

Oak Bay Parks, Recreation and Culture

COVID-19 Tennis Handbook

Private/Group Lessons and Summer Camps

Updated June 15, 2020



Introduction

This handbook was created to inform families about the policies and procedures in place to prevent the transmission of COVID-19 and maintain a safe and healthy environment for all children, families, and staff during the COVID-19 pandemic. This handbook identifies infection prevention strategies and practices implemented to control the spread of COVID-19 in Recreation Oak Bay's Tennis spaces.

The information outlined in this handbook is informed by the Tennis Canada, Tennis BC, the Provincial Health Officer, Island Health, and the District of Oak Bay's Emergency Operations Centre. This information is subject to change based upon direction and guidance from the Provincial and Island Health Authorities and the District of Oak Bay Emergency Operations Centre.

Resources

The following resources are available to inform families and caregivers about guidelines and necessary protocols in place from the Province of British Columbia:

BC COVID-19 Self-Assessment Tool:

<https://bc.thrive.health/covid19/en>

BC COVID-19 Tennis Canada Guidance for Tennis Return:

<https://www.tenniscanada.com/tennis-canada-issues-its-recommendations-for-a-progressive-return-to-playing-tennis/>

BC Centre for Disease Control:

<http://covid-19.bccdc.ca/>

BC Cleaning and Disinfectant for Public Settings:

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

Oak Bay Parks, Recreation and Culture COVID-19 Safety Plan

Tennis

General

- All access to the indoor tennis courts will be done on reservation/pre-registration system accessible by phone or online only to minimize contact with employees at the Reception desks.
- Patron screening will occur prior to entry into the facility space. Patrons are to be asked to remain home and/or leave the facility if they answer positively to questions regarding the presence of symptoms related to COVID-19, exposure to others with symptoms or having traveled in the last 14 days.
- Signage will be posted at the entrance to all facility and program spaces regarding COVID-19 safety precautions.

Group Sizes and Physical Distancing:

- For Tennis Lessons, participation or registration numbers are required to be no greater than one coach to four student ratio to ensure physical distancing can be maintained on a court.
- Class sizes will be reduced in order to ensure physical distancing.
- Program activities will be planned in a way that minimizes large group interactions.
 - Small group activities will be utilized along with individually focused activities to minimize contact between participants in program.
- Games and activities that encourage individual or small group play, or activities where students can be 2 metres apart, will be implemented.
- Programs will maintain physical distancing measures by ensuring that program spaces correspond with the space provisions required for the number of students in the program.
- Direct physical contact with students will be limited and students will be directed to adhere to physical distancing requirements.
- Coaches/instructors will direct children where to sit during snack and lunch times to ensure that physical distancing requirements will be met.

Program Spaces and Equipment Usage:

- Programs will utilize outdoor spaces as often as possible. This will include snack and lunch times, as well as other learning based or physical literacy activities.
 - Staff will encourage use of sunscreen, drinking water, and taking shade breaks.
 - Tents will be available, where possible, and staff will seek out areas with ample shade.
- Players must identify and mark their own balls for play. Otherwise, staff will be the only individuals allowed to touch the designated coaching tennis balls.
- Equipment should not be shared among participants. Each participant will have their own racquets and other necessary equipment for use.
- Players must use their racquet to roll the balls to the other end of the court where the coach will pick them up.
- Staff will wash hands for at least 20 seconds with soap and water after each session. Staff will use hand sanitizer after handling/touching the tennis balls or any other equipment.

- Handwashing or sanitization will be encouraged before and after play and when entering the tennis courts.
- Participants will be encouraged to bring and use their own hand sanitizer. Participants will also be encouraged to bring their own sanitization wipes to clean their own racquets.
- Staff will be equipped with hand sanitizer for times when hand washing with soap and water is unavailable.
 - If hand sanitizer is used, children will be monitored in its use.
- Hand washing routines will be implemented in all lesson plans and activities.
 - Regular hand washing routines and reminders will be established such as handwashing before and after all activities and/or after touching any equipment.
 - Please see Appendix B: More Information on When to Perform Hand Hygiene.
- Washrooms are available onsite with use restricted to 2 people at a time unless otherwise posted.
- The water fountains and water bottle filling stations will be available for use and will be sanitized at least twice per day.

Cleaning and Disinfecting:

- Program spaces and equipment will be cleaned and disinfected in accordance with the BC Centre for Disease Control *Cleaning and Disinfecting Guidelines*.
- General cleaning and disinfecting of spaces will occur, at minimum, twice per day.
- Frequently touched surfaces such as door handles, net posts, rotating doors to the bubble and teaching aids will be cleaned and sanitized after each major usage such as after the start of the programs when all camp participants have entered the tennis facility.
- Garbage cans, recycling bins, and compost containers will be cleaned once per day.
- Handwashing or sanitization will be encouraged before and after play and when entering the tennis courts.

COVID-19 Illness Protocols:

- Information will be provided to patrons regarding self-assessment for COVID-19 symptoms prior to attending the facility for a program or lesson. Patron screening will occur prior to entry into the facility space. Patrons are to be asked to remain home and/or leave the facility if they answer positively to questions regarding the presence of symptoms related to COVID-19, exposure to others with symptoms or having traveled in the last 14 days
- If a participant develops symptoms while in the tennis spaces, staff will follow the strict protocols in place to ask player to leave or to inform families that their child is unwell and needs to be picked up from the program immediately.
- All tennis spaces will be equipped with signage to remind all players and staff of symptoms to look for, procedures for physical distancing and hand washing requirements.
- All staff, parents, caregivers, and children who are displaying symptoms of COVID-19, or who travelled outside of Canada in the last 14 days, or who were identified by Public Health Officials as a close contact of a confirmed case must stay home and self-isolate.
- Parents/Guardians must assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to the tennis lesson.
- Staff will assess themselves daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory diseases prior to working and will stay home if they are ill.

Lessons:

- Participants must wait outside the tennis facility, ensuring the correct physical distancing measures from other participants also waiting, prior to their lesson. Staff will signal to the players when it is safe and acceptable to enter the court area.
- Patron screening will occur prior to entry into the facility space. Patrons are to be asked to remain home and/or leave the facility if they answer positively to questions regarding the presence of symptoms related to COVID-19, exposure to others with symptoms or having traveled in the last 14 days.
- Patrons must remain 6 feet or 2 metres away from their coach at all times.

Camp and Program Drop-off and Pick-up:

- Drop-off and pick-up will occur outside of all tennis areas.
- Sign in and sign out tables will be located outside of all program areas to minimize any additional people within the program spaces.
- For camps, staff will sign the child in and out of the program, to avoid multiple people touching the attendance sheets.
- Patron-waiting spots and line ups will be delineated to ensure physical distancing requirements are met.
- Children will wash hands before entering or exiting the tennis area.
- Parents and caregivers will be asked to confirm that their child does not have any symptoms related to the common cold, COVID-19, or other respiratory diseases.

Food/Snacks in Program:

- Coaches/instructors will direct children where to sit to ensure physical distancing requirements are met during snack and lunch times.
- There will be no sharing of food, utensils, water bottles or other supplies between participants and/or coaches during these times.
- All participants will be instructed to wash or sanitize their hands before and after snack and lunch times.

Cleaning and Disinfecting:

- Program spaces and equipment will be cleaned and disinfected in accordance with the BC Centre for Disease Control *Cleaning and Disinfecting Guidelines*.
- General cleaning and disinfecting of spaces will occur, at minimum, once a day.
- Frequently touched surfaces such as door handles, net posts, rotating doors to the bubble and teaching aids will be cleaned and sanitized frequently after use.
- Garbage cans, recycling bins, and compost containers will be cleaned daily.

COVID-19 Illness Protocols:

- Staff will provide players with an up-to-date sick policy to assist with checking for symptoms before arriving at the tennis lesson.
- If a player develops symptoms while in the tennis spaces, staff will follow the strict protocols in place to ask player to leave or to inform families that their child is unwell and needs to be picked up from the program.
- All tennis spaces will be equipped with signage to remind all players and staff of symptoms to look for, the sick policy, and hand washing requirements.
- All staff, parents, caregivers, and children who are displaying symptoms of COVID-19, or who travelled outside of Canada in the last 14 days, or who were identified by Public Health Officials as a close contact of a confirmed case must stay home and self-isolate.
- Parents/Guardians must assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to the tennis lesson.
 - A child may still receive care if another person in their home has symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases, as long as they remain asymptomatic.
- Staff will assess themselves daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory diseases prior to working and will stay home if they are ill.
- Please refer to Appendix A: Protocol for Child or Staff with Symptoms of COVID-19 for more information.

Lessons:

- Players must wait outside the tennis facility, ensuring the correct physical distancing measures from other players waiting, prior to their lesson. Staff will signal to the players when it is okay to enter the court area.

Drop-off and Pick-up:

- Drop-off and pick-up will occur outside of all tennis areas.
- Sign in and sign out tables will be located outside of all program areas to minimize any additional people within the program spaces.
- For camps, staff will sign the child in and out of the program, to avoid multiple people touching the attendance sheets.
- Children will wash hands before entering or exiting the tennis area.
- Parents and caregivers will be asked to confirm that their child does not have any symptoms related to the common cold, COVID-19, or other respiratory diseases.

Food/Snacks in Program:

- Players will eat snacks and lunch maintaining the correct physical distancing measures from other players.
- No sharing of water bottles

Appendix A: Protocol for Child or Staff with Symptoms of COVID-19 for more information.

Typical Symptoms of COVID-19:

As per the BC Centre for Disease Control, people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This is not an exhaustive list of symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Additional information is available from the BC Centre for Disease Control at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

If a child develops symptoms at home:

Parents or caregivers must keep their child at home for a minimum of 10 days from the onset of symptoms and until symptoms resolve, whichever is longer.

If a child develops symptoms at the centre, staff will take the following steps:

1. Identify a staff member to supervise the child.
2. Identified staff member will immediately separate the symptomatic child from others in a supervised area until they can go home.
3. Contact the child's parent/guardian to pick them up right away.
4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated or use a tissue to cover their nose and mouth.
5. Provide the child with tissues and support as necessary so they can practice respiratory hygiene.
6. Open outside doors and windows to increase air circulation in the area.
7. Avoid touching the child's bodily fluids. If contact occurs, the staff member will wash their hands.
8. Once the child is picked up, the staff member will immediately wash their hands.
9. The space where the child was separated and any areas used by the child (e.g. bathroom, common areas) will be cleaned and disinfected.
10. If concerned, contact 8-1-1 or your local public health unit to seek further advice.

Parents and guardians must pick up their child promptly once notified that their child is ill.

If a staff member develops symptoms at home:

Staff must stay home and self-isolate for a minimum of 10 days from the onset of symptoms and until symptoms resolve, whichever is longer.

If a staff member develops symptoms while at work:

1. Staff member should go home right away.
2. If unable to leave immediately, the symptomatic staff member should undertake the following:
 - Separate themselves into an area away from others.
 - Maintain a distance of 2 metres from others.
 - Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.

- Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g. office, bathroom, common areas).
- If concerned, contact 8-1-1 or the local public health unit to seek further advice.

If a child is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to the childcare once symptoms resolve.

Appendix B: More Information on When to Perform Hand Hygiene

Staff and Player should perform hand hygiene:

- When they enter or leave the tennis area.
- Before and after eating and drinking
- After using the toilet
- After sneezing or coughing
- Whenever hands are visibly dirty