's floor manager in the amber zone and advise on substitutions, stoppage time

- The Club Media Officer will be responsible for bringing the Manager & Player to the designated areas within the amber zone for Pre Match and Post Match interviews.
- Internal areas such as studios and flash areas will not be in operation

Important changes for Broadcast Presentation (Rights Holders Only)

- Pitch side Presentation will be permitted behind the advertising boards / perimeter wall that designates the border between the red and amber zones.
- Pre Match & Post Match interviews will happen behind the perimeter wall / advertising boards (as per the stadium zoning map). The Club Media Officer will bring the Manager & Players to this area for interviews.
- Pre Match and Post Match Interview backdrops with stands will be produced and delivered by the SPFL in advance of the season beginning. It is the responsibility of Club personnel to place the backdrops in the appropriate amber zone location. If the SPFL provides Clubs with two backdrops, these are to be spaced out accordingly to allow player and manager interview opportunities to be fulfilled simultaneously
- Man of the Match awards will be confirmed verbally but there will be no award handover during post-match interviews
- If Sky Sports and BBC reporters are using QTV or ALBA cameras for post-match interview collection, it is advised each reporter liaises with the relevant partner in advance to ensure safe use of microphone equipment
- Social distancing will apply and an area will be set up by the club to facilitate this (as per the photo below)



Important Changes to Commentary (Rights Holders Only)

- Commentary positions may not be available in the gantry at each stadium. Commentators will be relocated to the Press Area in the Main Stand and separated according to social distancing guidelines.
- Sky Sports in-vision reporters will also not be positioned in the gantry and will be relocated to seating areas in the amber zone.

Other potential requirements for Live TV matches

- If a pitch perimeter LED advertising system is to be installed in a stadium to be used in a live TV match, All set up and rigging must be completed by the end of MD (-1) and derigging can only begin after both teams have departed the stadium

Travel, parking, catering & access

Where possible Broadcasters & Media are asked to mitigate using public transport

- Parking spaces - where possible and subject to rights holder agreements - should be provided for broadcasters, media representatives and photographers
- All personnel are asked to follow the Government guidance and relevant advice from Public Health Scotland in respect of travelling to a match & to follow the club's COVID-19 policy
- No food will be provided on site, personnel are requested to bring a packed lunch with them and take any rubbish with them to suitably dispose of outside of the stadium

Health & Safety

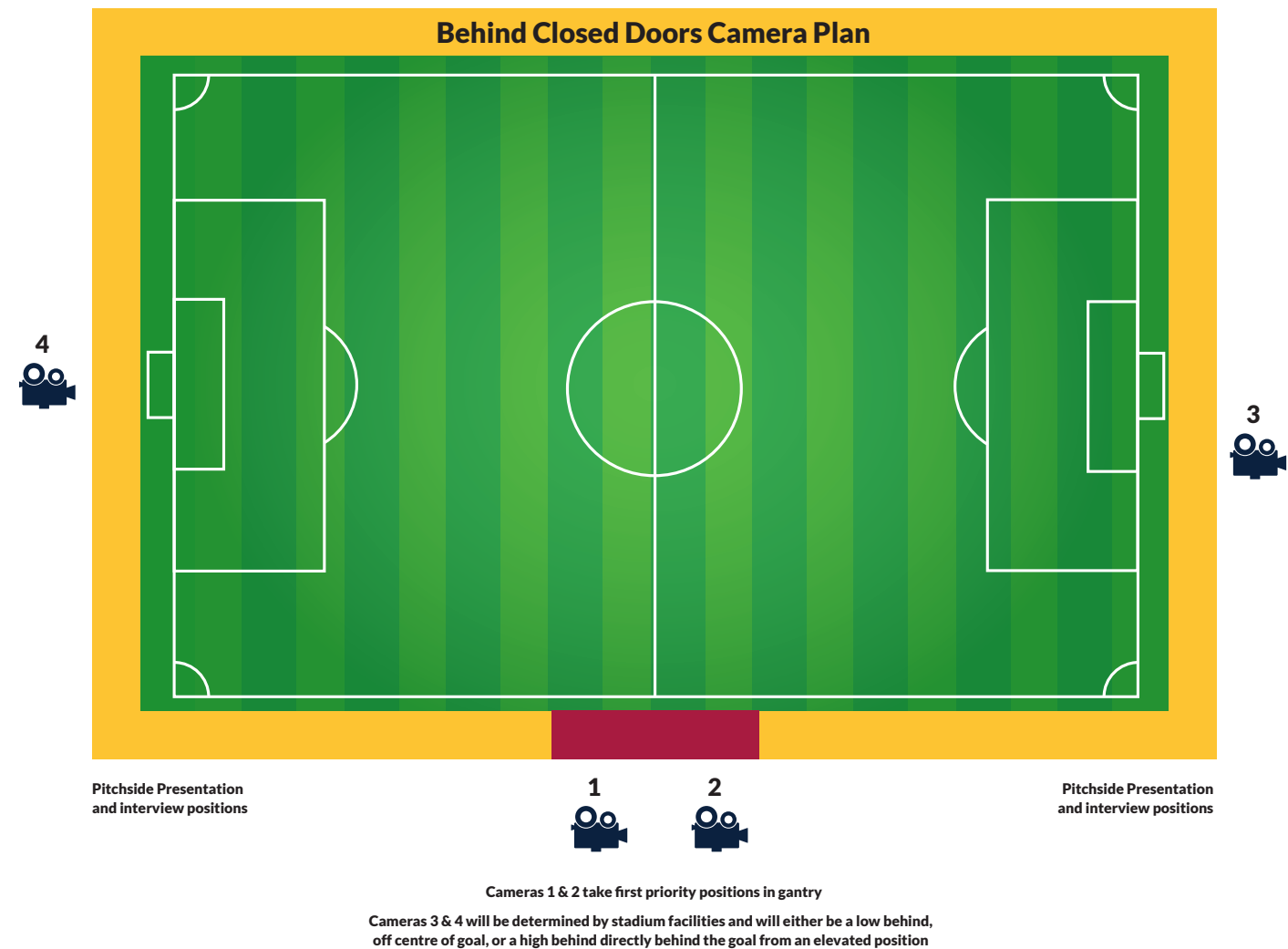
- Temperature checking of all media and photographers to be carried out by home team staff on entry to the stadium
- PPE and hand sanitisers located in appropriate areas as required
- Dedicated Broadcaster toilets will be identified by the club
- Dedicated Media toilets will also be identified by the club
- Dedicated Photographer toilets will also be identified by the club
- All personnel will be asked to obey their companies Risk Assessment & the stadium Covid Operating Policy at all times, paying particular attention to good hygiene, wearing face coverings and following signage & the guidance of stewards

Behind closed doors camera plan

For Premiership matches not selected for live TV coverage by a broadcast partner, the SPFL's production partners (QTV) will be in attendance to film the match. The proposed 4-camera coverage plan is below. All cameras will be in the Amber zone. QTV are expected to have 9 staff attend each match consisting of 4 camera operators, 2 engineers (all five in Amber zone) and 3 mixing/producing crew who will be based in a broadcast truck outside the stadium and in the green zone. If Clubs are making additional production arrangements for Club TV broadcasts, they must ensure all those additional personnel follow appropriate guidance.

All production staff will follow the correct entry and exit protocols for their relevant zones. Any required cable rigging is requested to take place and finish before the end of MD (-1). Camera equipment will be carried and used only by individual operators and not shared.

For matches live on Sky Sports and Premier Sports and for deferred matches on BBC ALBA, the host broadcaster's match production will be in place and QTV will not have cameras present. Each host broadcaster will submit their camera plans to the SPFL or club no less than 5 days before a match is due to be played.



Club Media

Club Media will adhere to the guidance set out in this document for Broadcast & Media during the period of Behind Closed Door matches.

No access to the red zone will be given to any away club's media team with the exception of the Club Media Officer. No filming, photography or interviewing will be permitted within the red zone.

A maximum of one camera from the home club and one camera from the away club may take up a pre agreed low behind goal position within the amber zone. This position must be agreed with the club and the broadcaster. The club cameras may swap sides at half time. Club Media will be treated as a rights holder and have access to the pre and post-match interview areas in the amber zone at a safe social distance (as illustrated in the photo above).

Rights holder & non rights holder access

Clubs will be required to continue to provide Player & Manager access during the match week and on match day to rights holders. For the SPFL league matches this may include Sky Sports, BBC, ALBA & Club Media. Interviews will take place outdoors and at a safe social distance in a location which is suitable for the club. For Betfred Cup matches, Premier Sports have the same access rights as Sky Sports.

INTERVIEW PROTOCOL

	SKY SPORTS	CLUB MEDIA	BBC RADIO SCOTLAND (AND BBC HIGHLIGHTS)	ALBA
Non MD Pre Match Manager	YES (only for Sky live matches)	YES		
Non MD Pre Match Player	YES (only for Sky live matches)	YES		
MD Pre Match Manager Interview	YES (mainly for Sky live matches)	YES	YES	
MD Pre Match Player Interview	YES (only for Sky live matches)	YES		
MD Post Match Manager Interview	YES	YES	YES	YES (only for ALBA deferred matches)
MD Post Match Player Interview (including Man of the Match)	YES (only for Sky live matches)	YES		YES (only for ALBA deferred matches)

Non-match days media preview access

For non-rights holders a non-match day match preview press conference should take place remotely or at a safe social distance outdoors.

On non-match days training footage and still images should be shot by Club Media and shared with the rights holders to avoid attendance at training facilities.

Match day access

During the restrictions, the rights holders may have restricted access therefore, they should be given priority access for any opportunities that arise. As stated earlier in this document, any rights holder interviews at stadiums will take place in the amber zone, in the designated interview area and at a safe social distance. A member of the Club Media department will be in the amber zone to direct media and all areas will be clearly signposted.

No 'all in' interviews will take place during the Behind Closed Door period.

With the exception of the Steadicam, all cameras will be in the amber zone. Clear sight of the LED is important at all times. Pitch level cameras may operate standing up while no fans are in the stadium.

Press area

The recommended maximum number of media representatives from non-rights holder outlets at SPFL stadia is 20.

- In advance of attendance, all media to be supplied with written instructions. Entrance permitted on acknowledgement of these instructions
- Temperature checking of all media and photographers to be carried out by home team staff on entry to the stadium. One point of entrance and one point exit for all media by sector – press, broadcast and photography - advised by zone guidance
- Discourage the use of any elevators
- Effective social distancing/spacing in press area according to current guidelines
- Within 'behind closed door' situation the use of additional seating to be considered.
- Adequate toilet facilities to be made available, most probably within concourse area.
- No use of Media Room and no provision of match day catering
- Post-Match media conference held within distancing guidelines with nominated representatives only permitted to trackside area within the amber zone or using zoom or other similar facility
- Deep clean of press area following each match

Matchday photographer access

SPFL stadia can accommodate up to 2 external photographers (in addition to up to 4 Club photographers) for behind closed doors matches, subject to the following:

- In advance of attendance, all photographers to be supplied with written instructions. Entrance permitted and accreditation provided on acknowledgement of these instructions
- One point of entrance and one point exit for all written media, advised by zone guidance
- Temperature checking of all media and photographers to be carried out by home team staff on entry to the stadium
- 2 'pool' photographers will be in attendance to cover all outlets
- Remove access to photographers room
- Signage and stewarding required to highlight new guidelines
- No provision of match day catering
- Designated toilet areas with handwashing.
- Photographers to be provided with toilet facility with hand washing and sanitising area

Remove any photographer access to the red zone

11 CLUB MATCH DAY STAFF AND EXTERNAL STAKEHOLDERS

Club match day personnel should be kept to a minimum. Working practices should be evaluated ensuring that personnel only mix when required to avoid any cross contamination.

Clubs must engage with all relevant stakeholders and agree working practices and protocols.

Ensuring that the arrival of all club match day personnel happens in a safe, coordinated and effective manner is a key consideration and must be properly planned, agreed and communicated between by all parties.

Home clubs should consider their stadium footprint, access routes, and stadium arrival/entrance points arrival points relevant to each stakeholder ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders will have their own stadium access/egress routes.

It is recommended that all match day personnel complete a Personal Health Questionnaire on the morning of the match and have their temperature checked on arrival.

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly.

CONSIDERATIONS

Match Day Staff

- Numbers reviewed to ensure only those required
- Stadium arrival and access points to be reviewed
- PPE requirements to be considered
- Clearly defined roles and responsibilities to be communicated to all staff
- Dedicated toilet facility access assessed

First Aid Provision

- Stadium arrival and access points to be reviewed
- Location and seating for first aiders during match to be reviewed
- Cleaning and disinfecting of equipment, stretchers etc to be considered
- PPE requirements to be considered

Safety Personnel (Stewards/Police etc.)

- Club Safety Officer to lead on all safety and security personnel matters

- Stadium arrival and access points to be reviewed. This is likely to be different for different roles/ locations
- PPE requirements to be considered
- Pre Match briefing processes to be considered
- Clearly defined roles and responsibilities to be communicated to all stewards and safety personnel
- Locations during the match to be confirmed
- Dedicated toilet facility access assessed.

12 EXITING AT THE STADIUM

It is likely that numerous match day personnel will wish to leave the stadium at a similar time.

This should be discussed and coordinated to ensure individuals can do so in a safe, coordinated and effective manner.

It may be the case that staggering of leaving times is required to ensure social distancing measures can be maintained.

This must be considered for all individuals within the stadium during the match.

It is possible that supporters will attend stadiums on match day regardless of the match behind closed doors and player/manager egress routes which prohibit any potential support interaction should be implemented wherever possible.

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly. Exiting the stadium procedures should be discussed and agreed at the Pre Operations Meeting.

13 PREPARATION WITHOUT USE OF HOTEL ACCOMMODATION

All players, staff and match officials should ideally prepare for games at their home address. They must complete the health screening questionnaire on the morning of the game. This should also apply to any other match day personnel entering the stadium. See appendix 2 of the Return to Training document.

Ideally, where travel times permit, pre-match meals should be eaten alone prior to their arrival at the stadium to avoid unnecessary time spent in the stadium and in dressing rooms. Clubs may consider players and staff eating within external premises e.g. a hotel or at the stadium as long as social distancing is adhered to and following a formal risk assessment.

14 PREPARATION WITH USE OF HOTEL ACCOMMODATION

Hotels should be utilised for essential use only. An appropriate member of team staff should contact the hotel management in advance of the team staying to verify necessary hygiene and safety measures will be in place.

Clubs should ensure that the supporting staff numbers are as low as possible and should exclude any of those in high risk groups (age, underlying health issues etc.).

Players and essential team staff to occupy single bedrooms.

Hotel exclusivity for the team or exclusive floor/areas to avoid contact with other hotel guests is advised. If exclusivity is not possible, other guidelines may be possible which are as follows:

- Private entrance for the team
- Private hotel areas without other guests (hallways, dining rooms, meeting rooms)
- Private lift/elevator. (Limiting number in lift to one at one time)
- Ban on access for players and staff to the Wellness areas, gym and other common areas such as the bar, lounges or lobby. Alternatively, if hotel is exclusive to team, these areas should be closed
- Hand sanitisers in the hallways, in front of and in the common rooms, in the medical rooms and if possible, in every room
- Face masks for players and staff to be used during the stay, outside their own room, the dining room and the team bus
- Special disinfection and cleaning of the rooms and premises to be used by the team immediately prior to check-in. Ensure good ventilation within bedrooms and other rooms to be used
- No cleaning of the rooms while the team is in the hotel, no cleaning staff in the corridor when staying with sufficient towels and toiletries left in the room from the hotel staff or an accessible stock on the corridor, to avoid contact with the cleaning staff
- Porters are not to be used, players and staff responsible for handling their own and other team equipment
- Large dining and meeting rooms, in order to maintain current guidelines on physical distancing. Minimal number of hotel staff involved, team's own support staff to provide services where possible

It is advised at all times that Hotel staff should wear face masks and practice appropriate hygiene measures. The hotel management should be able to evidence that staff have had an appropriate induction re personal and hotel hygiene and well as the protocol for reporting any symptoms of infection. It is important to minimise contact with the hotel staff during meal times by following the specific guidelines as follows:

- Well ventilated rooms, not too dry. 21° C, humidity 50 – 60% recommended
- No touching of hotel fixtures and fittings such as elevator buttons, banisters or door handles by hand. Consider using elbows where possible
- Take care when using portable electronic devices such as mobile phones/tablets/play stations etc. Do not use those belonging to other team/staff members
- Even within a team, physical contact within 2 metres should be avoided as much as possible and should be limited to the playing field

For mealtimes:

- Provide enough food, drink and tableware for meals before the players arrive
- Food served in a made to order process by player/team staff and/or minimal number of hotel staff
- Tables to be cleared after the players have left the room, ensuring the lowest number of staff are present in the dining room during meals

Care should be taken to ensure that only staff considered essential for the game are with the team. When the home team uses a hotel, consider which staff need to be present in hotel prior to all of the previous.

FURTHER INFORMATION

Further information can be found on the undernoted websites.

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

<https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>

