

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION (SPORTS)
DTE OF EDUCATION, GNCT OF DELHI
CHHATTRASAL STADIUM, NEW DELHI-110009**

No.F.1/DDE/SPORTS/Rec./2020/ 399-428

Dated: 06/7/2020

CIRCULAR

Sports Complexes and stadia situated in Delhi are permitted to be opened as per the guidelines issued by Hon'ble Chief Secretary, GNCT of Delhi vide Order No. 2/07/2020/S.I./part file/ 176 (Point No. 3.II of Annexure A) wherein it has been stipulated that Sports Complexes and stadium will be permitted to open, however, spectators will not be allowed.

In order to operationalise Sports Complexes and Stadia operationalized by Sports Branch, GNCT of Delhi, a draft Standard Operating Procedure for opening and resumption of sports activities was submitted by the Expert Committee constituted vide order dated 20.05.2020 and same has now been approved by the Competent Authority.

The Standard Operating Procedure as approved by Competent Authority is hereby circulated as per the enclosure to all concerned for necessary compliance related to resumption of activities in all Sports Complexes/ Stadia operated by Sports Branch as well as by Private Academies/ Clubs/ Private Coaches whom playgrounds have been allotted by Sports Branch.

All concerned are further informed that no deviation in Standard Operating Procedure will be allowed under any circumstances till further orders and if any lapses/ deviations are brought to the notice of Sports Branch, appropriate action will be initiated against the concerned as required under law.

Non-compliance of guidelines will be viewed seriously.



(DHARMENDER SINGH)

DEPUTY DIRECTOR OF EDUCATION (SPORTS)

Copy to:

1. Director (Education), Dte. of Education, GNCT of Delhi
2. D.D.E. Sports
3. O.S.D. Sports
4. A.D.E. Sports
5. All Sports Complex/ Stadia Incharges
6. All Private Academies/ Clubs/ Private Coaches who have been allotted playgrounds by Sports Branch
7. All PGTs/ PETs working as Sports Coach in Sports Branch
8. All contractual Sports Coaches
9. Guard File

10. OS (IT) with request to circulate above circular on website.

**Standard Operating Procedure (SOP) for
Opening and Resumption
of activities in
Sports Complexes and Stadia
of
Sports Branch, Dte. Of Education, GNCT of Delhi**

PREFACE

Sports Complexes and Stadia in Delhi have been permitted to be opened in pursuance of the Delhi Government new guidelines issued on 18.05.2020 by Hon'ble Chief Secretary, GNCT of Delhi vide Order No. 2/07/2020/S.I./part file/ 176 (Point No. 3.II of Annexure A) wherein it has been stipulated that Sports Complexes and stadium will be permitted to open, however, spectators will not be allowed.

The guidelines as mentioned in Standard Operating Procedure have been laid down for resumption of sports activities in the Sports Complexes and Stadia so that the players may utilize the facilities in a manner that will be conducive for sports but with all necessary precautions to check the spread of COVID-19 without compromising the health of those who utilize the facilities as well as Community at large.

The SOP issued by Sports Authority of India (SAI) in this regard has also been considered and various measures mentioned in the same as per the requirements and challenges faced in operating these complexes and stadia have been adopted.

The resumption of sports activities will have a positive effect on the immunity, physical endurance, social behaviour, mental stability etc. of the persons who have lost precious time due to lockdown.

Guidelines to be followed as Standard Operating Procedure

The following Standard Operating Procedure has been laid down for operating the sports complexes and stadia of Sports Branch, GNCT of Delhi since these facilities are mostly used by students. The guidelines / measures to be also made applicable (except timings) in r/o facilities being run in various schools of Dte. of Education by the Private Academies prior to start of training and they shall submit an undertaking (format attached) that they will adhere to these measures in true spirit.

1. Games to be allowed and the manner of usage of facilities

- i. Sporting activities shall be resumed in a phased manner with an initial phase of small group (consisting of 5 to 10 persons) performing activities in a non-contact, prior to moving on to a subsequent phase of large group (larger than 10) performing activities including full contact training/competition in sport at a later stage.
- ii. To address the issue of games to be played initially, the games are divided broadly in three categories as done by SAI as mentioned under depending upon the way in which practice and matches are carried out:

Games in which there is minimal contact	Games in which contact is there but with precautions and guidance of coach, contact will be minimal	Games in which practice could be performed with minimal contact but matches/ competition will result in intense contact
Individual sports with no requirement for physical contact during training or competition and minimal requirement for sharing of equipment	Mostly team sports which require some level of physical contact during training or competition and where equipment is usually shared	Individual sports (all combat sports) which require mandatory physical contact during training or competition
Examples		
Archery, Shooting, Cycling, Fencing, Athletics, Weightlifting, Lawn	Football, Hockey, Volleyball, Basketball, Handball etc.	Boxing, Judo, Wushu, Karate, Taekwondo, Wrestling etc.

Tennis, Badminton, Table Tennis etc.		
Precautions for training activity		
<p>▶ Full array of training activities may be performed as individual or pair maintaining –</p> <p>i. distancing norms of 1.5 to 2 metres between athletes and staff</p> <p>ii. exiting facility as soon as training is concluded</p>	<p>▶ Training activities may be performed in small groups (maximum 8-10) maintaining distancing norms of 1.5 to 2 metres between athletes and staff and ensuring aspects of training which require physical contact are avoided like tackling, body-blocking etc.</p> <p>▶ The pitch shall be divided into three/ four areas, with a maximum of three players in each space who will train and stick to their partnerships should a player test positive for coronavirus.</p> <p>▶ Coach shall oversee proceedings from the safe distance, with the pair the only staff allowed to pick up balls and cones, which would then be disinfected.</p> <p>▶ Training shall be in small groups, players staying 10 metres from each other during exercises and sessions not exceeding one hour per day. However, “drastic measures” shall be taken to avoid contact with no competitive games being played.</p> <p>▶ Athletes shall exit facility as soon as training is concluded</p>	<p>▶ Selective training activities may be performed by athletes individually without engaging in physical combat with other athletes and utilizing alternative practice equipment like punching/kicking bags, slam balls, choke dummies etc.</p> <p>▶ Distancing norms of 1.5 to 2 metres between athletes and staff shall be maintained</p> <p>▶ Athletes shall exit facility as soon as training is concluded</p>

Precaution for equipment usage

<ul style="list-style-type: none"> ▶ Personal equipment such as bow, gun, sword, javelin, discuss, rackets etc. shall be used without sharing. ▶ In the dire need of sharing any of such personally used equipment; equipment shall be properly disinfected after every single use as per the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc. ▶ Sports specific safety equipment such as a helmet, eye protectors, face protectors etc. shall not be shared. ▶ Shared Training equipment such as arrows, targets, Olympic bar/ weights etc. must be disinfected after every single use. ▶ Additional staff shall be appointed for proper 	<ul style="list-style-type: none"> ▶ Personal equipment such as hockey stick, gloves, face masks, mouth guard, helmet, shin guards, wrist band, head band, shoes etc. shall be used without sharing. ▶ All such equipment shall be properly disinfected after every single use as per the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc. ▶ Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. ▶ Equipment which is bound to be shared and utilised continuously during a training such as balls must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. ▶ Consistent hand sanitization is a must before, during and after every training session. 	<ul style="list-style-type: none"> ▶ Personal equipment such as gloves, face masks, mouth guard, helmet, wrist band, head band, training uniform, shoes etc. shall be used without sharing. ▶ All such equipment shall be properly disinfected after every single use as per the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc. ▶ Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. ▶ Equipment which is bound to be shared and utilised continuously during a training such as punching/ kicking bags, slam balls, skipping ropes etc. must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. ▶ Consistent hand sanitization is a must before, during and after every training session.
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<p>disinfection of the equipment prior to continuous usage.</p> <p>► Equipment which is bound to be shared and utilised continuously during a training such as balls, shuttlecocks must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc.</p> <p>► Consistent hand sanitization is a must before, during and after every training session.</p>		
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1.1. General Fitness activities

- i. Use of Gym must be avoided as this may result in spread of COVID-19 due to the reason that the usage will result in multiple contact, sweating etc.
- ii. Trainees shall be encouraged to undertake additional freehand exercises and practice yoga extensively.
- iii. Use of the fitness equipment shall be permitted only while wearing gloves and face mask and under consequent use of disinfectants afterwards. Use of the fitness equipments shall be permitted only in small groups of maximum 5 people under observance of Sports Coach and supporting staff.

2. Entry in the Sports Complex and Stadia and timings of sports activities

- i. As mandated earlier, the entry to the sports complexes and stadia shall be allowed only to authorized persons who carry I-Cards issued to them by the respective official of Sports Branch. Under any circumstances, no unauthoroized person shall be allowed to enter the facility. The record of visiting trainees shall be maintained and kept properly for any future reference.
- ii. Private Academies/ Clubs/ Private Coaches who have been allotted schools playground by Sports Branch, Dte. of Education to impart sports training shall also maintain record of the trainees on daily basis with time of entry at the school. This data shall be submitted on weekly basis on mail id sportsacademies2018@gmail.com
- iii. Children below 10 years of age will not be allowed entry in the facility **till any guidelines are issued by Competent Authority in this regard.**
- iv. Compulsory screening shall be performed of all persons visiting the centres. The security personnel manning the entry gate at each shift shall be trained to perform the thermal tests and conduct screening based on any obvious symptoms.
- v. There shall be a single entry and exit for the facility which is manned by Security personnel. At the entry point, there shall be compulsory thermal screening of the inbound person and personal details shall be entered by him/ her in the entry register kept at the entry point. To ensure minimal contact, it is advised that the entries be made by the Security personnel as per the details mentioned in the I-Card issued and carried by the inbound player. There shall be a proper sanitising equipment at the main entrance so that any sportspersons that will enter the premises will be able to perform hand sanitisation.
- vi. A written confirmation in the format enclosed as Annexure A from the inbound player shall be submitted before entering the premises regarding his symptom free condition. **Sample declaration format is attached.**
- vii. The player entering the facility shall mandatorily cover his mouth and nose with mask at the time of entry and during activities.

- viii. Personal training equipment, if any, belonging to an athlete shall be disinfected while the athlete is permitted entry into the training facility.
- ix. The use of *Arogya Setu* app shall be made mandatory for all in bound athletes and all the staff engaged at the centre.
- x. As stipulated in the order, no entry of any spectator/ guardian will be allowed. To ensure proper security, no vehicles shall be allowed to be parked inside the premises. The athletes who are accompanied by the parents/ guardians shall be dropped and picked up from the entry and exit points at the specified time. The clause may be relaxed accordingly as per the guidelines issued by Competent Authority from time to time.
- xi. It may happen that at a given point of time, there are more than anticipated/ regulated sportspersons seeking the entry at the sports complexes. To check this inflow, proper awareness shall be created among the sportspersons by the concerned coaches regarding suitable time slot of training. The overflow of sportspersons shall be avoided as much as possible, however, if there is any, there shall be separate sanitised area kept for the additional athletes where they will maintain social distancing.

a. Timings for sports training

The facilities will remain open in Morning from 06:30 am to 09:30 am and in evening from 04:30 to 07:30 pm. No training shall be carried out beyond these timings. The private academies/club/ Private Coaches who have been allotted school playgrounds by Dte. of Education, GNCT of Delhi shall carry out sports training within the permitted hours.

3. Usage of Common Facilities such as ground, toilets & bathrooms, indoor hall etc

The common facilities pose a serious threat to the chances of getting infected in case the facility is used by any infected person. Every measure for usage of these facilities shall be in place prior to the start of activities. The Coach concerned shall be well aware of the number of players that will be attending the activity and accordingly, shall devise his training schedule in such a way that social distancing norms are followed. For this purpose, the measures as suggested in the Para 1 Titled "Games to be allowed and the manner in which activities shall be carried out" shall be followed by the Coach in true spirit.

- i. All surfaces, which can potentially be touched by multiple individuals shall be sanitized at regular intervals during the day.
- ii. Special attention shall be given to surfaces in wash rooms/toilets/showers by periodical cleaning, swabbing and disinfecting.
- iii. Wherever possible, windows shall be kept open and operation of A/C avoided. Air filters shall be installed in common areas.
- iv. The use of toilet shall be allowed at a maximum 50% capacity to ensure social distancing in the toilet area as well. The windows of the toilet shall remain open all the time.

4. Role of Incharge, Coaches and Supporting Staff

Being Incharge of the concerned sports training facility, the following functions shall be performed by him/ her:

- a. Ensure thorough cleanliness, hygiene and disinfection of all parts of the premises.
- b. Ensure compliance of the directions related to entry into the campus/playing areas.
- c. Check the group movements of athletes/visitors/staff.
- d. Display of notices/advisories in time for information of all visitors.
- e. Update of COVID19 cases, if any brought to the notice to the district administration.
- f. Display of information of Covid-19 helpline centers.
- g. Training of facility management staff to follow the protocols.
- h. Security and safety of persons visiting the complex.
- i. Maintenance of proper record of persons visiting the complex at a given point of time so that in case any COVID 19 positive case is found, the contacts be traced easily.

As Incharge of the these facilities, the Incharge as well as Coach and Supporting staff such as Groundsmen, Sanitation workers etc. shall wear masks whenever interacting with the sports persons or by themselves. They shall also wash their hands regularly. The following measures shall be taken on daily basis by the coaches and officials:

- i. A coach or staff member should ask athletes at the start of practice if

they feel ill or they have been in contact of any positive case/ or resident of any containment zone. In case any such issue is brought to the notice of Coach, the player shall be kept away from training and the information be brought to the notice of Incharge concerned who will take appropriate action depending upon the situation.

- ii. Those coach or supporting staff having COVID 19 condition will not be engaged for coaching.
- iii. During intense workout, the athletes may face uneasiness due to face mask. It is advised that proper precaution be taken for these workouts and if mask is removed for a short period, it should be ensured that the distance between two athletes shall be more than that specified for social distancing.
- iv. Any training equipment used shall be disinfected before next usage by a different individual. Athletes shall only be allowed to use personal equipment as including utilities like towels, water bottles etc.
- v. It shall be ensured that adequate number of PPE, N 95 face masks, hand sanitizers should be available. The in bound players shall bring his/ her mask mandatorily.
- vi. Prior to resuming training activities at the centres, each athlete shall be educated by the Coach on COVID precautionary measures, which are to be implemented at the facility and during training. Athletes shall be given refresher training on better hygiene and health safety practices. They shall be adequately briefed about the existing precautionary measures regarding usage of common facilities within the centre.
- vii. Provision shall be made for education material for athletes and other personnel to promote required behaviours (e.g. regular and thorough hand-washing, covering mouth and nose with a tissue or sleeve during coughing/sneezing). Some topics on which resources (preferably published by WHO) shall be made available are -
 - a. Good hygiene for coronavirus (COVID-19)
 - b. Hand washing guidance (Annexure 3)
 - c. Covering of coughs and sneezes
 - d. Self-isolation (self-quarantine) for coronavirus (COVID-19)
 - e. Advice for people at risk of coronavirus (COVID-19)
- viii. Posters illustrating hygiene best practices and anti-COVID precautionary measures shall be displayed at clearly visible spots throughout the centre.

- ix. High performance/professional athletes and other personnel shall be educated on hygiene practices and required behaviours relevant to their sport and environment. Some mandatory precautionary practices include -
 - a. No sharing of drink bottles and towels.
 - b. No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions
 - c. No physical contact in the form of handshakes, hugs, high-fives etc.

5. Disinfection of Complex & Stadia and maintaining Hygiene

- j. All the area within the premises shall be disinfected using clinically approved disinfectants (like 1% sodium hypochlorite solution) which have no significant side-effects on exposure through touch or smell. The areas include following facilities but not limited to -
 - a. Entrances (doorknobs, handles etc.)to premise, buildings, rooms
 - b. All common areas which are used by trainees, staff and visitors
 - c. Playing surfaces, various equipment at the field of play, operational areas for field of play which includes control panels for irrigation system, floodlights and adjacent areas
 - d. Gyms and medical centres
 - e. Washrooms and toilets
 - f. All other surfaces which are touched by users after every single use
- ii. The disinfection shall be performed by professional staff/agency and procedures will be set in place to ensure the same is performed at regular interval (minimum twice every week).
- iii. Sanitizers shall be placed at entry point of all common areas and facilities
- iv. The schedule of disinfection activity must be intimated to all trainee and staff well in advance so that necessary training schedule is prepared based on the disinfection activity and the same should be appropriately displayed to bring to notice for visitors.
- v. Hand-hygiene facilities shall be made available adjacent to field-of-play for use as and when necessary. Every player shall perform hand hygiene before and after the activity.
- vi. Physical contact of any form shall be avoided as part of training routine, for

example handshakes, high-fives, tackling, sparring etc.

- vii. Spitting and clearing of nasal/respiratory secretions on the pitch or at any place within the facility other than toilets shall be prohibited.
- viii. Handshakes and other forms of greetings which need physical contact shall be avoided
- ix. Office spaces, including conference rooms should be cleaned and disinfected every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
- x. Start cleaning from cleaner areas and proceed towards dirtier areas.
- xi. All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
- xii. High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- xiii. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- xiv. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- xv. In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- xvi. Carefully clean the equipment used in cleaning at the end of the cleaning process.
- xvii. Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible.

5.2 Common toilets

- k. Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	xviii. Inside of toilet pot/commode - Scrub with the recommended agents and the long handle angular brush. xix. Outside - clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	xx.Wet and scrub with soap powder and the nylon scrubber inside and outside. xxi. Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	xxii. Scrub floor with soap powder and the scrubbing brush xxiii. Wash with water xxiv. Use sodium hypochlorite1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	xxv. Scrub with the nylon scrubber. xxvi. Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	xxvii. Thoroughly scrub the floors/tiles with warm water and detergent xxviii. Wipe over taps and fittings with a damp cloth and detergent. xxix. Care should be taken to clean the underside of taps and fittings. xxx. Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	xxxi. Should be cleaned daily with detergent and water and dried.

- ii. 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- iii. Always use freshly prepared 1% sodium hypochlorite.
 - a. Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
 - b. To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
 - c. Disinfect all cleaning equipment after use and before using in other area
 - d. Disinfect buckets by soaking in bleach solution or rinse in hot water

5.3. Use of Personal Protective Equipment (PPE):

Sanitation staff shall wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

- a. Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
- b. Gloves should be removed and discarded damaged, and a new pair worn.
- c. All disposable PPE should be removed and discarded after cleaning activities are completed.
- d. Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked.

6. Constitution of Coregroup for monitoring and providing suggestions regarding operation of activities at Sports Complexes and Stadia.

As the resumption of activities and training of athletes/players is continuous exercise, a Core Group consisting of at least 5 sports persons will be constituted **and notified** which will take feedback from all the involved parties and suggest measures accordingly for betterment. This Core Group will actively monitor the implementation of the guidelines/ SOP issued and in case of any lapse, bring the issue to the notice of higher authorities.

DECLARATION BY THE PLAYER VISITING THE SPORTS COMPLEX/ SPORTS STADIA

It is to undertake that I, _____ S/o, D/O

_____ resident of _____

does not have any symptoms related to COVID.

It is to further undertake that to the best of my knowledge, I have not come in contact with any COVID-19 patient.

It is to further undertake that if any symptoms of COVID-19 or not well being are noticed by me, I will inform the coach concerned immediately.

I will comply with all the guidelines mentioned in SOP displayed at entrance of the Complex.

Signature

Contact No.

UNDERTAKING BY THE SPORTS ACADEMY/ CLUB/ PRIVATE COACHE WHO HAVE BEEN ALLOTTED SCHOOL PLAYGROUNDS BY SPORTS BRANCH

Name of Sports Academy/ Club/ Private Coach _____

Name of school allotted and sports training is being provided _____

I, _____ being the authorized signatory acknowledge the risk associated with resuming training at the centre under the present COVID-19 pandemic situation.

I undertake that the guidelines as mentioned in SOP have been read carefully and will be complied in true spirit.

I undertake that protocols and measures as mentioned in the SOP will be adhered to wholly and any further directions from govt. authorities will also be complied with.

Name of Authorized Signatory

Signature

Designation

Contact No.

Email id