



## **COVID-19 Safety Plan**

This COVID-19 Safety Plan has been developed to outline the policies, guidelines and procedures Elmridge Park Tennis Club (EPTC) has in place to reduce the risk of transmission of COVID-19. Individual safety is our top priority.

### **COVID-19 Screening:**

1. All staff, members and guests must complete a self-assessment form prior to entering the clubhouse or the tennis courts, to identify whether they are exhibiting COVID-19 symptoms.
2. A link to the self-assessment form is available:
  - a. On the EPTC website at:  
<https://elmridgetennis.com/default.php?f=covid-screening.php>.
  - b. At the tennis courts and clubhouse entrance the link can be accessed by scanning the posted QR code.
3. Individuals are instructed to NOT enter the tennis court area or clubhouse if they answer "yes" to any checklist questions.

### **Physical Distancing:**

1. In all EPTC areas, individuals must maintain a 2m or, under grey shutdown restrictions, 3m distance between themselves and other individuals.
2. Posters reminding people to ensure physical distancing are posted outside the clubhouse and at the tennis court entrance.
3. To facilitate distancing, EPTC is limiting the number of individuals in the clubhouse and on the tennis courts.
  - a. These limits are posted outside the clubhouse and at the tennis court entrance.

### **Cleaning and Disinfecting:**

1. A hand sanitizer station is located inside the tennis courts entrance and individuals are asked to sanitize their hands before and after playing tennis.
2. A poster reminding individuals how to effectively sanitize their hands is visible beside the sanitizing station.
3. A poster reminding individuals how to effectively wash their hands is visible in the clubhouse washroom.
4. EPTC staff regularly disinfect touch points around the facility.
5. Anyone using the washroom is required to sanitize washroom touch points after use.

### **Personal Protective Equipment:**

1. All individuals entering the clubhouse are required to wear masks or other personal protective equipment that will limit the transmission of COVID-19.
2. A poster reminding individuals to wear a mask in the clubhouse is posted at the clubhouse entrance.

### **Contact Tracing:**

1. EPTC is tracking contact information for all individuals playing tennis at our facilities.
2. Contact information for guests must be entered via the EPTC website prior to playing.
3. EPTC requires on-line court booking in advance including who played on what court and when so that it will be possible to provide contact tracing information to Ottawa Public Health if it is needed.

### **Communication of this Safety Plan:**

1. This safety plan is available on the EPTC website and will be shared with members as follows:
  - a. Members should read the safety plan when registering their membership.
  - b. Posters of this safety plan are visible:
    - i. At the tennis courts entrance
    - ii. At the clubhouse entrance