



Covid-19 Safety Plan

Elmdale Tennis Club (184 Holland Avenue, K1Y 0Y5, Ottawa, ON, Canada)

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Developed by: Board of Directors Safety Committee

Approved by: Board of Directors

Consulted with: Staff

Workplace Safety and Insurance Board (WSIB)

Occupational Health and Safety Act (OHSA)

Employment Standards Act (ESA)

Canadian Centre for Occupational Health and Safety (CCOHS)

Ottawa Public Health (OPH)

Purpose

The purpose of this document is to outline our plans to safeguard our employees and visitors to the club from exposure to Covid-19 and minimize the risk of transmission of Covid-19.

Introduction

The Elmdale Tennis Club (ETC) is committed to ensuring the health and safety of its employees and visitors, and considers it the highest priority in the workplace. As an employer, ETC has a responsibility under the *Occupational Health and Safety Act (OHS)* to take every precaution reasonable in the circumstances to protect our employees against Covid-19. This safety plan will provide direction and identify the controls in place to help make the workplace safer for everyone.

This document is available to anyone who asks to see it, at any time, and a hard copy will be available on site for consultation present on the wall above the computer in the office. This safety plan will be regularly reviewed and updated as the Covid-19 situation evolves and changes are made by municipal, regional, provincial, and federal health authorities. When changes are made, an updated version highlighting the changes will be communicated to all employees and replace all other copies.

As mentioned above, ETC will be making this safety plan available to everyone, including:

- All staff (mandatory reading) and members
- Tennis contracted instructors
- External organizations (Ontario Tennis Association, National Capital Tennis Association, City of Ottawa)
- Contractors and suppliers
- Board of Directors

This safety plan does not replace the *OHS* and their regulations nor any other acts in place to protect employees. Its guidance should not be used or considered legal advice. Health and Safety inspectors and Employment Standards Officers apply the law based on the facts in the workplace. ETC continues to follow the Ontario provincial requirements under the *Reopening Ontario Act* and any local public health orders.

Keeping Safe from Covid-19: Communication

- At least once a week, the Manager will review the latest news and updates from Ottawa Public Health and the Eastern Ontario Health Unit, and communicate any relevant information to the rest of the staff members and update this document if necessary.
- The Manager will post this plan, along with updated contact information for the Manager and President and Vice-President of the Board of Directors in the office, and publish a copy of this plan online at www.elmdale.ca.
- The staff member on duty will ask every player if it is their first time at the club this season and provide them with the relevant safety information and directions, and instruct them to wear a mask before entering.
- The Manager will complete the “Pandemic Awareness” and “Pandemic Planning: Reopening for Business” courses offered by the *CCOHS* and watch a City of Ottawa instructional video on the proper use of Personal Protective Equipment (PPE).
- All employees will complete the “Pandemic Planning” course offered by the *CCOHS*.
- All staff will be required to read this document in its entirety and attend a mandatory training session on working at ETC during Covid-19 before the season begins.

Screening for Covid-19

All staff and visitors to the club will be required to fill out a Covid-19 screening form before entering the premises. This form will be available electronically to staff and members through the following link: <https://forms.gle/E9xTQmpldUNziPOz8>

The information they provide will be kept for 30 days.

- All staff and visitors to the club will be required to participate in active screening before entering the premises.
- If a visitor has forgotten to actively screen online or is unable to, a staff member will have a printed screening form and screen them before they enter and remind them to screen in advance of their next visit.
- The screening questions will be based on Ottawa Public Health's Screening Questionnaire.
- Anyone who does not meet the screening requirements will not be permitted to enter the premises.
- Any staff member who must stay home from work based on screening results is required to notify the Manager immediately. The Manager and staff member will be in communication to follow up as required. If the Manager must stay at home they must immediately inform the President and Vice-President of the board, who will be in communication to monitor the status of their return to work.
- The Manager will receive and monitor automated emails every time a staff member completes their self-screening to ensure this requirement is met daily.
- Mandatory signage encouraging scanning for symptoms will be present at the club.

Controlling Risk of Transmission

Identified here are the measures taken related to 5 main ways of controlling the risk of transmission in the workplace: personal protective equipment, physical distancing, cleaning and disinfection, hand hygiene, and air circulation. These are a combination of both engineering controls (physical changes) and administrative controls (policy changes) the club will use.

Personal Protective Equipment

- All staff are required to wear a mask at all times on the premises, except when engaging in strenuous physical labour such as court maintenance, or eating and drinking.
- All visitors are required to wear a mask at all times on the premises, except when in the playing area to engage in physical activity.
- All staff will be provided with disposable 3 ply non-medical masks for use at the beginning of each shift. They may decide to wear a mask of their own and this is acceptable.
- All staff will have access to additional PPE such as protective eyewear, face shields, and gloves. Use of this equipment is recommended, but not mandatory.
- Mandatory signage regarding the use of masks on site will be present at the club.

Physical Distancing

- There will be a limit of 12 players at the club at any given time, spread out over 6 courts, with a maximum of 2 players per court to allow for 3 meters of physical distancing.
- Only singles play will be permitted, no doubles will be allowed.
- Advance booking of a court is required to enter the premises.
- No instructional classes will be offered to the membership.
- The clubhouse will be closed for use. Only staff members have access to the clubhouse and those who have requested to use the washroom in advance.
- Plexiglass barriers have been installed at the edge of the deck closest to the Holland entrance to check visitors in once the club is allowed to have visitors wait inside, as it is the point of closest contact.
- All nets at the club will have a sign posted on them that instructs players not to touch the net.
- Staff will be separated from visitors on the deck with a space to use and work for themselves.
- 2 meter social distancing spots have been measured out and put on the part of the deck separate to staff for when visitors are permitted onto the premises.
- An additional net has been added between courts 1/2, 2/3, and 5/6 to partition the courts.
- Arrows have been spray painted on the ground to direct visitors in and out of the facility.
- To avoid congregation and a congested flow of people, court bookings have been staggered so that 3 courts book on the hour, and 3 courts on the half hour.
- Visitors will be instructed to arrive no earlier than 10 minutes from their booking time.
- Visitors will be required to remain outside the club until they are invited in by a steward.
- Mandatory signage indicating social distancing guidelines of 2 meters will be present at the club.

Cleaning and Disinfection

- All commonly used areas by staff will be sanitized with provided sanitizing wipes or spray before a change in shift which includes but is not limited to - table area, office supplies, iPad, keys, and court maintenance supplies.
- All alcohol and canteen services are suspended.
- A checklist for staff and tennis instructors will be available to follow to ensure they sanitize all the necessary surfaces they have used before they leave.
- There will be no access to the clubhouse including washrooms, changerooms, and showers for visitors. For staff and members given permission to use the washroom, cleaning supplies (disinfecting wipes) will be provided to sanitize the area when they are finished using it.
- The Manager will ensure all of the cleaning products used are in compliance with Health Canada and effective against the spread of Covid-19.
- The club will remain well stocked with basic cleaning supplies.

Hand Hygiene

- Hand sanitizer will be constantly available to staff in their work area on the deck and around the club.
- Hand sanitizing stations will be present at the entrance and exit to the club with appropriate signage to encourage consistent good hand hygiene.
- Staff will have access to a sink to thoroughly clean their hands with water and soap if hand sanitizer is not sufficient.

Air Circulation

- Staff will be working outside the majority of time and will take their breaks and eat outside as well.
- When someone needs to use the washroom in an exceptional circumstance, only one person will be present in the clubhouse at a time.
- If staff will be accessing the clubhouse during their shift, they may open the main doors and the sliding door to maximize air flow in and out of the building, though these areas remain off limits to visitors.

Possible case or suspected exposure to Covid-19

Elmdale TC's priority above all else is to ensure the health and safety of everyone who enters the premises. Measures are outlined below in the event an employee or visitor becomes ill while working or playing to ensure the possible risks are actioned as quickly as possible and that all of the employees, members, and visitors can operate safely. The Telehealth Ontario number, Ottawa Public Health Covid-19 Information Line, emergency and non emergency contact numbers will be listed with this document in the office, along with emergency contact information for the Manager, and contact information for the President and Vice-President of the Board of Directors.

If an ETC employee begins to feel ill or display Covid-19 symptoms while they are not at work they are NOT to present themselves for their shift, remain absent from the workplace, and contact the Manager immediately.

If an ETC employee begins to feel ill or display Covid-19 symptoms while at work they are to:

1. Immediately contact the Manager and inform them of the situation and isolate themselves from the public and coworkers and if possible, return home.
2. The employee will be required to go home as soon as possible, and is advised to follow the advice of local public health authorities and seek advice from a family doctor, Telehealth, or another medical professional and review the recommendations of Ottawa Public Health.
3. If the employee begins to experience symptoms that require emergency assistance, they should dial 9-1-1.

Important notes:

- The Manager will follow up with the employee and remain in constant communication with them regarding their ability to return to work.
- The Manager will work with the employee to cover all shifts arising from their absence. The employee may be required to complete public health tools and assessments to ensure it is safe for the employee to return to work.
- While it is the choice of the employee whether or not to be tested for Covid-19 it is strongly recommended if the patient is displaying symptoms of the virus, they seek a test as soon as possible and isolate until they receive the results from that test.
- ETC may require the employee to remain absent from work as per public health guidelines due to concerns regarding an infectious disease.
- If the employee chooses not to be tested yet has symptoms associated with an infectious disease, the employee may be required to remain absent until all symptoms are not present for at least 72 hours up to 14 days as per public health guidelines.

- It is strongly recommended that if the employee is concerned about an infectious disease that they seek further medical investigation, supervision, or treatment related to the designated infectious disease per public health guidelines.
- If the employee decides to be tested for Covid-19 (a contagious disease), they must communicate this to the Manager and confirm the date of their test.
- As testing positive for Covid-19 confirms you are/were infected with a contagious disease under the *Canadian Labour Code*, this constitutes a workplace hazard and the employee must inform the Manager immediately so they may take appropriate action.

If an ETC member or visitor feels ill or displays Covid-19 symptoms while at the club:

1. Staff will ask them to leave the premises as soon as possible and follow the advice of local public health authorities.
2. If these symptoms are life threatening, call 9-1-1. If the individual requires first aid, staff should change their mask for a new one, put on protective eyewear, a face shield, and gloves before they provide any treatment to the individual.

If an ETC employee tests positive for Covid-19 outside of the workplace, they are NOT to present themselves for their shift, remain absent from the workplace, and contact the Manager immediately.

Ottawa Public Health will provide guidance and conduct follow up with the staff member that tested positive and potentially ETC. Upon confirmation of a positive case ETC will immediately send out a communication to anyone who was in contact with the positive case, and depending on the risk of the positive case ETC may inform all active members. They will initiate this communication after consulting with Ottawa Public Health.

Ottawa Public Health is informed of positive test results of an individual and when that individual would have been able to spread the virus to others (period of communicability). OPH would likely contact Elmdale TC to ensure the workplace is notified and request information on the close contacts of the positive case. Information can include shifts or booking dates, member information, and other staff that were on site at the time. ETC will comply with all directions and guidance from OPH authorities regarding the positive test, and will provide all relevant information for contact tracing.

If a visitor to ETC tests positive for Covid-19, Elmdale TC will follow the advice of Ottawa Public Health in adjusting its operations and provide all of its screening and contact tracing information to Ottawa Public Health if they request it.

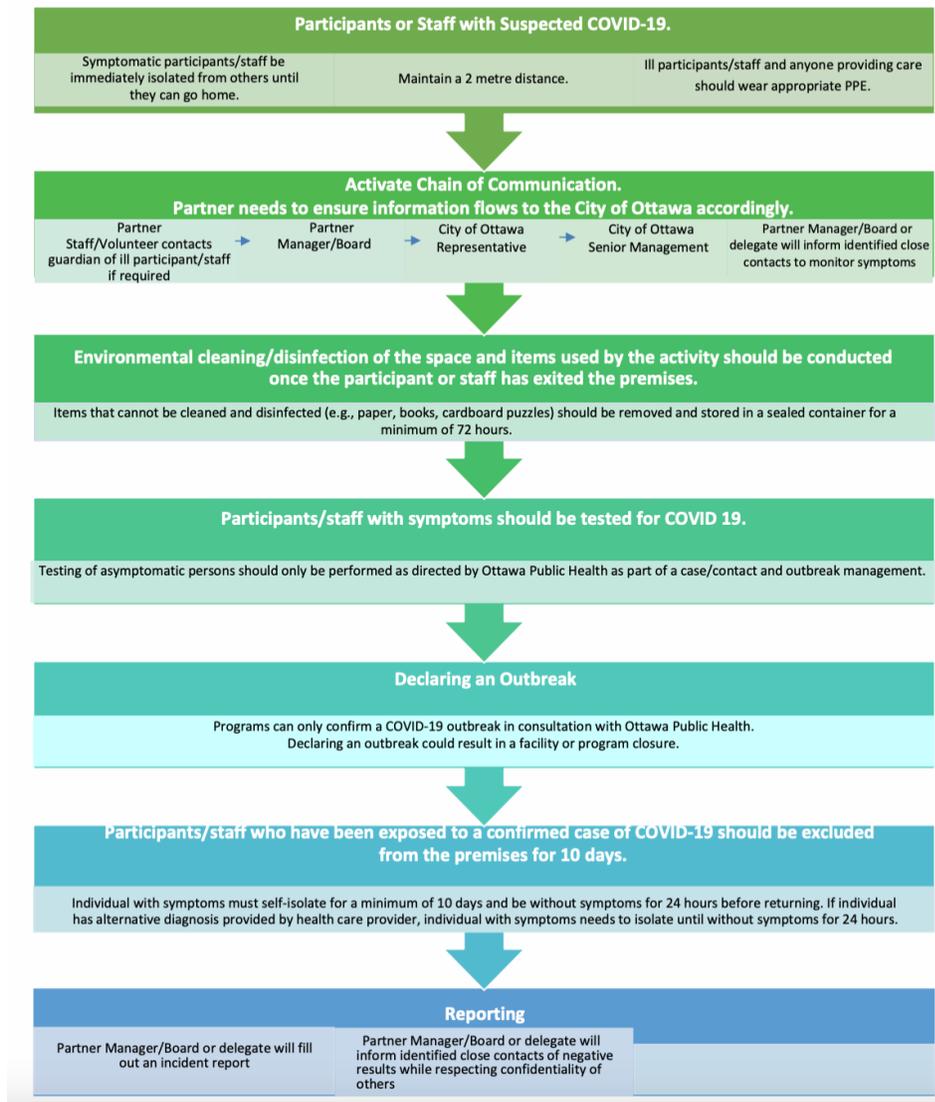
If a staff member or visitor to the club tests positive for Covid-19, ETC may alter its operations, cease operations for a fixed period of time, or cease operations indefinitely until they are able to consult with Ottawa Public Health and make an informed decision regarding how to continue operating.

The name of the staff member or visitor to Elmdale that tested positive for Covid-19 will not be identified at any time to protect their confidentiality, and contact tracing using their personal information will be conducted only by Ottawa Public Health.

A Covid-19 outbreak at the club (two positive cases or more) will be determined by Ottawa Public Health. ETC will be as transparent as possible informing all staff and participants regarding Covid-19 information so each individual can make independent decisions based on their own personal situation and risk level.

The following chart can be consulted for information regarding how a positive Covid-19 test or outbreak is processed through the workspace and Ottawa Public Health.

Outbreak Flow Chart for Partners operating within City facilities



Enforcement

Daily enforcement of the health and safety measures will be done by staff working on shift, and the Manager if they are present. All visitors to ETC must adhere to these measures at all times.

Exceptions to these rules, primarily the required wearing of a mask, will only be made in a few circumstances. An individual does not have to wear a mask on the premises if the individual:

- is a child under two years of age
- has a medical condition that inhibits their ability to wear a face covering
- are unable to put on or remove their face covering without help from someone else
- are receiving accommodations under the *Access for Ontarians with Disabilities Act* or *Human Rights Code*

As outlined above, all individuals MUST put on a face mask capable of covering the ridge of their nose and chin before entering the premises. For visitors to the club, this face mask may only be removed in the playing area to engage in sport activities, and must be put back on before exiting the playing area. Staff may remove their mask to perform physically strenuous labour, particularly court maintenance, as required to eat and drink, or if they step outside the premises for a break. Masks may also be removed as necessary in the event of acute health and safety concerns, such as a medical emergency.

If an individual requires an accommodation for any of the guidelines listed in this document, they should get in touch with the club by emailing info@elmdale.ca in advance of their visit, so that ETC may make appropriate accommodations for them to visit the club.

All visitors to the club must comply completely with the guidelines laid out in this document and in the Covid-19 agreement agreed to before playing for the first time at the club.

Any issues of non-compliance will be escalated by staff to the Manager and by the Manager to the Board of Directors so that appropriate action can be taken. Staff may deny entry to any individual or request that an individual leave the premises if they are not in compliance with these rules. The Manager and Board of Directors will be contacted to assist if any customer relations issues arise due to non-compliance.

Elmdale Tennis Club will not tolerate physical, verbal, or psychological abuse towards staff or other visitors to the club.

How do we know our plan is working?

To ensure our staff and visitors to the club are safe it is essential Elmdale TC consistently reviews and updates this safety plan and the measures it contains to make sure it is successful.

Here is what we are doing to ensure the success of this plan:

- This plan will be sent to Ottawa Public Health for review and acceptance before the club opens
- This plan is required reading for all staff before they begin work
- Staff will be consulted on a regular basis to provide input on the what they are observing in the practical implementation of this plan and in the workplace, and relay feedback from the membership
- Staff may contact the Manager at any time to discuss these measures in more detail
- Members and visitors to the club may also contact the club via phone at 613-729-3644 or email info@elmdale.ca for more information regarding these measures
- This plan will be made public and available to anyone who wants to see it
- This plan will be reviewed every time the Government of Ontario changes its lockdown status or announces new public health measures
- An update on Covid-19 safety at the club will be provided at every monthly Board meeting
- All members will be required to sign a Covid-19 agreement prior to playing at the club for the first time which outlines the rules they must follow on the premises

To remain safe in a changing environment it is importantly that Elmdale consistently look for and identify any new challenges that may arise which put our employees or visitors at risk. The Manager will stay abreast of current developments related to Covid-19 in the neighbourhood, municipality, and region and with the assistance of the Board of Directors, adjust the plan. Every time the plan is updated, the changes will be communicated to staff, the updated version will replace the old version electronically, and a new plan will be printed to have in the office.

Summary of Plan

Covid-19 is an evolving situation, and changes to regulations from municipal, regional, provincial, and federal health authorities are constant and often abrupt. Elmdale TC will remain actively engaged with the City of Ottawa to ensure we are in compliance with all of the applicable regulations, and we will go above and beyond to ensure everyone's health and safety at Elmdale in 2021.

Here is a snapshot of what we are doing:

- providing additional training to staff regarding working during Covid-19
- keeping up to date on public health instructions
- active screening requirements required from all staff and visitors prior to entrance
- advanced booking of courts required
- maximum of 12 players on the premises spread across 6 courts
- all staff and visitors are required to wear a mask on the premises
- 2 meters of social distancing practiced at all times
- required and recommended signage present at the club
- disinfecting protocols for high contact areas
- hand sanitizing stations for staff and visitors
- flexible work policy to accommodate staff who may be feeling ill or need to remain home
- seek feedback on the implementation of these measures from staff and members
- periodic reviews of this safety plan

We know everyone is returning to Elmdale excited to play on the courts, and we are excited to welcome everyone to the club with all of these health and safety measures in place. Please note this document is not an exhaustive list of the health and safety measures Elmdale TC will implement, and other measures may be taken in addition to those listed. If you have any questions or concerns regarding this safety plan please email info@elmdale.ca.

For more information please visit www.ottawapublichealth.ca or call 613-580-6744 to speak to Ottawa Public Health directly about any concerns related to Covid-19.

You can also visit some of the resources provided below for additional information on Covid-19:

Ontario Tennis Association Advisory Messages

<https://www.tennisontario.com/pages/advisory-on-covid-19>

Ottawa Public Health

<https://www.ottawapublichealth.ca/en/index.aspx>

Public Health Ontario

<https://www.publichealthontario.ca/>

Ontario Public Health Covid-19 Page

<https://covid-19.ontario.ca/>

Public Health Agency of Canada

<https://www.phac-aspc.gc.ca/>

Canadian Centre for Occupational Health and Safety - Covid-19 Health and Safety Resources

<https://www.ccohs.ca/products/publications/covid19-tool-kit/>