



OTTAWA NEW EDINBURGH CLUB TENNIS COVID-19 POLICY

Context and Summary

The Ottawa New Edinburgh Club (ONEC) COVID-19 Policy sets out the general processes and rules of conduct for members and management in light of COVID-19.

The COVID-19 Policy requires sport-specific policies and procedures that detail the rules to be followed by Members practising a particular sport to ensure safe enjoyment of club facilities during the COVID-19 pandemic.

This document outlines the specific procedures to be followed by all ONEC members using the tennis facilities, until further notice. Members must read and follow these procedures and must read and agree to follow the Club COVID-19 Policy and its requirements.

Policy

1. Effective Date

This Policy takes effect June 5, 2020.

2. Mandatory Procedures for Members

All ONEC members are required to abide by the following procedures in order to use the tennis facilities. **A failure by any member to observe these procedures will yield a warning, and further infringements may result in the revocation of tennis privileges.**

- i Members must refrain from playing and stay home if they:**
 - a. Are not feeling well or are exhibiting flu-like symptoms, or any known coronavirus symptoms, (incl. fever, cough, difficulty breathing, etc.).
 - b. Have been in contact with someone with COVID-19 and/or flu-like symptoms in the previous 14 days.
 - c. have been overseas in the previous 14 days.
- ii If you are are considered vulnerable or at risk** (elderly individuals, immunosuppressed persons and/or individuals suffering from serious health problems - notably high blood

pressure, pulmonary diseases, diabetes, obesity and asthma), **you are asked to carefully evaluate your exposure to risk and to consider staying home as appropriate.**

- iii Both singles and doubles play will be permitted, so long as the following procedures are observed.**
- iv Lessons with up to four participants (two per side of the net) will also be permitted.**
- v All players shall observe physical distancing (2m) at all times, during play and otherwise, no exceptions.**
 - a. We ask that members of the same household observe this restriction as well, as it is difficult for club staff to discern who is in the same household, and any perceived relaxation of distancing standards would contribute to a broader lackadaisical attitude.
 - b. Handshakes, high-fives and/or elbow taps are not recommended. A simple thumbs up from a distance is a recommended alternative.
- vi Each player shall:**
 - a. **Bring their own set of balls to serve with;**
 - b. Balls shall be clearly marked and returned to the server without being touched by hand (e.g. they are to be kicked, flicked, etc).
 - c. Do not serve with another member's balls.
- vii All players shall refrain from touching common elements (e.g. gates, net posts, nets, court sweeping equipment etc.)**
- viii No one (even from the same household) shall share any common items (e.g. water bottles, bags, racquets, balls, etc).**
- ix Players are not permitted to change ends during match play.**
- x There shall be no group events (e.g. drop ins, round robins, etc) and no mixing within doubles pairings within the session ("one partner per session").**
- xi Two doubles matches should not be played on adjacent courts; Singles matches may be adjacent to doubles matches. Book your courts accordingly. If in doubt about court numbering and locations--i.e., which courts are beside a fence--please consult the ONEC manager.**
- xii There shall be no lingering on the premises before or after matches:**
 - a. Arrive five minutes before your session,
 - b. Please stay in your car or with your bike and do not form groups in the parking lot,
 - c. Do not enter the Tennis Pavilion courtyard until the group playing has left,
 - d. On the close of your session (xvii, below), please vacate the court and return to your car or take your bike outside the courtyard .
 - e. Do not form groups in the parking lot.

ONEC appreciates that this adjustment in particular will be a challenge for the very sociable members of the Club. However, maintaining physical distance is a formal requirement of the permission granted to the club to reopen and it must be respected in order to continue operations. Please follow Pavilion Staff directions in this regard.

- xiii** There shall be no access to the clubhouse (including washrooms) and the deck. Use of ONEC's water fountain is not permitted
- xiv** Lessons shall take place on courts where the impact of stray balls is limited.
- xv** All members shall register all players on their court before play (using the Online Registration System or with the assistance of Club staff) and shall only play for the allotted time. This is imperative to maintaining physical distancing and fulfilling our obligations for contact tracing should a confirmed case be associated with ONEC.
- xvi** Guests are not permitted to play at ONEC for the time being as ONEC cannot safely administer the \$10 guest fee or the mandatory sign-in and waiver.
- xvii** Court bookings at all periods are for 55 minutes. We ask that members vacate their court 5 minutes prior to the top of the hour so that staff can clean where needed and to enable the next set of players to start on time.
- xviii** There is no sale of items at the Pavilion at this time. No food, beverages or tennis items are for sale. No payments are being taken at the Pavilion.
- xix** The Ball Machine is, at the present time, not available for members to use. The Club professionals are permitted to use the Ball Machine; however it must be sanitized after each use.
- xx** Members will follow the guidance provided by Pavilion Staff:
 - a. The Pavilion Staff are required to provide reminders and direction to Members regarding COVID-19 distancing and sanitization measures in place.
 - b. Members are reminded that ONEC has a duty and obligation to provide its staff with safe working conditions. This includes not being subjected to aggressive or violent behaviour. Members are reminded of the ONEC Member Code of Conduct.
 - c. Please be understanding of Pavilion Staff. The Club is counting on mutual respect and civility to make the best of these difficult physical distancing conditions.

3. Mandatory Procedures for Pavilion Staff

- i Recording all names of people at the club:** At the start of each shift, staff will check the online booking system to ensure all courts have two names (for singles) and four names (for doubles). Staff should ensure that any incomplete booking information is provided by the member before they start play and remind the member of their obligation to book with the appropriate names. Staff should also log the names of any non-members who come onto the property (for example prospective members asking about membership) and the time they were on the property.
- ii Changeover process control:** Staff will signal to players the end of the session at 5 minutes before the hour (for example by shouting "Last point") and ensure that members arriving to play remain in the parking lot until departing players have left the club (maintaining physical distancing).
- iii Cleaning member high-touch areas:** Staff will clean the gates, handles and any other common high touch areas (such as the hand sanitizer table) once per hour.

- iv **Cleaning staff high touch areas:** Staff will wipe down court sweepers / line cleaners and sprinkler taps before and after each use. Staff should wipe down the phone, computer keyboard, washroom and pavilion door handle at the start and end of each shift.

4 Voluntary Guidelines

This policy has been prepared to be in agreement with the OTA Return to Play guidelines (<https://www.tennisontario.com/pages/return-to-play>) and the formal Government of Ontario reopening framework (<https://files.ontario.ca/mof-framework-reopening-province-stage-1-en-2020-05-14.pdf>). Both of these documents contain further recommendations beyond the mandatory procedures detailed in this policy, which members are encouraged to review if they are interested in adopting other best practices.

5 Oversight / enforcement

- i The Tennis Director (assisted by the Tennis Committee) is accountable to the Board of Directors and is responsible for:
 - guiding the development, implementation and monitoring of this Tennis COVID-19 policy in support of the Club's overall COVID-19 Policy; and
 - providing the Board of Directors and the Club Manager with advice and support on matters regarding the management of this Policy and enabling the Board of Directors to fulfill their responsibilities in this regard.
- ii The Club Manager will be responsible for the practical administration of this policy, with the assistance of the pavilion staff. In cases where a Pavilion Staff member is the sole staff member on duty and observes member(s) not abiding by the policy, they should politely remind the member(s) of the policy and if the behaviour is not amended, they should report the matter by e-mail to the Club Manager and the Tennis Director.
- iii Members whose behaviour is observed in serial non-compliance with this policy could lead to that person's membership being revoked.

Reviewed and Approved by
The ONEC Board of Directors
June 5, 2020