

GLOUCESTER DISTRICT TENNIS ASSOCIATION COVID SAFE PLAN

WELLBEING OF STAFF & CUSTOMERS

- **All patrons must comply with the current public health orders.**
- GDTA asks that all patrons please stay at home if you:-
 - Have been in contact with or exposed to anyone with or is being tested for Covid-19 in the past 14 days.
 - Feel unwell or have flu-like symptoms.
 - Been to any designated hot spots.
- It is a condition of entry that patrons comply with all requirements for the use of the clubhouse, courts and common areas.
- Everyone using the clubhouse, courts and common areas must register before entering using the QR Codes located at all entry points to the clubhouse and at the gate for Court 10, or by entering details on the "Record of Visitor Premises" located inside the door entering the net-room in the clubhouse.
- If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf.
- If a person refuses to check in at the premises, GDTA may refuse entry to that person. First GDTA should ensure it is familiar with the exceptions and that the person has been spoken to and their circumstances are understood. (Exceptions include, providing emergency services, if the patron is under 18 years of age and it is not possible to register contact details, to exercise law enforcement, intelligence or national security functions on behalf of a NSW Government or Australian Government agency)
- Signage informing patrons of the use of face masks, hand hygiene, sneeze/cough etiquette, checking in, to get tested and stay at home if unwell, physical distancing, facility capacity and cleaning and sanitising will be displayed at the door entering the net-room in the clubhouse and in the main hall of the clubhouse. Additional copies of these signs will be kept with the GDTA Covid Safe Plan in the clubhouse office.

- Copies of the GDTA Covid Safe Plan will be distributed to all members and will be available on the club's website. Committee members will be informed of updates to the Covid Safe Plan when they arise.
- The GDTA Covid Safe Plan master will be stored in the cupboard in the clubhouse office.
- Regular hall hirers must have their own Covid Safe Plans and be willing to present it to GDTA upon request.
- Doubles competition and social play will be conducted according to the current Public Health Order.
 - Every person aged 16 years or over must be fully vaccinated to participate in tennis activities.
 - COVID-19 Safety Plans are required if over 1000 people attend.
- All members and guests are to provide proof of vaccination when requested by authorised personnel. This includes committee members, competition secretaries and team captains.
- Shaking hands at the end of a match is not permitted. The agreed custom is to tap racquets.

PHYSICAL DISTANCING

- Where possible all patrons must be at least 1.5 metres apart at all times including at points of mixing or queuing, between seated groups and between staff.
- Maximum number people allowed inside the clubhouse is 40.
- Maximum number of people allowed on each court is 8.
- Check in is at the office window only. Only one member of each team is to check in at the office window.
- Gatherings at the clubhouse are to strictly adhere to current Public Health Orders.
- Raffle money is to be collected on court.
- It is a condition of entry that all requirements will be maintained
- Anyone/groups not meeting these requirements will be required to leave.

VENTILATION

- Use outdoor settings wherever possible.

- When the clubhouse is in use, windows are to be opened to allow free flowing air and ventilation.
- If air conditioning is to be used fans are to be aimed at the ceiling or floor. Limit oscillation and turbulence of fans.
- Regularly inspect, maintain and clean heating, ventilation and air condition systems.

HYGIENE AND CLEANING

Hygiene

- Masks must be worn inside the clubhouse at all times.
- Hand washing facilities are provided and must be used.
- Hand sanitiser will be available throughout the clubhouse and on the courts during competition and social play.
- Facility users are encouraged to have and regularly use their own hand sanitiser.
- Hands must be sanitised/washed effectively to enter these facilities, upon entering and leaving toilets, when using the kitchen.

Cleaning

- Cleaners will be employed to clean premises on Wednesday mornings and Friday mornings after competition.
- Cleaners and facility users are to ensure cleaning of door handles, handrails, toilets, kitchen, clubhouse and that rubbish is removed. They are also responsible for keeping the toilets well stocked with hand soap and paper towels.
- Hall hire will be limited to regular hall hirers who must clean the facilities after each of their sessions or a cleaner will be employed and the cost will be added to the hall hire.
- Facility users are responsible to ensure all hygiene measures are maintained.
- A cleaning register will be posted on the outside of both the men's and women's toilets. This is to be filled in whenever the clubhouse is cleaned and must include date, time and name of cleaner.

RECORD KEEPING

- GDTA will use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all volunteers, customers and contractors. If a person does not have a smart phone, then they will be required to enter details on the "Record of Visitor Premises" form.

- Competition secretaries, team captains, coaches and committee members are to ensure that people provide the required contact information by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR Codes will be clearly visible and accessible at all entrances to the premises. If patrons are unable to check in using the QR code, they must use the “Record of Visitor Premises” form.
- The Record of Visitor Premises will be entered into an electronic format such as a spreadsheet. The electronic record must be kept for at least 28 days and provided as soon as possible, but within 4 hours, to NSW Health upon request, 7 days a week.

Completed by Ruth Johnson, Secretary 8th November, 2021