



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
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### Revision History

<i>Version</i>	<i>Date</i>	<i>Description</i>
01	17 June 2020	First Release
02	14 July 2020	Revised outline for social hitting and coaching in accordance with Vic Gov's restrictions update
03	24 July 2020	Updated to include information provided by Tennis Victoria on mask wearing for those in the Melbourne Metro and Mitchell shires.
04	10 Aug 2020	Updated to reflect Victorian Metro Melbourne Stage 4 restrictions
05	21 Oct 2020	Updated to reflect Vic Metro Melbourne Roadmap changes effective 11:59pm 18/10/2020
06	31 Oct 2020	Updated to reflect Vic Metro Melbourne Roadmap changes effective 11:59pm 28/10/2020
07	27 Dec 2020	Updated to reflect Victorian Gov Guidelines and Tennis Victoria guidelines for a return to tennis (23/11/20)
08	01 Feb 2021	Updated to reflect Victorian Gov Guidelines – removal of mandatory mask wearing Updated to include that clubrooms are now open
09	31 Mar 2021	Updated wording to comply with current Victorian Gov guidelines and Tennis Victoria instructions
10	04 May 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines



Page:	2 of 22
Version:	16.0

Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

11	12 July 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
12	23 Aug 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
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16	23 Nov 2021`	Updated to comply with current Vic Gov & Tennis Victoria guidelines



### Table of Contents

1	Introduction .....	5
	1.1 Purpose .....	5
	1.2 Abbreviations/Acronyms .....	5
2	Definitions.....	6
3	Assignment of Responsibilities and Authorities .....	7
4	What is COVID-19?.....	8
	4.1 Personal Management Strategy .....	8
5	Return to Tennis Checklist.....	10
6	BTC Prevention Steps .....	13
7	General hygiene, PPE usage and cleaning and disinfecting .....	14
8	Actions for a suspected or confirmed COVID-19 case.....	15
	8.1 Member actions .....	15
	8.2 BTC actions .....	15
9	Return to Tennis.....	16
	9.1 PREMISES / VENUES / TENNIS CLUBS .....	16
	9.2 EMPLOYERS / BUSINESS OPERATORS / COACHES .....	17
	9.3 PLAYERS / PARTICIPANTS / SPECTATORS .....	18
	9.4 TOURNAMENTS & EVENTS.....	18
10	BTC Tennis Play.....	18
	10.1 Social – Day.....	18
	10.2 Social – Night .....	19



Page:	4 of 22
Version:	16.0

Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

10.3	Tennis Coaching .....	19
10.4	Competition .....	21
11	Changes to Guidelines .....	21
12	Risk management - Pandemic .....	21



Page:	5 of 22
Version:	16.0

Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

# 1 Introduction

## 1.1 Purpose

This document describes Berwick Tennis Club’s (BTC) current practises regarding the operation of its club to return to playing tennis, by providing a healthy and safe environment for its members whilst dealing with a pandemic. The plan details the procedures the committee, coaches and members will be required to adhere to, in order to meet the regulations being outlined by the Federal Government, State Government, Health officials, Tennis Australia, Tennis Victoria and City of Casey.

All persons entering the club will need to follow the outlined control measures to minimise the risk of the spread of the virus within the club space and to maximise our knowledge and controls to assess the impact of any COVID occurrence may have on the person(s) on any given day.

This is a working document that will be updated regularly to reflect changes in directive and introduce new recommended practises as they become available. It is intended to provide information and instruction for all who enter BTC facilities and participate in activities, to keep them and others safe.

## 1.2 Abbreviations/Acronyms

BTC	Berwick Tennis Club
COVID-19	<u>Coronavirus Disease 2019</u>
PPE	Personal Protective Equipment
RMP	Risk Management Plan
WHS	Work Health and Safety



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

## 2 Definitions

Asymptomatic	A person that is infected with the COVID-19 virus but does not display any symptoms.
COVID-19 symptoms	<p>The most common COVID-19 symptoms reported are:</p> <ul style="list-style-type: none"> <li>• Fever &gt; 37°C</li> <li>• Dry cough</li> <li>• Tiredness</li> <li>• Difficulty breathing or shortness of breath</li> <li>• Sore throat</li> </ul> <p>Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.</p>
Close contact	Having face-to-face contact for more than 15 minutes with someone who has a confirmed case of COVID-19 or sharing a closed space with them for more than two hours.
Vulnerable group	<p>People who are more at risk than others of becoming seriously ill with COVID-19. The people most at risk are:</p> <ul style="list-style-type: none"> <li>• People aged 70 years and over</li> <li>• People aged 65 years and over with chronic medical conditions</li> <li>• People with chronic conditions or compromised immune systems</li> <li>• Aboriginal and Torres Strait Islander people over the age of 50</li> </ul>
Cleaning	Physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.
Disinfecting	<p>Using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can inhibit the ability of disinfectants to kill germs.</p> <p>A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned first.</p>



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

### 3 Assignment of Responsibilities and Authorities

The following table describes the various responsibilities in managing the BTC COVID-19 pandemic plan:

<b>Role</b>	<b>Responsibility</b>
BTC Committee	<ul style="list-style-type: none"><li>• Consult with other committee members on workflow to help decide how to best manage hazards and risks.</li><li>• Implement control measures to remove or reduce risks.</li><li>• Stay up to date with information/directions with Department of Health and Human Services Victoria (<a href="https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update">https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update</a>).</li><li>• Communicate to President and committee status and actions and potential Covid events</li><li>• Place posters around the clubhouse to remind members of good hygiene practises and social distancing.</li><li>• Ensure there's abundant supply of alcohol-based products for cleaning and disinfectants for hard surfaces.</li><li>• PPE</li></ul>
BTC President	<ul style="list-style-type: none"><li>• Communicate the pandemic plan and control measures with club members</li></ul>
BTC Members	<ul style="list-style-type: none"><li>• Must co-operate with the BTC committee in implementing control measures.</li><li>• Take reasonable care for their own health and safety, not adversely affect the health and safety of others.</li><li>• Not play tennis if they are feeling unwell.</li><li>• Must not attend the BTC Club if they are unwell</li></ul>



Document Title

**Berwick Tennis Club COVIDSafe Plan**

## 4 What is COVID-19?

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China. Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

There is evidence that COVID-19 spreads from person to person and is most likely spread from person to person and is most likely spread through:

- close contact with an infectious person
- contact with droplets from an infected person
- touching objects and surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth or face.

### 4.1 Personal Management Strategy

The Victorian government recommends wearing a mask if you can't physically distance, have any symptoms, or if you are with people who may be vulnerable to COVID-19.

Everyone should practice good hygiene to protect against infections.

Hygiene includes:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitiser that contains at least 60 per cent alcohol.
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect high touch surfaces regularly.
- Stay home if you are sick and don't expose others. If you are unwell with flu-like symptoms, do not go outside your property or home, do not go to work, school or shops unless it is essential.



Page:	9 of 22
Version:	16.0

Document Title

**Berwick Tennis Club COVIDSafe Plan**

- Get vaccinated for flu (influenza) when available from April. It is not yet known whether COVID-19 could significantly increase the risks of influenza infection.
- Ensure you have enough supply of any medications being taken by you or your family.
- Stop shaking hands or kissing as a greeting.
- Avoid crowds if possible. If not, keep the time short.
- Maintain social distancing, 1.5 metres apart
- Ensure you are using face coverings that can be disposed of or washed daily. Please ensure that you wear them correctly and that they cover both your nose and your mouth.

**💡 FACT:** The virus has a fatty layer and soap is efficient at dissolving the fat membrane, resulting in an inactive virus. Soap outcompetes the interactions between the virus and the skin surface, and the virus gets detached and falls apart/become inactive.

That's why soap and 20 seconds is important and why soap is better than alcohol-based sanitiser. Alcohol-based sanitiser is better than not washing.



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

## 5 Return to Tennis Checklist

The following checklist details actions to be considered by the BTC to consider when returning to play, to ensure the safety of all participants and the community.

ID	Action	Implementation Outcome	Status/Date
1.1	Has the BTC Committee met to discuss the guidelines under which tennis will be delivered at the club?	Yes <ul style="list-style-type: none"> <li>- Discussed at monthly tennis committee meetings</li> <li>- Documented in meeting minutes</li> <li>- Protocols devised</li> </ul>	Ongoing
1.2	Has the club liaised with the Local Government Authority and/or venue owner to agree on facility use arrangements?	Yes	Completed Date:29/09/2021
1.3	Has the Club Committee assigned roles and responsibilities to committee members, coaches and volunteers to ensure a safe return to tennis for participants?	Junior coaching – Allison Miller, Head Coach, Set 4 Tennis  Social return – BTC committee members/co-ordinators	Ongoing
1.4	Has the Club Committee considered the steps/precautions required should a participant who has used the facility test positive for COVID-19?	Refer section 8 Actions for a suspected or confirmed COVID-19 case	Completed Date: 21/10/2020
	Has the Club Committee considered collecting details of participants for contact tracing purposes or having participants	BTC uses the Vic Services QR Code system and a manual record book.	Completed Date:23/04/2021



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

	download the Federal Government Coronavirus Tracking App?	Previously BTC utilized VisitSafe and prior to that an onsite record book.	BTC registered and QR codes printed, laminated and displayed.
1.5	Has the Club Committee developed a court usage plan to manage the potential demand on facilities – balancing the needs of members, coaching and the community	<p>BTC is open for competition, recreational exercise/social hitting and coaching. Clubrooms are open, refer to section 4 for further details.</p> <p>Junior coaching/competition – Allison Miller, Head Coach, Set 4 Tennis</p> <p>Competition/social hitting return – BTC committee members/co-ordinators</p>	<p>Completed</p> <p>Email sent to members and social media platforms updated.</p> <p>Date: 02/11/2021</p>
1.6	Has the Club Committee updated the venue Risk Register or Risk Management Plan to include pandemic risk?	<p>No – Risk Management plan in progress</p> <p>Pandemic risk details added to this document, refer Table 2 – Pandemic line item to be added to Risk Management Plan</p>	In progress
1.7	Is the club providing a safe environment for children?	Yes	<p>Completed</p> <p>Date: 18 Oct 2020</p>
2.1	<p>Have you developed a communication plan for the Return to Tennis strategy for members, coaching participants and community users</p> <p>Ensure this is clearly communicated to all stakeholder groups to manage expectations</p>	<p>Mode of communication to be via email to all clients.</p> <p>Set 4 Tennis coaching website will be updated.</p> <p>Information to be communicated on social media platforms.</p>	<p>Completed</p> <p>Social Media platform updated.</p> <p>Member email detailing opening and guidelines 22/10/2021</p>



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

2.2	Has the club nominated a COVID-19 officer should members/non-members have any questions regarding COVID-19?	Enquiries: <a href="mailto:enquiries@berwicktc.asn.au">enquiries@berwicktc.asn.au</a> CovidSafe Plan uploaded to the BTC website.	Completed 01 June 2020
3.1	Have you conducted an audit of your facilities to ensure that they are in a safe and playable condition? Is the facility accessible and inclusive for ALL community members?	Yes <ul style="list-style-type: none"> <li>- Nets reinstalled</li> <li>- Gardening schedule re-instated</li> <li>- Cleaning protocol in place (Set 4 Tennis staff)</li> <li>- For coaching: Attendance register established via coaching metrics</li> <li>- For Member hitting: QR Code register established</li> </ul>	Ongoing
3.2	Ensure a thorough clean of the facilities, including, but not exclusively, court gates, court and coaching equipment before returning to play.  You might want to consider putting a cleaning roster in place to ensure the facility remains clean.	BTC clubroom is now open. Refer to section 7 for further details.  Clubrooms <ul style="list-style-type: none"> <li>- Alcohol wipes are used on alarm keypad, door handles, light switches</li> <li>- Disinfectant in the toilet bowls and hospital grade spray to clean toilets, handbasins and kitchen.</li> <li>- Masks are to be worn inside the clubrooms and a density limit of 24 people max is permitted.</li> </ul> Courtside <ul style="list-style-type: none"> <li>- Balls cleaned daily with Glen 20</li> <li>- Ball tubes and buckets cleaned with alcohol wipes or methylated spirit (diluted to 70%) after completion of each lesson.</li> <li>- Drop down lines and cones are being cleaned at daily at the completion of coaching</li> </ul>	Ongoing Updated 22/10/2021  Ongoing



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

3.3	<p>Display COVID-19 hygiene and safe sanitising posters around the venue?</p> <p>If applicable, mark out social distancing (1.5m) crosses on the floor to ensure patrons maintain safe distance</p> <p>If you feel that you need to provide posters in other languages, please see support for translation service to cater for your local community.</p>	<p>Yes</p> <p>Capacity signage no longer required. Mask signage to be displayed at clubrooms.</p>	<p>Completed 23/11/2021</p>
3.4	<p>Have you decided venue operating hours and whether court lighting will be available?</p>	<p>BTC courts are available to members and coaching staff/clients only. Lights available for night play.</p> <p>BTC clubroom is now open.</p>	<p>Completed Date: 02/11/2021</p>
3.5	<p>Where applicable, can you leave doors and gates ajar to minimise contact?</p>	<p>Access gates to courts to be left open during coaching periods. At all other times they are to be locked and only accessible by members who know the lock codes.</p>	<p>Completed Date: 30/09/2021</p>
3.6	<p>Have you thought about best practice for using tennis balls or touching gates and equipment?</p>	<p>Refer ID 3.2</p>	<p>Completed Date: 21/10/2020</p>

## 6 BTC Prevention Steps



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

The BTC is utilizing the Victorian Government QR Code Service.

A laminated QR Code, with instructions, can be found at each entry point/gate at the BTC.

In addition, the BTC will practice good hygiene and undertake the following and/or ensure:

- Clean all surfaces, such as counters, tables, doorknobs, bathroom fixtures, toilets, phones at least once a day wearing disposable gloves
- Clean any surfaces that may have blood, body fluids and/or secretions or excretions on them
- Sanitizer or wipes are available at all points of contact. Soap is provided in the toilets and kitchen.
- Signage re handwasher and hygiene techniques have been posted strategically around the Club, in the kitchen, male and female toilets and in the Clubrooms.
- Regularly remind and encourage everyone, particularly juniors, of the need to wash hands regularly and adopt the other principles of a good hygiene strategy.

For all members onsite, if you feel unwell, even if the symptoms are not common for COVID-19, please report to club committee immediately. For the safety of others, you will be requested to leave the club. In addition, if you are unwell, please do not attend the club.

## **7 General hygiene, PPE usage and cleaning and disinfecting**

Graphic visual representations of good hygiene and social distancing information have been placed around the clubrooms as a reminder to members to practice these key activities to help prevent the spread of the virus.

Good hygienic practices are critical to minimising transmission of the virus. The emphasis here is on hand washing with soap for at least 20 seconds and rinsing off with water.

At the beginning and the end of each day the BTC clubrooms are being cleaned by the Set4Tennis coaching team and or competition coordinators.

- Alcohol wipes are used on alarm keypad, door handles, light switches
- Disinfectant in the toilet bowls and hospital grade spray to clean toilets, handbasins and kitchen.



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

For competition days there is a cleaning protocol and compliance signage forms stuck to the wall in both the canteen and kitchen. These detail cleaning procedures for the clubrooms and the canteen. Note that the canteen is permitted to operate but must do so under hospitality COVID guidelines.

Courtside

- Balls cleaned daily with Glen 20
- Ball tubes and buckets cleaned with alcohol wipes or methylated spirit (diluted to 70%) after completion of each lesson.
- Drop down lines and cones are being cleaned at daily at the completion of coaching
- Gates and locks cleaned daily with Glen 20

## **8 Actions for a suspected or confirmed COVID-19 case**

### **8.1 Member actions**

If you are feeling unwell or are displaying symptoms of COVID-19 infection (e.g. fever and continuous coughing) while onsite at the BTC, you must report to your coach or committee member immediately. Remember to maintain social distancing and avoid contact with other persons. You will be asked to leave the club and advised to see a medical practitioner for medical assessment.

If you are feeling unwell while you're at home, you must not attend the BTC. You should seek a medical assessment if you are displaying symptoms consistent with COVID-19.

You must self-isolate if you are diagnosed with COVID-19 for a minimum period of 14 days. If you have frequented the BTC in the two weeks prior to being diagnosed, you must notify the President of the BTC.

If you are not diagnosed with COVID-19, you must stay home until you have fully recovered from the infection that made you ill in the first instance.

### **8.2 BTC actions**

If a member is unwell or is displaying symptoms of COVID-19 infection whilst at the BTC, you must:



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

1. Isolate the person from other members.
2. Send the member home and refer to a medical practitioner for assessment. Ensure they have appropriate transport. Avoid public transport.
3. If a positive test result is returned, follow the advice of the DHHS.
4. Clean and disinfect the areas where the unwell member and those that had been in close contact with the unwell member, had been, including common areas. Evacuate the common areas for cleaning and disinfecting.
5. Review risk management controls relating to COVID-19 and review whether response process need to change.
6. Communicate and update other members on what is happening.

## 9 Return to Tennis

The directions of the Victorian Government for Victoria together with the guidelines issued by Tennis Victoria <https://www.tennis.com.au/vic/news-and-events/latest-covid-updates-for-victoria> from 19th November 2021, now state for Victoria that:

Competitions and tournaments can return. Tennis as a community sport can return across Victoria for the minimum number required (singles and doubles play permitted) at indoor and outdoor facilities.

### 9.1 PREMISES / VENUES / TENNIS CLUBS

- Unstaffed outdoor tennis court venues, can open for everyone:
  - Vaccination status is not required to be confirmed
  - Venues should ensure that there is appropriate signage for patrons to Check-in
  - A COVID Check-in Marshal is not required
- Staffed venues including indoor centres, or staffed outdoor courts, if they are only open for community sport activity:
  - Vaccination status is not required to be confirmed
  - Venues should ensure that there is appropriate signage for patrons to Check-in
  - A COVID Check-in Marshal is required to confirm people Check-in only however they do not need to check vaccination status



Document Title

**Berwick Tennis Club COVIDSafe Plan**

- If you are opening any premises (indoor – including clubhouses – or outdoor) for purposes other than community sport activities such as food and beverage, retail, events or social functions, gym and club committee meetings;
  - All patrons will need to be fully vaccinated
  - A COVID Check-in Marshal must verify vaccination status.
- Toilets can be open for everyone.
- Spectators are permitted.
- Shared equipment must be cleaned between users.
- At their discretion, some clubs may wish to introduce measures beyond the above guidelines. Tennis Victoria recognises and supports the ability of clubs to do so.
- All venues / clubs should maintain up to date and accessible COVIDSafe plans.

9.1.1 BTC Clubroom Operation

As BTC is an unstaffed venue and only open for the purpose of community sport, there is no requirement for a Covid Marshal, the need to comply with density levels or the need to check vaccination status. There is no need for players and spectators to be fully vaccinated.

Post competition completion and at the discretion of the supervising club member, the club canteen may open for the purpose of selling drinks. This is only permitted provided the following restrictions are adhered to and monitored by a Covid Marshal.

- Only authorised club members to access the canteen area
- Fully vaccinated persons only – proof must be presented
- Subject to density requirements of 1 person per 4 sqm – with a maximum capacity of 24 people
- Where social distancing can not be maintained, masks must be worn
- Canteen area and clubrooms must be cleaned after use

**9.2 EMPLOYERS / BUSINESS OPERATORS / COACHES**

- In addition to the above relating to premises, there is a requirement for employers to ensure all staff working at or in relation to a facility used for sport are either fully vaccinated or partially vaccinated (second dose due before 26 November 2021) as per the [COVID-19 Vaccination Workers](#)



Document Title

**Berwick Tennis Club COVIDSafe Plan**

Directions. This requirement supplements employers’ health and safety obligations and could apply to paid coaching staff and paid administrators.

- Shared equipment must be cleaned between users.
- All businesses are required to have up to date and accessible COVIDSafe plans.

**9.3 PLAYERS / PARTICIPANTS / SPECTATORS**

- Where vaccination status requirements apply, these relate to individuals aged 12 years and 2 months and over.
- Everyone attending a tennis club must continue to Check-in.
- Shared equipment must be cleaned between users.
- Players are encouraged to practice the COVIDSafe principles including maintaining full vaccination status.

**9.4 TOURNAMENTS & EVENTS**

- Tennis Victoria has decided for any Tournaments and Events that we deliver or sanction that all patrons must be fully vaccinated (including participants, spectators, officials and staff). Given the nature of these events we have made this decision in alignment with the Victorian Government Event Settings to protect the health and safety of all those in attendance.

**10 BTC Tennis Play**

**10.1 Social – Day**

As per the current directions, recreational tennis (Book a court / casual court hire), can return for the minimum number required (singles and doubles play permitted).

1. Courts will be available according to the following general guidelines. Please exercise common sense and courteousness during this time. All members have equal rights to use the courts.
2. Coaching will have priority use of the following courts at the days/times shown below:
  - a. Courts 3, 4 and 5  
- Monday to Thursday – 3:30pm to 7:30pm



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

- b. Court 6
  - Monday to Wednesday – 3:30pm to 7:30pm
- c. Court 7
  - Monday – 4:00pm to 5:00pm
- 3. General social play is available for all members on all courts outside the above times.
- 4. The courts will not be available for public hire to ensure that members can have maximum use of the courts.
- 5. If you arrive and the courts are full, please leave and return an hour later.
- 6. Please do not play for more than an hour if courts are full, or two hours otherwise.

### **10.2 Social – Night**

Available any night. Authorised key holder must be present.  
Playing conditions as per 10.1 – Social Day.

### **10.3 Tennis Coaching**

Tennis coaching is now permitted under the current directions of the Vic Government and Tennis Victoria.

Set4Tennis has its own staff manual for COVID-19 protocols and procedures. Each staff member has read the document, is implementing the procedures and has a copy of the document in their coaching folder.

Coaching is being held on courts 3, 4, 5, and 6 in the following formats

- 1:1 Private Lessons
- 1:2 Semi Private Lessons
- Group Lessons with a maximum of 4 students plus coach
- Match Play Sessions
- Casual Coaching

There are 1-4 students maximum per court and they are entering and exiting their coaching court through separate gates. Figure 1 details the entry points for courts. Hand sanitizer is provided on entry and exit to the court and as required during the lesson.

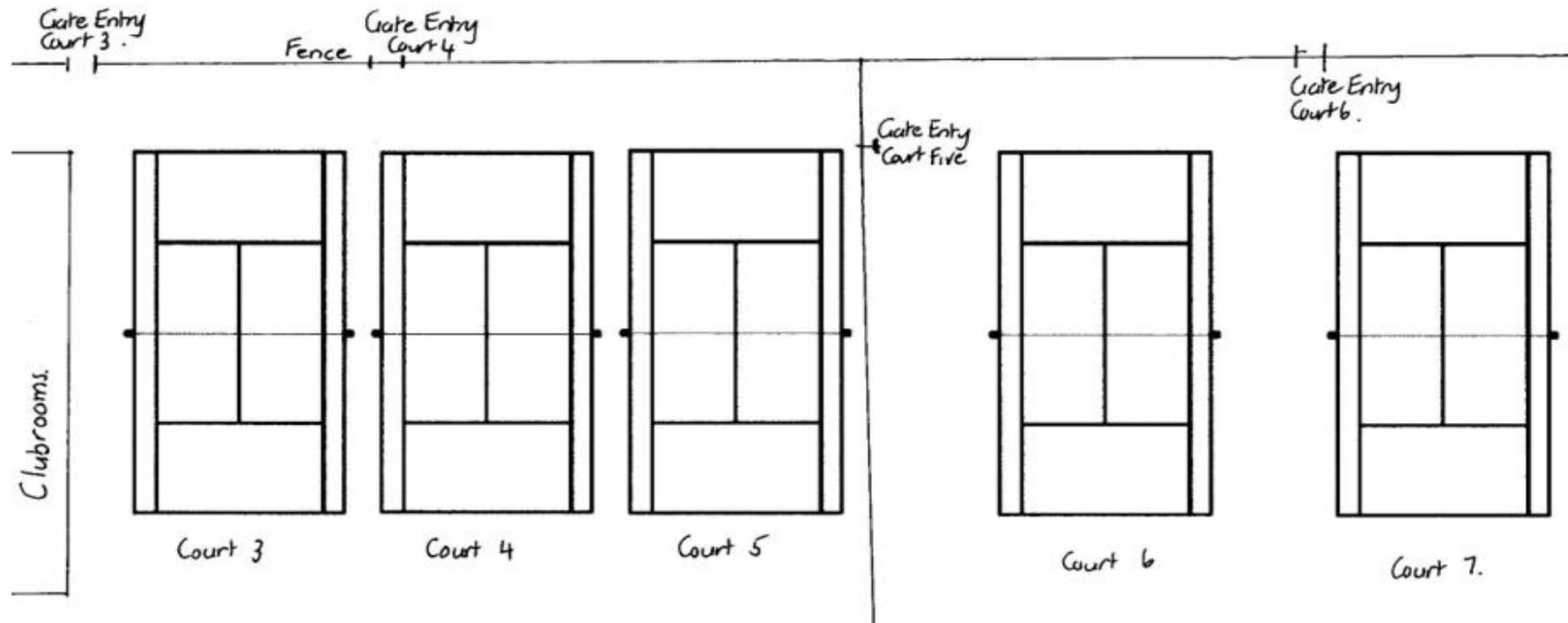


Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

All courtside equipment is cleaned and only coaches are touching the drop down lines and cones. Any shared equipment is being cleaned at the conclusion of every lesson.

Courtside

- Balls cleaned daily with Glen 20
- Ball tubes and buckets cleaned with alcohol wipes or methylated spirit (diluted to 70%) after completion of each lesson.
- Drop down lines and cones are being cleaned at daily at the completion of coaching
- Parents are required to stay in their car or outside the court fence. Current regulations limit the number of people gathering at the BTC.



**Figure 1 Court entry and exit point for tennis coaching**



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

### 10.4 Competition

Competition tennis is now permitted to return. Refer to details in section 9.

### 11 Changes to Guidelines

As changes to guidelines are released, this document will be updated accordingly.

### 12 Risk management - Pandemic

The BTC Risk management plan will be updated to include the risk management of pandemics.

**Table 1 - Tennis Venue Risk Rating Matrix**

Likelihood	Tennis Venue Risk Ranking Matrix				
<i>High</i>	6	7	8	9	10
<i>Significant</i>	5	6	7	8	9
<i>Moderate</i>	4	5	6	7	8
<i>Low</i>	3	4	5	6	7
<i>Negligible</i>	2	3	4	5	6
<b>Consequence</b>	<i>Negligible</i>	<i>Low</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>

**Table 2 – Pandemic line item to be added to Risk Management Plan**

No.	Context				Risk Rating			Existing or new controls	
	Risk Category	Risk Description	Possible Outcomes	Specific Outcomes	Likelihood	Consequence	Rank		
TB D	Pandemic	Operations are impacted by a public pandemic	Prohibition of normal business operations	Closure of clubrooms Closure of tennis	High	Moderate	8	1	Pandemic Plan Clubhouse locked Clubhouse cleaned daily



Document Title	<b>Berwick Tennis Club COVIDSafe Plan</b>
----------------	---

		such at coronavirus, influenza or swine flu	Inability for people to gather in groups Inability to conduct coaching or tennis competitions Inability to travel for non-essential purposes Failure to maintain strict hygiene standards	Closure of coaching						Communication to members via email – protocols and guidelines to follow Communication placed on BTC website & social media platforms Signage placed in clubrooms Soap provided for handwashing at sinks and in toilets.
										2 Coaching - Entry and exit hand sanitizer - Gates left open to prevent touching - Equipment cleaned at the end of each day - Cleaning kit for each court (PPE, cleaning solutions) - Guidelines sent to students/parents - Communication placed on Set4Tennis website & social media platforms
										3 Social distancing - Players must maintain 1.5 m distancing - Signage at the club to advice