



COVID Safety Plan for Outdoor Tennis

Reference: [Develop your COVID-19 workplace safety plan | Ontario.ca](https://www.ontario.ca/en/gov/service/develop-your-covid-19-workplace-safety-plan)

Safety Plan Questions	Procedures
<p>How will you ensure all workers know how to keep themselves safe from exposure to Covid-19?</p>	<ul style="list-style-type: none"> • If anyone develops symptoms of COVID-19 while at the club, implement procedures for reporting the illness and isolating the person until they can return home. • Communicate that it is not permitted for anyone to enter the facility if individuals have symptoms of COVID-19. For example, install clear signage throughout the facility, including the points of entry to buildings and grounds, and entrances to courts. • Ensure that illness reporting requirements are well communicated in the facility through training and signage. People who are sick or have signs of illness (e.g. fever, coughing, runny nose, tiredness, shortness of breath) must self-isolate, notify their employer and call a doctor or healthcare provider. • Encourage workers to monitor their own symptoms at all times and ensure that they know where to find assessment tools. Ask workers to use the tool at home if they have any symptoms and to follow the instructions. Ensure workers know who their club contact is and how to get in touch with them in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work. • Ensure workers with symptoms self-isolate and check in regularly with these individuals throughout their isolation period.
<p>How will the club screen for Covid-19?</p>	<p>Screen players and actively screen staff daily for health issues:</p> <ul style="list-style-type: none"> • Passive (players assess their own risk factors and make the decisions themselves): <ul style="list-style-type: none"> ○ reminders to members on club website and via telephone messages ○ pre-screening questionnaire with court reservation, or use of waiver during registration ○ ask members to review questionnaire on club website or on signage at facility • Active (club must actively screen each member and staffer before entering the facility): <ul style="list-style-type: none"> ○ screen workers and players electronically before arrival at the facility, or in person at the facility
<p>How will the Club control the risk of transmission at their facility?</p>	<p>Physical Distancing</p> <ul style="list-style-type: none"> • Control and stagger entry to courts and clubhouses to ensure physical distancing is maintained. • Establish clear visuals to show where players may park, enter, and transit while maintaining physical distancing (at least 2 metres) between individuals at all times. • Wherever possible, create, monitor and enforce a one-way system for movement so that people do not cross paths. For example, one way to enter courts, a different way to exit courts. • Install physical distancing markers both indoors and outdoors in areas such as washroom facilities, entrance to courts, to ensure players maintain a physical distance of 2 meters.



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- For indoor areas such as a clubhouse, where possible, maintain a single point of entry and a separate point of exit
- Post signs to discourage groups from gathering in numbers larger than currently allowed.
- Limit the number of workers working in one space so that they can distance themselves from each other by:
 - staggering shifts and break times and
 - scheduling more time for cleaning in between court assignments
 - Practice physical distancing, staying at least 2 metres away from others during all work activities including during breaks.
- Assign staff to monitor players are following physical distancing protocols
- Consider installing clear hard plastic barriers where physical distancing between staff and players is not an option
- If indoor washrooms are open, consider allowing only one member at a time access

Disinfection and Sanitizing

- Encourage workers to maintain clean work stations and equipment.
- Clean and disinfect equipment between uses, including coaches equipment before and after each teaching session and do not allow students to touch equipment
- Develop and implement policies and procedures for staff to ensure regular and frequent cleaning and disinfecting of high-touch/shared surfaces such as: doorknobs, seating areas, tables, light switches, railings, washrooms, etc.
- Provide a safe place for individuals to dispose of used sanitizing wipes and disposable protective equipment. Empty and clean waste containers on a regular basis.
- Public Health Ontario offers more information on cleaning and disinfection protocols.

Hand and Respiratory Hygiene

- Ensure all hand-washing facilities are available and in good working order.
- Workers should be trained in the proper hand washing technique and avoid touching their face.
- When hand washing is not possible, a hand sanitizer with minimum alcohol content of 60% should be used frequently.
- Have hand sanitizer available at locations where hand washing facilities are not open or available
- Encourage workers and players to wash their hands before entering the facility, after contact with others, or with surfaces others have touched (eg: shared balls). Be sure to keep an adequate supply of soap, paper towels, etc.
- To avoid droplet dispersion, encourage proper cough and sneeze etiquette through the use of posted reminders and other communications.
- Follow local regulations regarding the use of face coverings for both workers and players. Encourage the wearing of face coverings or masks both indoors and outdoors at all times while on-site (except when playing tennis)

Ventilation and Air Flow

- For clubhouses, keep windows and doors open for better cross ventilation



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	<ul style="list-style-type: none"> • Make use of canopies and umbrellas outdoors for shade instead of using clubhouse <p>Members/Players</p> <ul style="list-style-type: none"> • For clubhouses, keep windows and doors open for better cross ventilation • Limit handling cash and have customers use debit, credit, tap, or online purchasing portals • Limit player capacity onsite to help maintain physical distancing. Consider implementing a court reservation system for court access times • Collect contact information from all players when required to do so for contact-tracing purposes • Discourage spectators, limiting access on site only to staff and to those actively participating in tennis • Ensure players use their own equipment and do not share racquets, water bottles, etc. • Remove all access to chairs and benches to minimize congregation. If chairs are supplied, space 2 metres apart • Restrict food and beverage service and encourage players to bring their own drinks and snacks, and remove all garbage off-site • Do not allow players to store any personal belongings inside of clubhouses. Instead, encourage the storage of personal belongings inside of personal vehicles • Encourage players to use their vehicle as their personal lodge for putting on equipment and storing personal belongings • Consider restricting instructional programs, if offered, to members of the same household (RED & GREY zones) such as private or semi-private lessons, ensuring that instructors and participants maintain 2 metre distance at all times. <p>Non-Members/Guests</p> <ul style="list-style-type: none"> • Allowing guests is at the discretion of the club or municipality based on their ability to manage contact tracing, screening, collecting fees, etc • Guests attending for inter-club leagues and competitive tournaments may be allowed starting in the RED and ORANGE zones as they are pre-registered and can be more easily tracked
<p>What will you do if there is a potential case of, or suspected exposure to, COVID-19 at your Club?</p>	<p>Step 1: Exclude the symptomatic person from the facility</p> <ul style="list-style-type: none"> • If a worker calls in sick, informs you of symptoms or informs you they had close contact with someone with symptoms, have them take the self-assessment. Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating. • If anyone shows symptoms while at the club, they should return home and self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave. Have a plan in place to deal with this and train staff on how to handle the situation • If the person is very ill, call 911 and let the operator know that they may have COVID-19. <p>Step 2: Contact Public Health</p> <ul style="list-style-type: none"> • Contact your local public health unit for guidance on what to do if someone develops symptoms at your club or you are told one of your workers has COVID-19. Public health will provide instructions and do contact tracing if needed.



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	<ul style="list-style-type: none"> • To support contact tracing, have a system in place so you can provide information about which people had close interactions with an affected worker. This could include information such as: <ul style="list-style-type: none"> ○ dates and times of interactions ○ approximate length and frequency of interactions ○ full names ○ contact telephone numbers ○ addresses (for workers) or the name of the visitor’s business <p>Step 3: Follow Public Health Direction</p> <ul style="list-style-type: none"> • Your local public health unit may require that: <ul style="list-style-type: none"> ○ other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms ○ the club be shut down while the affected area and equipment are disinfected ○ other public health measures are implemented • Disinfect surfaces that may have been touched by the ill person as soon as possible.
<p>How will you manage any new risks caused by changes to the way you operate your facility?</p>	<ul style="list-style-type: none"> • Things may change as your club operates • If you identify a new area of concern, or if it seems like something isn’t working, take steps to update your policies and procedures. <ul style="list-style-type: none"> ○ We have a plan in place to monitor risks. ○ We make changes to our policies and procedures as necessary. Individuals know who to go to with health and safety concerns. ○ When resolving safety issues, we will involve designated health and safety representatives