

## **IMPORTANT INFORMATION**

### **HSC COVID SECURE PLAN**

**The HSC Committee understands how important the club is to its members and the wider community. The COVID Secure plan is a summary of all the measures introduced and our expectations of all members, staff and visitors to enable a**

**safe, phased opening approach of the facility**

**Could we please ask for patience and understanding, together with trying to remain respectful at all times We are all in this together!**

**There are over 50 pages of UK Govt guidelines and 21 pages of England Squash guidance that we have had to follow**

**Monitoring of all measures will be under constant review and could be relaxed or strengthened at any point, in line with guidance from the UK Govt and England Squash**

It is the personal responsibility of all members and visitors to take all reasonable steps to ensure that they are not infectious before they come into the Club.

Attendance at the Club will be based upon self-declaration that you are **fit and well**. To do so you must have no symptoms (e.g. fever, sore throat, cough, cold, runny nose [non- allergen], sneezing [non-allergen], loss of taste and sense of smell or abdominal symptoms, anything unusual):

In the past people have played squash/racketball when suffering a cough or mild cold – this is now to be **discouraged**, please cancel your court and stay at home if you have symptoms and please follow the UK Govt 14 day isolation guidance

*All the HSC measures above are subject to change based on a Risk Assessment, England Squash Guidance and UK Government Guidance*

## **Other changes at the club**

### **Contact Register**

- We are obliged to keep a record for 21 days of the name, address, phone number date and time of entry/exit of everyone who enters the building.

- **Non compliance will result in NO ENTRY.**

- This will also include the Power Lifting Facility members.
- Reason for this. To be used in the case of a local outbreak by the Track and Trace Unit
- We will also use this register for all members to declare that to their knowledge they are free from infection of COVID19 on entry that day

### **COVID-19 Officer**

- The club has had to appoint a COVID-19 Officer
- The role is to support the club in risk assessment and continual monitoring of all measures and expectations thus enabling the safety of all in the facility

### **Confirmed COVID-19 case in the club**

- Club will close while track and tracing is completed. The club will follow all UK Govt and England Squash guidelines

### **Sanitisation**

- Must wash hands (or sanitise) on entering the club and then regularly throughout your time in the club
- Where any paperwork is going to be handled and transferred between people then wash hands prior to, and immediately after
- Sanitiser/cleaning stations placed in all areas around the club
- Cleaning done at the club for common touch points throughout the day
- To help prevent spread of any virus **YOU** must wipe the common touch points of work equipment and touch points after use. Examples: Court door handles, pens. Sanitising/cleaning stations are in all areas where equipment is used.

- **No hand shaking, sorry!!**

### **Movement at the Club**

- Follow the “Access” system in place for the Squash Club, **but in the event of**

***an emergency evacuation please use the nearest fire exit***, but at the assembly point please respect a 2 metre social distance

- 2 metre social distance rule applies as you walk in and around the club where possible
- Specified Contact Register at the entrance to the club. Max 1 person to register at a time, unless from the same household.
- The register **must** be completed every time you visit the club

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- The COVID Secure Plan and Risk Assessment will be available to read at the register point
- Follow the access system in place, watch out for arrows and boxes on the floor
- Common courtesy applies on the stairway and for the corridor to the Court 1 and Male WC facilities. Max 1 in these areas, please stand back and wait for a fellow member to pass through.
- Talking face to face to fellow members and staff must be done at least 2 metres apart, if this cannot be done then please wear a face covering or implement other mitigations
- Have doors and windows open when possible

### **Welfare Facilities and Changing Rooms>Showers**

- Rules for numbers allowed in the welfare facilities (toilets) at any one time. Gents WC= 1 max with one other waiting in the changing room Ladies WC = 1 max with one other waiting in the changing room
- No personal belongings to be left in the changing rooms
- Any belongings left will go in a large bin and will be disposed of at the end of each week
- In Phase 1 of re-opening the changing rooms cannot be used for their intended purpose- (changing/taking a shower)
- In Phase 1, turn up to the club ready to play, with all belongings taken on court
- Do not use toilet facilities to re fill drinks bottles and

- Remove all personal 'waste' (empty water bottles, wrappers etc to be taken home)

### **Cleaning of facility**

- Common touch points cleaned hourly when facility is staffed
- General cleaning to be completed each morning if facility been used the day before
- Cleaning checklist used by the cleaner/s
- Cleaning schedule visible for all members to view
- The Club will follow specific cleaning guidance from the UK Govt for a COVID19 confirmed case that has been in the facility
- Members need to wipe court door handles, coin machine and any WC handles when facility is not staffed

### **PPE**

- Any used face coverings or disposable gloves should be double bagged on disposal ie place inside a plastic bag before putting into a waste bin at the club.
- Bags are available from the bar
- The club will provide members of staff with PPE (face coverings and gloves) on request

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### **Training**

- All staff to be trained on use of cleaning checklist and schedule
- All bar staff to be trained for COVID-19 protocols

### **Courts**

- Staggered court times to avoid congestion
- Daytime courts blocked out for cleaning in first phase

- Rules for the numbers allowed on court at any one time – phased approach with separate instructions from England Squash
- All personal items (car keys/phone/wallet/towel) and belongings must go on court with you
- Must arrive on site ready to play, phase 1
- “Comeback sessions” planned
- No showers or use of changing room, phase 1
- No hand shaking or wiping hands on the walls
- To reduce sweat droplets members should use sweatbands, have a towel to hand or regularly change shirt on court
- Clean the ball regularly when on court and before leaving the court
- Very important, especially when there isn’t a staff member on site to use the cleaning station on/off court to wipe door handles, balls, coin machine
- No sharing or hiring of equipment

### **Coaching from Bar area**

- A club coach can stand at a window
- A member can access the bar with coach at the window, mitigation being that the coach is looking onto the court
- Coach must move away from the access corridor if in a discussion with a member in the bar area

### **Power Lifting Facility**

- Entrance to the Power Lifting Facility is to the rear of the building
- Separate Contact Register to be used for Power Lifters, but will be stored for 21 days with the Squash Club register
- Hand Sanitiser in Power Lifting Facility
- Internal door is only to be used for access to WC’s by Power Lifters

### **Bar/Kitchen/Bar Area**

- Glasses not to be refilled, clean, fresh glass each

time

- Plastic glasses may be used
- Empty glasses/bottles/cans to be left on the table for bar staff to collect
- No standing at the bar, other than to place a drinks order or make a payment, max 1

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- No mobile phone charging in bar/kitchen area
- No use of microwave and gas cooker
- No personal belongings of members to be kept on the bar or in the kitchen (box provided for staff belongings, which is to be cleaned)
- Personal items left in the bar area will be placed in the black bin in the corridor downstairs, these items will be disposed of on a weekly basis
- Card payments only (contactless where possible) - no cash
- Bar staff have own area to stand in when taking an order or payment being made
- No use of cloth tea towels- paper towels only
- Clean down required between bar shifts
- Staff to wash hands before and after receipt of new stock
- Only bar staff to make a hot drink
- No unsupervised children
- Volume levels for TV's to be strictly monitored.

### **Treatment Room**

- Physiotherapy and Sports Therapy and Rehabilitation personnel only with one respective client (&parent) max 3 in the room
- Both professionals to follow their respective COVID codes of practice from their governing bodies
- HSC will expect to have full clean downs in between clients and before room is vacated

### **Function Room**

- Not open in the phase 1 of re-opening
- Only to be used for access to fire exit

### **Club Shop**

- Access to Martin Wells only
- Stock to be bought as seen (no trying on)

### **Law Enforcement**

- Police and local authorities have powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action (possible closure)
- ELDC will carry out inspections on receipt of complaints by users of the club

### **Feedback**

- Feedback is encouraged, please speak to Martin Wells or a committee member

**The Club Members should be reassured that all Members of Staff at HSC should lead by example. This is a most unusual situation and one in which we all need to play our part to**

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**make our treasured Club a safe environment for Squash and Racketball together with the social catch up afterwards.**

**Could we please ask members to respect other people opinions and feelings.**

***If you have any concerns about the behaviours of anyone at the Club or are feeling anxious in any way, shape or form, then please speak to Martin Wells or a member of the committee: Stuart Greenfield, Dot Payne, Heather Freeman, Kim Bark, Dean Wilkinson, Margaret Dawson or Lynne Hannam (also COVID-19 Officer for the club)***

### **Max capacity at any one time- Phase 1**

**Max capacity at any one time-Phase 2** Front lobby area 1 Gents loo- urinal/cubicle 1 Ladies loo- cubicle 1 Gents changing room (waiting area for loo)

1 signage required for waiting seat!! Ladies changing room (waiting area for loo)

1 signage required for waiting seat!! Corridor to court 1 and gents facilities 1 courtesy approach and

signage required Internal stairway 1 courtesy approach and

signage required- waiting area at top and bottom of stairs Kitchen area 1 Behind Bar 1 At bar 1



Ordering a drink or making a  
payment Upstairs Seating area- drinking Max 7 - at tables (2 people x 3  
tables) sofa x 1 person *Could have more if from same household, as long as 2m distance between households*  
Spectator area- courts 0 in phase 1 Treatment Room 2 (3 parent)  
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Guidance and UK Government Guidance*  
Function room (family room) 0 in phase 1



*Guidance and UK Government Guidance*