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**COVID-19 SAFETY PLAN**

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

# Club/centre details

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| CLUB NAME: Mairtown Tennis Club |
| CONTACT PERSON NAME: Cheryl Baker |
| CONTACT PERSON PHONE: 0212329721 |
| NEXT REVISION DATE: Level 2 |

# Club goal/statement

Our Tennis Club has implemented the following measures so we can:

• Keep all members safe

• Reduce the chances of COVID-19 recurring in the community, and

• To ensure that the club can continue to operate without the possibility of another lockdown period being   
required.

|  |  |  |
| --- | --- | --- |
| **Check box column** | **What measures are in place** | **Who is responsible?** |
| *✓* | *Contact tracing posters displayed clearly at the entrance to courts* | *Club Committee* |
| ***PLANNING AHEAD*** | | |
| **Option B/C** | We have planned to supervise the club to assist with management of health and safety factors by:  *Option A*  A club representative will be on-site at all times the courts are open as we are only advising the courts as being open to coincide with a roster of playing times which matches club representative’s availability.  *Option B*  A club representative will check in on the courts every XXX hours.  *Option C*  A club representative will open and close the courts daily, carrying out suitable cleaning procedures for high touch areas.  *Option D*  Insert your own suitable option here |  |
|  | We are ensuring club representatives that are involved in active supervision of the courts are remaining safe by having them:   * Inducted in relation to the role they are to perform * Wear appropriate PPE * Maintain physical distancing of at least 2 metres |  |
| ***ACCESSING THE CLUB*** | | |
|  | We have clearly communicated the contactless booking process for courts to club members (email). This is visible on our website, social media pages and other communication methods to members |  |
|  | We have implemented a contact tracing process | [www.tennis.kiwi/checkin](http://www.tennis.kiwi/checkin) |

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| **Check box column** | **What measures are in place** | **Who is responsible?** |
| ***SIGNAGE*** | | |
|  | We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit |  |
|  | We have put Safety Guidelines for Tennis up at the entrance to the club |  |
|  | We have put Safety Guidelines for Tennis up in at least two locations on the fences around each individual tennis court |  |
|  | We have put up signs advising court users must take everything they brought to the club away with them when they leave, including rubbish |  |
| ***CLEANING & HYGENE*** | | |
|  | We are ensuring all high contact areas (e.g. entrance gates, nets) are being sanitised before each use by court user |  |
|  | We will have hand sanitiser available for court users to use before and after they have played |  |
|  | If it is identified that a COVID-19 carrier uses the club courts we will close the club until appropriate sanitising measures can be conducted.  Those sanitising measures will taken under advisement from Covid-19 guidelines. |  |
|  | We have ensured all common areas (e.g. clubrooms, toilets, drinking fountains) have been closed/turned off and have signage advising they cannot be used |  |
| ***CLUB EQUIPMENT*** | | |
|  |  |  |
|  | We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment) |  |
| ***COMMUNICATIONS*** | | |
|  | We have identified on our website, social media pages, club member communications and on signage at the club who should be contacted in the event of any court user having concerns about something observed at the club |  |
|  | We have displayed this safety plan clearly for court users to view |  |

Notes: