

# ALERT LEVEL 2 - COVID-19 SAFETY PLAN

Use this form to document your thinking about how you can prepare your club and coaching business to be safe for use by members, casual players and staff (voluntary or paid) during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect. Please tick ✓, cross ✗, or N/A the first column rather than removing information from the middle column. If you are not doing something, or it is not applicable to your venue, then indicate this clearly in the first column.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as

## Club/Centre details

CLUB NAME: Otumoetai Tennis Club
CONTACT PERSON NAME: Warwick Brew, Club PResident
CONTACT PERSON PHONE: 027 433 0337
NEXT REVISION DATE: 30 May 2020

## Club/Centre goal/statement

Our Tennis Club/Centre has implemented the following measures so we can:

- Keep paid and voluntary staff healthy and safe
- Keep members and casual users healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- To ensure that the club/centre can continue to operate without the possibility of another lockdown period being required.

Check box column	What measures are in place	Who is responsible?
e.g. ✓	Contact tracing posters displayed clearly at the entrance to courts.	Club President

### PLANNING AHEAD

✓	The centre managers or club committee and club coaches (if applicable) have met and together identified the types of tennis activities that will take place at our tennis club at Alert Level 2.	Committee
✓	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubhouse etc.	Tony Coleman
✓	We are ensuring club/centre representatives and coaching staff that are involved or present regularly are remaining safe by having them: <ul style="list-style-type: none"> <li>• Inducted in relation to the role they are to perform</li> <li>• Complete contact tracing requirements</li> <li>• Wear appropriate PPE</li> <li>• Maintain appropriate physical distancing</li> <li>• Sanitise their hands and any equipment/touch points regularly</li> </ul>	Warwick Brew and Ervin McSweeney
✓	<b>A/</b> We have registered our club/centre to Tennis NZ's online contact tracing tool at <a href="http://www.tennis.kiwi/checkin">www.tennis.kiwi/checkin</a> . <b>OR B/</b> We have established our own method of effective contact tracing using government templates - <a href="https://bit.ly/2Wsx3kY">https://bit.ly/2Wsx3kY</a>	Matthew King

### ACCESSING THE CLUB/VENUE

✓	We have clearly communicated how the club/centre will be open, and for what activities, with our membership, coaching and casual player databases. This is visible on our website, social media pages and other communication methods to members.	Victor Hoohout
✓	We have ensured through club/centre and coaching programming that restriction guidelines on crowds/gatherings will be followed. We are committed to maintaining a 2m distance between each person on court at all times.	More information on Gatherings at <a href="https://bit.ly/2YZjtHq">https://bit.ly/2YZjtHq</a>
✓	We have ensured through club/centre and coaching programming that sessions are phased to avoid gathering occurring at communal points such as entries and car parks.	Warwick Brew, Paul Bell, Sarah Smith
✓	We have implemented an electronic/online contact tracing process for all members, casual users and coaching clients.	<a href="http://www.tennis.kiwi/checkin">www.tennis.kiwi/checkin</a>

Check box column	What measures are in place	Who is responsible?
<b>SIGNAGE</b>		
✓	We have displayed a contact tracing information poster at entrance to the club/centre instructing users to check in for each visit.	Susan Hoonhout
✓	We have put a Safety Guidelines for Tennis poster up at the entrance to the club/centre.	Find at <a href="http://www.tennis.kiwi/covid-19">www.tennis.kiwi/covid-19</a>
✓	We have put a Safety Guidelines for Tennis poster up in at least two locations on the fences at key traffic points within the club.	Susan Hoonhout
✓	We have put a Safe Coaching Practices poster up at the entrance to the club/centre.	Find at <a href="http://www.tennis.kiwi/covid-19">www.tennis.kiwi/covid-19</a>
✓	We have put a Safe Coaching Practices poster up in at least two locations on the fences at key foot traffic points within the club.	Susan Hoonhout
<b>CLEANING &amp; HYGIENE</b>		
✓	We are ensuring all high contact areas (e.g. entrance gates, nets, door handles, switches) are being sanitised regularly once per day by Peter Trass using surface sanitizer spray	Peter Trass
✓	We will have hand sanitiser and/or soap and water facilities available for court users, club/centre representatives and coaching staff to use before and after they have played.	Committee
✓	If it is identified that a COVID-19 carrier uses the club/centre, courts we will close the club/centre until appropriate sanitising measures can be conducted. Those sanitising measures will involve a deep clean of all high contact areas and indoor club facilities (if they are open).	Warwick Brew, Tony Coleman
✓	We are limiting the amount of shared equipment used for club/centre and coaching activities. Any shared equipment used will be sanitised/cleaned before and after each use by a club/centre representative or coaching staff.	Paul Bell/Roger Coquhoun
<b>CLUB/CENTRE EQUIPMENT &amp; FACILITIES</b>		
✓	<b>A/</b> We have removed all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts <b>OR</b> <b>B/</b> We have committed to regularly sanitise all high contact items XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – court user or club/centre representative).	Option A chosen -Victor Hoonhout
✓	<b>A/</b> We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment) <b>OR</b> <b>B/</b> We have committed to regularly sanitise these items XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – court user or club/centre representative).	Victor Honhout
✓	We have identified that if our club/centre has a bar, café, shop or similar, the correct protocols have been established for its safe operation.	We are not opening the upstairs facilities in level 2.

Check box column	What measures are in place	Who is responsible?
<b>COACHING PRACTICES</b>		
	<p>Coaching staff have adapted the delivery of coaching programmes to ensure adherence to government health and safety guidelines. This includes:</p> <ul style="list-style-type: none"> <li>• All attendees (players and parents/guardians) must register with the contact tracing tool upon arrival to each session.</li> <li>• Coaches will regularly reconcile the contact tracing register to ensure that all attendees are following this requirement.</li> <li>• Scheduling of coaching sessions has been adjusted to ensure no crossover between players.</li> <li>• Live ball drills and game-based play are prioritised over basket feeding drills to limit handling of tennis balls</li> <li>• Coaches and players are to respect physical distancing at all times including when giving feedback and while players are resting.</li> <li>• Players and coaches are to keep 2 metre distance from one another.</li> <li>• Coaches are avoiding activities, exercises and drills where players come in to contact or too close to one another.</li> <li>• Where practical coaches will spread out and use every second court.</li> <li>• Coaches will limit the use of coaching equipment such as target cones.</li> <li>• Players are not to handle any coaching equipment – our coaches will pick up balls and feed</li> <li>• Payments are to be made online or via EFTPOS – avoid handling cash</li> </ul>	
	<p>In addition to the club/centre equipment cleaning and hygiene policies, the coaching staff have also implemented the following:</p> <ul style="list-style-type: none"> <li>• Players are not to handle any balls or coaching equipment. Only the coach should be in contact with shared equipment</li> <li>• Please clean your hands before entering and when leaving the court</li> <li>• Do not touch your face after touching a ball, racquet or other tennis equipment</li> <li>• We will use new balls and racquet grips where possible</li> <li>• We will use fewer balls per session</li> <li>• We will replace all balls if someone with/suspected to have COVID-19 comes in contact with them</li> <li>• We will clean all tennis gear with alcohol-based disinfectant including racquets, towels, coaching- gear such as target cones</li> <li>• We will limit the use of equipment such as drop-down lines or cones</li> </ul>	
<b>EXTERNAL VISITORS</b>		
	<p>We have made arrangements with third party contractors (e.g. metre readers, lawn mowing contractor, tradespeople) to ensure:</p> <ul style="list-style-type: none"> <li>• All visits to the club/centre are necessary and kept to a minimum</li> <li>• All visitors complete the online contact tracing form</li> </ul> <p>All visitors can declare that they have not had Covid-19, are awaiting test results or have been in close contact with someone with Covid-19 in the last 14 days</p>	
<b>COMMUNICATIONS</b>		
	<p>We have identified on our website, social media pages, club/centre member coaching and casual database communications and on signage at the club who should be contacted in the event of any user having concerns about something observed at the club/centre.</p>	
	<p>We have displayed this safety plan clearly for court users to view.</p>	
	<p>We have added this safety plan to club/centre and coaching business websites and emailed it to members and the coaching and casual players database.</p>	

**NOTES:**