

## REGISTERED INDOOR SWIMMING POOLS AND INDOOR ENTERTAINMENT AREAS CHECKLIST

Name of Establishment: \_\_\_\_\_

Checklist filled by: (Name) \_\_\_\_\_ (Position) \_\_\_\_\_

Date: \_\_\_\_\_

THIS CHECKLIST IS BEING PURPOSELY SUBDIVIDED INTO DIFFERENT AREAS OF OPERATION DUE TO THE FACT THAT THE NATIONAL TRANSITION STRATEGY MAY DECIDE FOR THE GRADUAL AND PARTIAL RE-INTRODUCTION OF DIFFERENT HOTEL SERVICES. WHEN COMPLETING THIS CHECKLIST, THE RELEVANT SECTION(S) FOR SERVICES WHICH HAVE YET TO RECEIVE HEALTH AUTHORITIES' CLEARANCE TO OPERATE AS AT THE DATE OF COMPLETION ARE TO BE FILLED AS N/A (NOT APPLICABLE)

IN CASE OF ALL ESTABLISHMENTS: (SEE TECHNICAL NOTE AT THE END OF THIS DOCUMENT)

	Yes/No	Date Certified
Establishment certified clear of Legionella.		
Test results and certification available.		

### 1. Reception and Front Desk: Availability of Information & Communication to Guests

	Yes/No	Comments
Reception staff practicing physical distancing and regular hand sanitising.		
Perspex barriers should be installed in the reception area with a height of at least 2m from the floor.		
Reception Staff wearing mask and/or visor		
Reception desk possesses the telephone numbers of the health authorities, hospitals and medical centres, public and private hospitals for use whenever there is the possibility that a guest may be ill.		
Contactless Payment Methods available.		

## 2. Necessary equipment and medical kit at the Establishment

	Yes/No	Comments
Visors are to be cleaned regularly with alcohol. Disposable face masks can only be used once.		
Germicidal disinfectant/wipes for surface cleaning Tissues.		
Gloves (disposable).		
Protective apron (disposable).		
Full-length long-sleeved gown.		
Biohazard disposable waste bag.		

## 3. Technical and maintenance services

**ESTABLISHMENTS WILL NEED TO PRODUCE MAINTENANCE AND TESTING DOCUMENTS RELATING TO MICROBIOLOGICAL AND CHEMICAL WATER ANALYSIS AND PROVIDE RECORDS OF MAINTENANCE AND OPERATION PROCEDURES FOR DISHWASHING AND LAUNDRY EQUIPMENT AND AIR CONDITIONER MAINTENANCE**

	Yes/No	Comments
Pool water to be constantly disinfected by chlorine		
There is a need for extra disinfecting of items outside of the pool, such as: <ul style="list-style-type: none"> <li>• Door handles inside and outside</li> <li>• Handrails and pool ladders</li> <li>• Toilet doors, faucets, sinks, soap and paper towel dispensers, toilet flush levers and baby changing stations</li> <li>• Light switches</li> <li>• Telephones and Emergency shut-off buttons.</li> <li>• "Touch to activate" areas</li> <li>• Keyless entry readers and lock boxes</li> </ul>		
Spas, spa jets and other spray dispersing mechanisms shall be operated in accordance with specific guidance issued by the Public Health Authorities		
Dishwashing (if applicable) and laundry equipment properly functioning: Operating temperature is set at 60 degrees Celsius and the correct dosage of cleaning and disinfecting chemicals is being applied.		

Air-conditioning: Condition of filters monitored weekly and proper replacement rate of indoor air is maintained. The proper functioning of ventilation, air exchange, and dehumidification equipment is checked weekly. To keep log available.		
70% Alcohol dispenser at entrance and other public areas. Automatic dispensers are recommended		
Dispensers are checked every hour as a minimum to ensure the proper functioning. Dispensers include soap and disinfectant solution dispensers, disposable tissue dispensers, and similar devices.		

#### 4. Public Areas

	Yes/No	Comments
Disinfection should be documented and take place on an hourly basis or with every client change as applicable with the anti-viral disinfection of high hand-contact areas (door handles, handrails, lift buttons, public phones etc).		
Bins are recommended to be pedal operated and frequently emptied.		
No air flow dryers or revolving cloth towels. Disposable paper towels only (ideally from an automated dispenser)		
Elevator social distancing enforced (2 metre distance per person). Sign at elevator entrance saying that only people in same party should use elevator together. Otherwise one person at a time		
No new or indoor child play areas are allowed		
Furniture, fixtures and equipment placed to support social distancing and hygiene requirements.		
Water dispensers are not to be used. Clients are to be encouraged to bring their own water		

### 5. General Venue Procedures

	Yes/No	Comments
Staff to wear protective masks visors		
When clients leave tables and chairs sunbeds and umbrellas to be cleaned and disinfected		
Disinfectant dispensers to be prominently placed for use by clients		
All queues to practice social distancing of 2 metres		
All toilets, changing rooms, refuse containers, common areas, appliances and other facilities to be cleaned and disinfected every hour as a minimum.		
Limit the number of visitors to toilets at any one time		

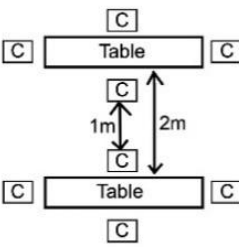
### 6. Indoor Pool-deck (Indoor pools only - no spas)

	Yes/No	Comments
Disinfectant dispensers (preferably automatic), liquid soap and disposable paper towels provided.		
Capacity to be limited to 50% of the maximum bathing load as stipulated in Schedule IV of LN129 of 2005		
Staff at pools to wear visors.		
Pool furniture and other equipment are disinfected after every visitor leaves.		
The Establishment should set limit to the number of people who can be using the pool at any one time by creating a series of 'blocks of pool time' that people can reserve based on its pool operating hours. Blocks will define times when and for how long patrons can be at the pool. Creating these blocks of		

times for each day maximizes the number of people who can use the pool each day and allows the establishment to build in time between patron 'pool times' for disinfecting and time for patrons to enter and exit the property without crowding.		
No crowding in common areas such as changing rooms, showers and toilets. These need to be disinfected every hour and limited to a maximum of 6 persons at any one time. Documentation to be kept on site logging disinfection times every hour.		
Ensure 2 metre distance in every direction between each 2 sunbed-unit in area around pools. Only one person per sunbed. Chairs can replace sunbeds with the 2m distance in each direction remaining applicable to maximise number of people in pool as long as the 50% of maximum bathing load is never exceeded.		
Group games such as water volleyball, water basketball, cross pool, which involve multiple people interacting in close proximity, should be discontinued. Parents and chaperones of children, not lifeguards, will be responsible if they would like their children to social distance while in the pool.		
No face masks to be worn while swimming as the wet fabric may impede breathing		

### **7. Dining Areas (Indoor service / Outdoor service)**

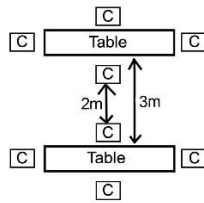
	Yes/No	Comments
Staff personal hygiene protocol available for restaurants and dining services. Outdoor service only and seated at tables.		
Guests reminded when entering and leaving dining area to disinfect hands with disinfectant gel located at the entrance to those facilities.		
Buffet service not offered.		
Use of disposable condiments and single use items instead of bottles and containers. (including oil, vinegar, sauces, salt and		

pepper) Alternatively, single servings in bowls.		
Extended service time to avoid guest crowding.		
All dishes, silverware, and glassware used in every table sitting needs to be washed, and disinfected in a dishwashing machine, including items that have not been used. Tablecloths and napkins have to be changed after every sitting.		
No self-service dispensers or self-service both inside and outside the establishment.		
Cigarette vending machines allowed as per applicable laws. However, a hand sanitiser is to be placed next to vending machine with directions to use both before and after use.		
In case of manual washing there is a wash, disinfect, rinse process in place. Drying carried out using disposable paper towels. Tablecloths and napkins washed in the usual manner.		
<p><b>FOR OUTDOOR DINING:</b> Eating places to host maximum number of persons as established by the Superintendent of Public Health i.e.</p> <ul style="list-style-type: none"> <li>○ every person shall keep at least 2 metres from others</li> </ul> <p>Tables to be limited to groups of not more than 6 persons or persons from the same household. Tables arranged so that the distance from the front of one chair to the front of the chair behind it shall be 2m apart and the back to back distance between chairs is to be 1m.</p> 		

**FOR INDOOR DINING:** Eating places to host maximum number of persons as established by the Superintendent of Public Health i.e.

- every person shall keep at least 2 metres from others
- there shall be 1 client per 4 square metres in defined spaces, excluding staff

Tables to be limited to groups of not more than 6 persons or persons from the same household. Tables arranged so that the distance from the front of one chair to the front of the chair behind it shall be 3m apart and the back to back distance between chairs is to be 2m.



Staff to wear visors

Minimal material on guest tables for effective disinfection. Tables and chairs to be disinfected after each use.

Replace menus and wine lists with single use ones

### 8. Availability of materials in case of infected person

**ESTABLISHMENTS ARE TO MAINTAIN AND PROVIDE ATTENDANCE SHEETS SIGNED BY THE STAFF MEMBERS THAT HAVE BEEN BRIEFED ON TRAINED FOR THIS CONTINGENCY**

	Yes/No	Comments
Cleaning staff have been trained on the use of and provided with personal protection equipment as listed below:		
Gloves.		
Disposable gowns.		
Closed shoes.		
Facial protection (face shield and impermeable aprons) for procedures that generate splashes (e.g. while washing surfaces).		
Access to sufficient disinfectant solutions and other supplies.		

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FOR OFFICIAL USE BY MTA OFFICIAL CONDUCTING INSPECTION/SPOT CHECK:


Name of Official: \_\_\_\_\_ Signature of Official \_\_\_\_\_

Date: \_\_\_\_\_



## TECHNICAL NOTE RE WATER SYSTEMS IN ESTABLISHMENT

The following are the legal requirements to be carried out on the water systems prior re-opening of the premises:

1. Carry out a full system disinfection of the cold-water system, flushing through to all outlets to achieve 50 mg/l free chlorine for at least an hour checking that this level is achieved at the furthest outlets. This may be also achieved by making uses e.g. 5 mg/l for 10 hours (this all depends on the water piping system condition). It is important to top up when required throughout this process;
2. Flush out and refill the system to achieve maximum normal operating target levels of disinfection (equivalent to at least 0.2 mg/l free chlorine);
3. Refill and carry out a thermal shock by raising the temperature of the whole of the contents of the hot water storage heater from 70°C to 80°C then circulating this water throughout the system for up to three days. To be effective, the capacity and temperature of the hot water storage heater should be sufficient to ensure that the temperatures at the taps and appliances do not fall below 65°C. Each tap and appliance should be run sequentially for at least five minutes at the full temperature, taking appropriate precautions to minimise the risk of scalding;
4. Monitor temperatures and biocide levels where applicable, adjust where necessary, for at least 48-72 hours and then take *Legionella* samples from sentinel outlets (microbiological samples taken before 48 hours following disinfection may give false negative results);
5. Ensure you keep all documentation for inspection by the Competent Authority, including the review and update of the risk assessment manual including monitoring data, etc., with evidence of who carried out the monitoring, add time, date and signature;
6. Laboratory results for *Legionella* analysis which have to be carried out at an accredited laboratory, together with all the necessary documentation referred to in point 5 above and a declaration from the private water consultant under whom this water system treatment has been carried out are to be sent to the Water Regulatory and Auditing Unit within the Environmental Health Directorate prior reopening of the establishment;
7. Once it is found that your systems of the hot and cold water are under control then the establishment can reopen.

## ADDITIONAL NOTES AND REFERENCES FOR ALL ESTABLISHMENTS

OPERATORS OF ESTABLISHMENTS ARE URGED TO FAMILIARISE THEMSELVES WITH THE FOLLOWING NOTES, GUIDANCE AND LEGAL OBLIGATIONS AND TO FOLLOW CHANGES AND UPDATES AS MAY BE ANNOUNCED BY THE AUTHORITIES FROM TIME TO TIME.

### 1. Link to guidance document on masks and visors

<https://deputyprimeminister.gov.mt/en/health-promotion/Documents/Guidance%20on%20the%20Use%20of%20Face%20Masks%20for%20decreasing%20COVID-19%20Transmission%20in%20the%20Community.pdf>

To wear the visor:

Step 1: Clean hands properly

Step 2: With clean hands put on the visor

Step 3: Remove the visor by pulling the string from behind

**9** Remove **eye protection** by pulling the string from behind the head and dispose of it safely.



Step 4: Cleaning

How should one care for a face visor? Your face shield/visor should be cleaned after each use. Disinfect with alcohol wipes, disinfectant wipes, disinfectant spray or germicidal wipes. Then clean with soap and water and let dry before using again. Disposable face shields/visors may be used as long as they keep their shape and remain intact.

### 2. **Control of Legionella regulations LN 5 of 2006**

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=16567&l=1>

### 3. **Swimming Pools Regulations, 2006 LN 129 of 2005**

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=16966&l=1>

as amended by LN 135 of 2008

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=20584&l=1>

#### **4. Tobacco (Smoking Control) Act**

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8791&l=1>

LN 22 of 2010 Products and smoking devices (simulating cigarettes or tobacco) (Control) Regulations 2010

<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=21128&l=1>

Ln 67 of 2016 Manufacture, Presentation and Sale of Tobacco and Related Products Regulations, 2016

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=27447&l=1>