

Club-specific Operational Safety Procedures



Dartmouth Lawn Bowls Club

This document includes updated information for Phase 3 and DLBC will follow and implement changes for Phase 3 Bowls Participation Rules and the Common Operational Safety Procedures prepared and distributed by LBNS. The club will continue to follow all practices and safety procedures outlines in previously submitted Club-specific Operational Safety Procedures for Phase 1 and 2.

Purpose

Health and safety, for all members.

Safe return to play for our sport of bowls in Nova Scotia and the Dartmouth Lawn Bowls Club

Prevention of contagion spread.

Authority

LBNS Safety Officer, Club Safety Officer, and On-Duty Monitor hold the responsibility to ensure compliance with these rules and have the authority to apply LBNS-sanctioned measures when non-compliance occurs. Infractions will be recorded with LBNS Safety Officer on the day of occurrence.

Pre- Screening

- a) The club will appoint an Education Coordinator. Kathy Myketyan
- b) The Club will appoint a Safety Officer. Nancy Latimer, with committee Members Mary Cooke and Vickie Balcom
- c) All members, volunteers and the summer worker participating in Return to Play at Dartmouth Lawn Bowls Club will receive NS Public Health approved information on the signs and symptoms of COVID 19 and proper hygiene and social distancing protocols through email, the club website and through posted signs at the entrance of the club and in the playing area.
<https://novascotia.ca/coronavirus/resources/>,
<https://novascotia.ca/coronavirus/docs/Hand-Washing-Poster.pdf>
- d) Members who wish to participate in the Return to Play will complete a 2020-2021 registration form. <http://www.dartmouthlawnbowls.com/become-a-member.html>
- e) A schedule of play for members who wish to participate in bowls will be prepared and club members who volunteer will be trained for cleaning, monitoring and other duties associated with their responsibilities. Copies of the schedule will be sent to LBNS and updated copies sent along if there are changes.
- f) Members who will be participating in bowls will be sent information on, General Safety Protocols and Bowling Participation Guidelines and may be asked to participate in a Zoom Training in preparation for Return to Play.
- g) A weekly bulletin will be prepared for club members, participants and employee on any issues affecting the club. This information will be posted at the club, sent by email and posted in club website.
- h) A Screening Policy will be posted at Club Entrance. All participants entering the club will need to complete this screening. The summer worker will complete the screen with the Safety Officer each day to come to work. Monitors or others entering the green alone will complete with the summer worker during the day. For the evening draw a club official will complete the screening with the attending monitor. Everyone who enters the club area will have their name logged and that log will be sent to the Safety Officer, Nancy Latimer.
- i) Any club members beginning in Phase 3 will complete all the above requirements before starting to bowl.
- j) All bowlers will receive an email containing the Phase 3 General Safety Protocols and Bowls Participant Expectations for Phase 3. The website will also be updated with Phase 3 information and club members will be made aware of this for reference.
- k) Bowls Participant Expectations for Phase 3 will be posted at the Club Entrance.
- l) Coach and coaching requirements under Phase 2 will be followed.
- m) Participants may engage in activity at only one club throughout the Phase

3 period. For members transferring to their 'dual-member' club for Phase 3, a new club-specific insurance waiver and a new *Declaration of Compliance* must be completed for that club and submitted to that club's Safety Officer. Both clubs must be informed of the transfer prior to the start of play.

- n) There will be a verbal presentation and demonstration at the club of phase 3 changes presented to bowlers at all sessions during the week the phase 3 changes are introduced. Presentations will be prepared beforehand.

Club Safety Officers

- a) Club Safety Officers will meet to review potential changes and follow up with the Executive, Monitor Coordinator, Scheduler, Coach Coordinator, Summer Worker and the Education and Cleaning Coordinator to ensure Phase 3 protocols are in place
- b) Club Safety Officer will confirm with LBNS Safety Officer, that all safety protocols have been reviewed with participants, followed by the club's status for readiness to begin, before actual start-up of Phase 3.
- c) . Members who have special circumstances of inability to don a mask, must present this to the club's Safety Officer to arrange alternative entrance/exit procedures, before beginning to participate in Phase 3.

Common Storage and Equipment Use

- Bowlers will use their own bowls and bowlers who do not have bowls may borrow club bowls through a lending procedure.
- The club will designate a sanitized and not sanitized area for storing jacks.
- After each session the monitor or summer worker will disinfect all surfaces that may have been touched including the entry area, any benches or other surfaces. Jacks will be disinfected using a soap concentration or disinfectant wipes provided by the club. The monitor or summer worker will wear gloves, a mask and eye goggles while performing the cleaning and will dispose of used material afterwards in a designated container.

Jacks

- Before each draw sanitized jacks will be placed on rinks by the monitor or summer worker.
- After the draw the bowler responsible for the jack will place it in a bucket of soap and water for cleaning. After cleaning the monitor will place the sanitized jacks in a container for the next draw.

Mats

- Before play the persons assigned to place the mats in the draw will pick up their mat on the pavement in the area of the clubhouse following the social distancing protocol.
- After play the bowlers assigned to place the mats will first, place the mat in a container of soapy water and then place them back on the pavement in front of the porch area. A bowler volunteer will move the mats from the wash to the pavement area in front of the club.
- The volunteers will then wash or sanitize their hands.
- On occasion this summer worker may assist with this process.

Rakes

- Participants assigned to use a rake will pick it up from the shed following the social distancing protocol.
- After play the persons assigned to use the rakes will return them to the area in front of the shed.
- The monitor, or bowler volunteer and when available the summer worker will sanitize the rakes and place them in the shed.
- On occasion the summer worker may place the rakes on the rinks before play wearing gloves.

Access to Club and Green

- a) For this season, access to the green and club will be strictly controlled, for safety reasons, and will be accurately documented for potential tracing purposes.
- b) Members can only access the green and clubhouse for scheduled draws, skills training and coaching sessions or meetings which are approved by the scheduler, monitor coordinator, safety officer club executive or the Club President.

- c) For each session monitors will arrive at the club 15 minutes before a draw. When the first bowler arrives, they will complete the screening procedure and compliance statements with that person.
- d) Monitors will provide club access and complete the screening area for members entering the green for a draw.
- e) The summer worker will report via text or a phone call to the Safety Officer or Club President that they are at work each day and have not answered "Yes" to any of the screening questions and agree to the conditions of the compliance statement. (Can be a call, text, or email confirmation).

Planned Schedule for Dartmouth

Dartmouth will widen rinks to 5.5 meters to allow for 6 rinks

Session time slots will run from 60-90 minutes.

Monday 9:30 a.m. pairs Monday 1:00 p.m. - scheduled players decide- maximum 16

Monday 6:45 Pairs

Tuesday 1:00 am Aussie Pairs

Wed. 9:30 a.m. Pairs

Thursday 6:45 p.m. Pairs

Friday 9:30a.m. Pairs

Friday 1:00 p.m Singles

Monitor Coordinator General Duties

- a) The Club will appoint a Monitor Coordinator and Trainer. Deb Tower
- b) Members who wish to participate in Phase 2 sessions will be asked to volunteer for monitor duties.
- c) In collaboration with Scheduler, the Monitor Coordinator will arrange a schedule of monitors
- d) In collaboration with Safety Officer, Nancy Latimer, will provide onsite training and a list of duties for all monitors prior to the opening of the Club and green.
- e) Will email a copy of the club schedule to all monitors.
- f) Will send contact information and monthly schedule of monitors to the Safety Officer, prior to beginning the schedule.
- g) The Monitor Coordinator will inform all monitors of any changes to their duties as

a result of Phase 3 implementation including scheduling changes, members who need to sign the waiver and declaration and supporting participants in being mindful of more participants on the rinks.

Specific Monitor Duties during each assigned draw

- a) The Monitor on duty is **not permitted to bowl** during that draw assigned to them.
- b) A monitor **will not** be scheduled for duty for two consecutive draws on the same day, unless agreed upon by the monitor and monitor coordinator.
- c) Arrive at the club 15 minutes before the bowling draw time.
- d) Identify themselves to the summer worker or club official as the monitor for the session and ask to be admitted to the club.
- e) Ensure the sanitized jacks are placed on greens, 2,4, 6 and 8 (1,3,5,7)
- f) When members arrive ask them to form a social distancing line beginning with bowlers from rink 8.
- g) As each participant comes to the gate, have them identify themselves and have them answer the posted pre-screening questions and state that they will comply with all the rules. (*Declaration of Compliance and Insurance Waiver form will have been completed and submitted to club Safety Officer prior to being schedules to participate.*)
- h) Log all participants in your recording form (*could be a paper monitor brought along with your own pen*).
- i) Ensure all participants follow safety guidelines for social distancing and the Bowler Expectations during the draw.
- j) At the end of the hour ask members to prepare to leave. Have them leave the jacks on the ledge, or ask them to place them in the cleaning solution as they leave while practicing social distancing.
- k) Monitor for touched surfaces that may require sanitization after the draw.
- l) When the members have left, collect the jacks and sanitize them and then put them in the clean jack designated area.
- m) Use the available personal cleaning products to clean any areas that may have been touched including the gate, benches, and then clean your hands using hand sanitizer before leaving the club. Monitors will follow the club's general cleaning protocols and duties.
- n) Before the end of the day, send by email, the names of all who participated in the session to Safety Officer, Nancy Latimer.
- o) Is responsible to cancel sessions for weather related events such as heavy rain, hot weather, and lightning. Other cancelations shall come through the Scheduler.
- p) Will report to the Safety Officer the cancellation of any draw.
- q) Will ensure all people entering and leaving the club use provided hand sanitizer.
- r) Monitors will ask for a volunteer to sanitize the rakes after the draw of the draw. If there are no volunteers' rakes will not be used.

Scheduling Procedure

- a) All club members will be provided with information on registering for bowling sessions.
- b) Members who do not have access to the internet and who have expressed an interest in bowling in Phase 1 will be contacted and have the procedure explained to them.
- c) Bowlers will provide the scheduler with the time and days they would like to bowl.
- d) No participant will be able to bowl two sessions in a row.
- e) Members who can only bowl in the evening, will be given a fair chance to bowl during evening sessions.
- f) The club scheduler will publish a month long schedule and send it out to the bowlers before the sessions begin.
- g) If any bowler would like to make a change to the published schedule they will contact the scheduler to discuss the matter.
- h) The club scheduler will have the right to make changes to the schedule should it be required.
- i) If a participant is unable to make a draw and has an approved member who will substitute, they must notify the Scheduler of the potential change at least 24 hours before the session.

Bowler Expectations

- a) Pre-register to play; do not just show up and expect to play.
- b) Do not bring visitors with you to the club. ⁱ
- c) Arrive no more than 10 minutes before your scheduled start time and leave promptly when you have finished playing.
- d) Use your own set of bowls. Club bowls may be used according to established protocols
- e) Do not share equipment. Players should only pick up their own bowls. Do not pick up or use your hands to touch someone else's bowls or equipment.
- f) Do not shake hands or high five.
- g) Do not access closed spaces or equipment.
- h) Bring your own chair instead of using benches, if that is a choice.
- i) Do not enter the washroom if there is already someone else inside or if the washroom has been closed.

- j) Bring your own water. Do not use the tap.
- k) Take home your own waste material, if possible.
- l) If you are feeling unwell, regardless of the symptoms, stay home
- m) For each draw a bowler will need to volunteer to sanitize and rakes and store them, otherwise they will not be used for that draw, unless the summer worker is available for this task.

Additional Conditions of Play

- a) Skips may go to the delivery end at the beginning, to retrieve and reset their bowls in the designated team spot.
- b) The mat is to always be placed at the 2-metre mark (in this way only one lead would need to place the mat, regardless of who's team won the last end)
- c) The jack is to be pre-set by the skip; use 2 jacks, one at each end (in this way the leads would never touch the jack and reduce the use of shared equipment)
- d) Skips can centre the jack with their foot or lifter so they do not touch the jack with their hands. Consider designating one skip to set/centre the jack for the entire game, regardless of who won the end (in this way, only one skip would ever touch the jack).
- e) Each lead is assigned their own mat and jack (in this way, equipment is not shared between leads)
- f) Touchers must be marked by a member of the team that delivered the bowl (or a marker). Spray chalk is recommended in order that nobody else touches the bowl, or it may be nominated as a toucher.
- g) Live jacks and bowls in the ditch should not be indicated with any shared equipment. A player may use their personal bowls cloth, placed on the bank, to indicate the position of the jack or bowl.
- h) For triples play, the mat and/or the jack will be set at the 3-metre mark instead of the 2- metre mark, for the game, to allow for adequate space behind the mat/jack to maintain physical distancing and still observe the play.
- i) Agree with your opponent who will rake, do the measuring for the game (if applicable). Physical distancing should still be maintained while measuring takes place. For longer measures which require two people, the primary measurer holds the measure at the jack, the secondary person holds the pointer-end. This ensures the main part of the measure is not touched by the secondary person. In all instances where a measure involves two people, both measurers should immediately sanitize their hands and the measure itself after completing the measure.
- j) If rakes are used for games except aussie pairs a lead will be identified for raking the bowls at each end regardless of who scores the point or points. For aussie pairs each team will designate a player to use the rake at each end of the rink, regardless of who scores a point or points.

Arrangements for Intra-club Competitions/Tournaments

The Dartmouth Club Match Chair and committee members will oversee and organize any Intra-club competitions/Tournaments/Jitneys upon approval and recommendation of the Executive Committee.

- Sign up will be done via email or telephone.
- Club members must register to play prior to an announced entry deadline.
- Entrants will be asked to provide their name, contact information, position (if applicable) and names of other team members (if applicable).
- Entrants must be asked to confirm the following: That they **have completed** the pre-screening tools prior to arriving at the club and will adhere to club protocols and physical distancing measures during the event; **That they are not practicing or competing at any other clubs during Phase 3; members of multiple clubs should choose one club to participate at.**
- **Bowlers can arrive no more than 20 minutes prior to** their scheduled start time to register and receive further instructions.
- A record of each person who arrives at the club and identify their arrival and departure times. This record should be virtual/digital if possible, to avoid multiple people using the same book/log. The online scheduling tool can help with this process.
- **Tournament competitions will include only singles, pair, triples and Jitneys. Skips may visit the 'head' at the completion of an end to retrieve and place their bowls for the start of the next end, while maintaining distancing from other teammates and opposition.**
- If coaches are present they will maintain physical distancing practices, and should not share equipment with participants (including bowls, jacks, and mats). Coaches must adhere to all RTP.
- Trial ends will be at the discretion of the controlling body and should be included within the established time limit (if applicable).

Regarding Spectators for Club Tournaments

Registered Club members, those having completed the insurance waiver and Declaration of Compliance, and having registered with the club Safety Officer, may attend a club tournament, jitney or other competition as a spectator.

All spectators will:

- *Wait outside the gate to enter the facility until all participating bowlers have moved to their assigned rink, then are signalled by the monitor*
- *Wear a mask throughout their 'visit' at the facility, except where social distancing is maintained.*
- *Answer all Pre-screening questions asked by the Monitor*
- *Have name recorded as an attendee for that draw, including time of entry and exit*
- *Be seated, if permissible on club bench or their own chairs, on opposite sides of the green from the direction of play.*
- *Maintain 2 m physical distance from all, including competitors (except family members)*

Summer Worker Duties and Safety Protocols**Dartmouth has a new summer worker**

- a) The summer worker will follow the attached daily, weekly and monthly schedule of duties. These will be revised, according to the status of clubhouse and green usage by the Maintenance Chair or designate who will provide weekly instructions to the worker on specific duties.
 - b) During Phase 3, Return to Bowls the summer worker will carry out general safety and cleaning duties in the clubhouse. The summer worker will perform outside cleaning and safety duties when no members are on site.
 - c) While performing duties in the clubhouse the summer worker will wear gloves and when cleaning the bathroom area the worker shall always wear, gloves, a mask and goggles or face shield.
 - d) Disposal of gloves and masks will be in a container identified for such disposal.
 - e) The summer worker shall record a daily, weekly and monthly log and copies given to the Maintenance Chair and Safety Officer.
 - f) Summer worker training will be completed by the Maintenance Chair and Cleaning Coordinator or designate and logged for the Safety Officer.
 - g) The summer worker ideally will be First Aid trained and WHIMIS certified.
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