

Updated 14 April 2021

General Burns Tennis Club (GBTC) – COVID Safety Plan for Outdoor Tennis

Introduction

The safety and health of GBTC members, coaches and community remains our top priority. As GBTC reopens its courts to allow for a gradual return to tennis activities, it is committed to:

- a) Upgrade its IT operational capabilities to ensure that reservation for court access and appropriate contact tracing (CANATRACE) are in place.
- b) Follow the protocols and procedures to meet the requirements of the City of Ottawa authorities and guidelines and recommendations from Tennis Canada, the Ontario Tennis Association, and the National Capital Tennis Association.
- c) Install the necessary Covid 19 Protocol signage around the courts.

During the restrict level GREY Lockdown (stay-at-home order) phase, GBTC will operate under the current conditions:

- a) Clubhouse to remain closed – if clubhouse is opened then review and update the Safety Plan in consultation with the City of Ottawa to reflect current Covid protocols.
- b) No tennis coaches (no lessons)
- c) No court stewards.

Operational IT Upgrades

To facilitate a safe and sound operation of the Club, access to the following software platforms will be ready at the opening of the Club:

- a) GBTC will launch its online court booking system, Skedda, to allow players and coaches to self-service review availability and book court time which will minimize wait-gather at the gate.
- b) GBTC website will have a link to CANATRACE to allow all players to fill out a mandatory COVID19 screening prior to coming to the club. This test must be done only on the day of the booking, and every time the player come to play.

Protocols and Procedures

Screening for Covid-19:

- All players and coaches must use either passive screening or active screening tool before arrival at the tennis courts.
- Passive screening using reminders for screening in signing, emails and on website.
- If anyone develops symptoms of Covid-19 while at the club they should leave and get medical attention immediately.

- Install signage that indicates if individuals have Covid symptoms they must not enter the facility.

Physical Distancing:

- Players, coaches must maintain a 2 or 3 metre distance between individuals.
- Remind individuals through signing, email, and website to avoid congregating outside the courts.
- Limit player capacity. Maximum capacity is 2 per court, with physical distancing measures in place at all times.

Members/Players:

- Payment for memberships will be accepted via our website only. No cash or cheques will be accepted.
- Reservations only for court access – no guests or drop-ins allowed. Please arrive no more than 5 minutes prior to your scheduled time, and only enter the courts at the time of the booking, no earlier.
- Collect contact information (CANATRACE or equivalent) from all players for contact tracing when required.
- Discourage spectators.
- Remind players to use their own equipment and do not share racquets, water bottles etc.
- Remind players to use hand sanitizer.
- Remove access to chairs, benches on the courts or ensure they are 2-3m apart.
- Restrict food/beverage service and encourage players to bring own drinks or snacks
- Remove garbage off-site.
- Do not allow players to store personal belongings in the clubhouse.

Non-Members/Guests:

- Do not allow any guests – members only to support contact tracing, screening, and collecting fees.
- Do not allow inter-club and competitive tournaments until safe restrictive zone reached.

Suspected exposure to COVID-19:

- Exclude the symptomatic person from the facility or call 911 if seriously ill.
- The Club President or a member of the Executive contacts Ottawa Public Health (613-580-6744) for guidance on what to do if someone develops symptoms or have tested positive. If outside regular business hours contact 311 and ask to speak with the on-call public health inspector for further guidance
- Have a system in place to support contact tracing and provide any information OPH requires.
- Provide contact tracing as required from the court booking system.
- Follow OPH direction – notify other players or staff, as necessary.
- Disinfect all surfaces the ill person may have been in contact with ASAP.
- Shut club down if needed.

Make changes to policies and procedures as necessary, to reflect changing Covid protocols.

City of Ottawa suggested we use the following 6 questions to ensure we have done our due diligence.

Question 1: How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?

Our Covid-19 Safety Plan clearly indicates no coaches or court stewards will be contracted during the restrict level GREY Lockdown (stay-at-home order) phase. The Covid-19 Safety plan emphasis is on keeping Club members informed on Covid 19 procedures and protocols as well as promoting compliance with them. Our plan relies on our members' commitment and cooperation to making GBTC a Covid 19 free place.

To reaffirm that commitment the Club is also providing members with the means for Covid 19 mandatory screening before accessing the courts as well as an online court booking system.

Question 2: How will you screen for COVID-19?

GBTC website has set up a link to CANATRACE to allow all players fill out a mandatory COVID19 screening prior to coming to the Club. This test must be done only on the day of the booking, and every time the player come to play.

Question 3: How will you control the risk of transmission in your workplace?

Each Club member is responsible for respecting the Covid-19 procedures and protocols included in Covid-19 Safety Plan such as physical distancing, use of hand sanitizer, limiting player capacity, minimizing the number of gate/gather at the gate, etc. Recurring failure to comply with Club's procedures and protocols will be considered a cause for rescinding a membership.

Question 4: What will you do if there is a potential case of, or suspected exposure to, COVID-19 at your workplace?

If there is a potential case of or exposure at GBTC, we will:

- Indicate the Club member to self-isolate at home and to contact Ottawa Public Health (OPH) for direction.**
- Clean and disinfect surfaces that may have been touched by the Club member who might have tested positive for COVID-19 as soon as possible.**
- Contact CANATRACE and they will provide the local health authorities with a list of all Club members that may have been exposed.**

- **Reassess the magnitude of the exposure and consult with Portfolio Manager, City Wide Sports before taking any further action.**

Question 5: How will you manage any new risks caused by changes to the way you operate your business?

Difficult to predict. It depends on the gravity of the risk. The first step will be to identify the root cause of the risk and then, make the necessary adjustment to Covid-19 Safety Plan while maintaining a close consultation with the Portfolio Manager, City Wide Sports. Finally, implement the risk mitigation actions.

Question 6: How will you make sure your plan is working?

By:

- **Issuing regular reminders about compliance with GBTC Covid-19 procedures and protocols.**
- **Appropriate surveillance of Club facilities, as needed.**
- **Following up on any non-complaint member's action with the Club's Covid-19 procedures and protocols.**
- **Keeping Covid-19 Safety Plan up to date.**
- **No Covid-19 exposure experienced at the Club.**