

# TOILETS & THROUGHWAYS CHECKLIST



Work through the checklists below in order to; 1. make changes to facilities to help prevent the spread of Covid-19; and  
2. open facilities safely & efficiently

## PREPARE THE BUILDING



- ☐ Check to ensure all safety systems and alarms are fully functioning eg fire alarms, CO2 alarms, warning systems in accessible toilets
- ☐ Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems
- ☐ Check all evacuation routes are clear, unlocked and operational
- ☐ Visually check fire extinguishers - look for leaks, ensure gauges are pointing to full and check certification dates
- ☐ Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances
- ☐ Check door locks and windows for signs of forced entry
- ☐ Check heating is fully operational
- ☐ Check building for signs of water leaks - especially older clubhouse buildings
- ☐ Use the legionella guidance within this checklist document
- ☐ Check for signs of rodent or insect infestation
- ☐ Flush all toilets

### ADVICE, REGULATIONS, AND INSURANCE

[Club Support Centre](#)  
[England Rugby Coronavirus Hub](#)  
[Guidance on the Phased Return of Sport](#)  
[Sport England Guidance](#)  
[HSE Making Your Workplace Secure](#)

## HYGIENE



- ☐ Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish
- ☐ Implement more frequent cleaning regimes especially for high throughput areas and regular touchpoints including door handles, push plates, bins and sanitary facilities on a regular basis.
- ☐ Have a visible cleaning schedule
- ☐ Wedge doors open to avoid the need to touch door handles unless it compromises fire or other safety regulations/policies
- ☐ Increase ventilation wherever possible
- ☐ Consider the use of facemasks in throughways
- ☐ Provide additional waste facilities and if possible arrange more frequent rubbish collection
- ☐ Use pedal bins to minimise touch points with hands
- ☐ Ensure feminine hygiene bins are emptied at an increased frequency
- ☐ Remove any non-essential items that may be difficult to clean
- ☐ Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- ☐ Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish
- ☐ Ensure paper towels are available and that stock levels are sufficient to regularly replenish
- ☐ Follow government advice for cleaning contaminated surfaces

## SOCIAL DISTANCE



- ☐ Regulate entry into the facility to prevent overcrowding
- ☐ Use a one in/one out system
- ☐ Implement a one way system to manage the flow of people
- ☐ Direct the flow of people in throughways for example using signage and tape marking on the floor
- ☐ Ensure external contractors are fully briefed and they agree to observe the club's and their own company guidelines
- ☐ Consider closing certain areas where social distancing will be most difficult
- ☐ Communicate the measures being taken by the staff and committee so members are aware of their own responsibilities
- ☐ Apply one metre floor markings to ensure social distancing when queueing
- ☐ Inform members of access restrictions and distance regulations by appropriate signage
- ☐ Appoint supervisors to ensure customers and members are practising safe distancing

## LEGIONELLA

Europe-wide scientific group ESGLI (ECSCMID Study Group for Legionella Infections) has released advice on how to prevent legionella in buildings which have been closed. This includes:

1. All water outlets in hot and cold systems should be used or flushed at least once a week to maintain a degree of water flow and minimise stagnation. Taps should be turned on for a gentle water flow, not at full force to avoid excess splashing, for 2 or 3 minutes. Toilets can be flushed with the lid down or covered for those without a lid. Showers could be flushed using a plastic freezer-type bag, secured with an elastic band above the shower head and with a cut from the bottom of the bag.
2. To manage risks during non-occupancy, consideration should be given to implementing a suitable flushing regime, or other measures, such as draining the system. Especially if it is to remain vacant and unused for a long period (particularly important for leisure, sports, swimming and spa pool facilities). However, it should be considered that moisture may remain in the system, enabling a biofilm to develop where there are pockets of water or high humidity.
3. Avoid debris getting into the system (ensure that any cold-water tanks have a tight-fitting lid).
4. Where hot water must be stored, set control parameters (set the temperature of the hot water cylinder to ensure water is stored at 60 °C). This water must then be distributed so that it reaches a temperature of 50 °C (55 °C in health-care premises) within one metre at outlets (scalding risks to be considered by using thermostatic valves).
5. Dismantle, clean, and disinfect shower heads frequently, preferably monthly, if regular weekly flushing is maintained.
6. Some businesses may have a specialist contractor to undertake aspects of the operation, maintenance and control measures required for their water systems. While these contractors have legal responsibilities, the ultimate responsibility for the safe operation of the system rests with the employer. If you have such a contract, it should be maintained during the period of lock-down.
7. Before return to use, the system must be thoroughly flushed, and cleaned and disinfected, where possible, especially if weekly flushing has not been maintained. Where drained, the system should be refilled and disinfected and all hot water storage tanks to be heated to 60 °C2.