

Club-specific Operational Safety Procedures



Dartmouth Lawn Bowls Club

Club specific Operational Safety Procedures for Dartmouth Lawn Bowls Club entering Phase 2 of RTP.

This document includes updated information for Phase 2 and DLBC will follow and implement changes for Phase 2 Bowls Participation Rules and the Common Operational Safety Procedures prepared and distributed by LBNS.

Purpose

Health and safety, for all members.

Safe return to play for our sport of bowls in Nova Scotia.

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 Myketyk
- 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 2 will complete all the above requirements before starting to bowl.
- j) All bowlers will receive an email containing the Phase 2 General Safety Protocols and Bowls Participant Expectations for Phase 1 and 2. The website will also be updated with Phase 2 information and club members will be made aware of this for reference.
- k) Bowls Participant Expectations for Phase 2 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

2 period. For members transferring to their 'dual-member' club for Phase 2, 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.

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 2 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 2.
- 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 2.

STOP

**DO NOT ENTER THE CLUB SITE IF YOU ANSWER 'YES'
TO ANY OF QUESTIONS 1-5.**

1. Do you have any of the symptoms listed below?

- Fever > 38 C (chills, sweats)
- Cough, or worsening of a cough
- Sore throat
- Headache
- Shortness of breath/breathing difficulties
- Muscle aches
- Sneezing
- Nasal congestion\runny nose
- Hoarse voice

- Diarrhea
 - Unusual fatigue
 - Loss of sense of smell or taste
 - Red, purple, or blueish lesions on the feet, toes, or fingers, without clear cause
2. **Have you traveled out-of-province in the last 14 days?**
 3. **Have you had close contact (face-to-face contact within 2 meters/6 feet) with a person who is ill with cough and/or fever, or flu-like symptoms?**
 4. **Have you had close contact with a person who has traveled out-of-province in the past 14 days?**
 5. **Have you been in contact in the last 14 days with someone that has been tested for or who has a confirmed case of COVID 19?**

If you have answered 'YES' to any question, PLEASE DO NOT ENTER.
Return home and refer to this public health website:

<https://when-to-call-about-covid19.novascotia.ca/en>

6. **You have completed and signed the *Declaration of Compliance*. Do you agree to comply with all rules and operational safety procedures while you are participating at this bowls club?**

Procedure and Protocol for Emergency Bathroom use during COVID 19

Physical Preparation

The middle door to Clubhouse will be identified as the entrance to bathrooms with signs posted on the exterior of the door.

Inside the clubhouse, a straight line to the bathroom will be marked off with caution tape and chairs.

Outside the entry door to the clubhouse, a sign will be posted indicating "Occupied" or "Not Occupied".

Inside each bathroom, a sign indicating the proper handwashing procedure will be posted. <https://novascotia.ca/coronavirus/docs/Hand-Washing-Poster.pdf>

Inside each bathroom a second sign listing the procedure for using the bathroom and sanitizing surfaces after bathroom use.

Member use of bathrooms during COVID 19.

Monitors will receive onsite training on the procedure before bathrooms are open and complete a physical walkthrough in the clubhouse.

Members participating in Phase 2 will receive the written procedures on bathroom use before bowling in Phase 2.

During the first week of Phase 2 monitors will provide bowlers with a review of procedures for using the bathrooms.

Only one member at a time will be able to use a bathroom.

Bathroom Use, Cleaning and Sanitization Procedures.

The member wishing to use the bathroom will first put their mask on and then go to the middle club door to see if the bathroom is occupied.

If unoccupied the member will change the sign to occupy before entering the clubhouse.

Before entering the clubhouse the member will review the procedures for using the bathroom and sanitization procedure.

After leaving the bathroom the member will return the sign to unoccupied.

The monitor will record the names of all who use the bathrooms.

Bathroom Use and Sanitization

(sign posted outside the entry door and in
bathrooms)

- ✓ Always wear your mask when using the bathroom.
- ✓ Avoid touching your face when using the bathroom.
- ✓ Lower the toilet lid when flushing.
- ✓ Do not turn off lights when leaving bathroom.
- ✓ Do not close the entry doors to the bathroom.
- ✓ Wash hands thoroughly after use following the directions on posted Hand Washing Poster.
- ✓ When you have washed your hands take one of the provided sanitization wipes and wipe down flat surfaces in

the wash sink area, faucets you have used and locks for opening and closing the toilet door.

- ✓ Discard your sanitization wipe in the trash in the bathroom.
- ✓ When leaving the clubhouse change the sign to unoccupied.
- ✓ Report any concerns to the monitor.
- ✓ Monitor will record names of participants who use bathrooms.

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. (Procedure listed in appendix)

- **Lending Procedure**

Club members will be notified how to contact the Club Bowls Lending Official.

- a) The club will appoint a Bowls Lending Official. Deb Tower
- b) Members who wish to participate in Phase 1 and do not have their bowls will be informed of the lending procedure and contact information from the Lending official.
- c) Members wishing to borrow bowls will complete a lending form prior to or when they borrow bowls.
- d) The Club Official responsible for lending will arrange a time for the member to visit the club before Phase 1 begins to borrow a set of club bowls.

- e) The schedule and other arrangements will be sent to LBNS to allow them to obtain the necessary municipal approvals.
 - f) When the member arrives at the club the Official will review the COVID 19 screening policy with the member.
 - g) The member will be taken to the bowls room to sign out a set of bowls.
 - h) Once the member has left the Official will sanitize all surfaces that were touched following the clubs cleaning guidelines.
 - i) The Club Official will record their name and date to pass along to the Safety Officer for logging. The Club Official will confirm cleaning and sanitization was completed.
 - j) Below is an example of messaging that will be used for letting bowlers who wish to borrow bowls who will be coming to bowl at the club. A similar type of message will be sent out to members who will be bowling in Phase 1.
- *We are obligated to follow all Provincial directives for social distancing to contain the spread of covid-19.*
 - *Everyone must complete the following before arriving onsite at the club. They are:*
 - a) *LBNS Insurance Certificate (online form at LBNS)*
 - b) *Declaration of Compliance (online form at LBNS)*
(more information on this will be provided before the lending day)
 - *Members are not to arrive in the club parking lot until 5 minutes prior to their pre-booked /scheduled bowls pick up time. Please park your vehicle facing the ball field and ensure social distancing can be maintained upon leaving the car. Please remain in your vehicle until indicated by the lending official to enter the bowling area. Do not socialize in the parking lot.*
 - *Everyone is required to wear a cloth face mask and maintain social distancing.*
 - *Everyone will answer (orally) a small number of covid-19 pre-screening questions before coming through the gate.*
 - *Only the Bowls Lending Official will touch the lending form, if you have not already completed and electronic form*

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) Club keys will be issued to the Safety Officer, Summer Worker, Maintenance Chair or their designate, and the Club President. Other keys will be issued only as necessary through application to the Club Safety Officer and Club President.
- c) During the day, monitors will arrive at the club 15 minutes before a draw, will identify themselves to either the summer worker, Club President, Maintenance Chair or their designate, and confirm they have not answered “Yes” to the screening questions and also confirm that they have said yes to the Compliance statement.
- d) During the evening monitors will identify themselves to either the Club President, Maintenance Chair or their designate or another appointed volunteer to be admitted to the club after completing the screening procedure and compliance statement.
- e) Monitors will provide club access and complete the screening area for members entering the green for a draw.
- f) 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).

Cancellation of draw, on-green activity

- Cancellation, delay, or temporary halt of play or activity on the green will proceed according to *LBNS Conditions of Play*, specifically, policy on *Inclement Weather which will include threat of lighting and hot weather conditions*. Monitors will be provided with the clubs policy guidelines for making these decisions. Decisions on cancellation made at any specific time during use of the green is the responsibility of the attending Monitor. No cancellations of a draw will be made due to rain. A cancellation must be reported to the club’s Safety Officer, following the draw. If there is some doubt about play, the Monitor will call the Scheduler, the Monitor Coordinator, the Safety Officer, or Club President.
- Other cancellations, such as green maintenance, repairs, green conditions, shall come through the Scheduler. If there is some doubt about play the monitor will call the Scheduler, the Monitor Scheduler, the Safety Officer or Club President.

Planned Schedule for Dartmouth

Session time slots will run from 60-90 minutes.

Sunday 6:45 pm- Pairs

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

Tuesday 9:30 am Aussie Pairs

Tuesday 6:45 p.m. singles

Wed. 9:30 a.m. doubles

Thursday 12:30p.m. singles Thursday 6:45 p.m. Aussie pairs

Friday 9:30a.m. pairs

Scheduler Duties

- a) The Club will appoint a scheduler. Heather Salmon
- b) Design a month long bowling sessions schedule for Phase 2 based on number of participants, monitors available and requests to bowl.
- c) Consult with the Monitor Coordinator so that monitors can be assigned to the schedule.
- d) Email all bowlers a copy of the monthly schedule.
- e) Address any participant questions or changes members would like to discuss regarding the schedule.
- f) Ensure that every participant is registered with the club and that their contact information has been provided to the Safety Officer.
- g) Provide every participant with LBNS General Safety Protocols and Bowling Participant Expectations before beginning sessions.
- h) Confer with club Safety Officer to confirm that each participant has signed and submitted both the **insurance waiver** and the ***Declaration of Compliance***.
- i) Pre-determined substitutions are allowed. The participant will notify the Scheduler at least 24 hours before the draw time and will normally provide the scheduler with the name of a replacement. The Scheduler will notify the Monitor Coordinator and the Club Safety Officer within the 24 hour time period.

Monitor Coordinator General Duties

- a) The Club will appoint a Monitor Coordinator and Trainer. Deb Tower
- b) Members who wish to participate in Phase 1 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 2 implantation including scheduling changes, members who need to sign the waiver and declaration and difference social distancing

awareness protocol for participants due to 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 lighting. 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.

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 a t least 24 hours before the session.

General Cleaning Duties

- a) The Club will appoint a Cleaning Coordinator. Kathy Myketyyn
- b) All volunteers, club officials and the summer worker will complete the training for cleaning duties during COVID 19.
- c) The training of each person will be logged for the Safety Officer.
- d) Training will include a cleaning products review, product handling and the use of PPE requirements.
- e) Anyone cleaning equipment at the club or cleaning an area in the clubhouse that was accessed by anyone other than the summer worker will complete the cleaning using approved cleaning material available at the club and wearing the appropriate PPE. (This will include gloves, a mask and goggles and training in the use, removal and disposal of PPE materials.)
- f) After completing the cleaning the person will dispose of the gloves and mask in the approved disposal container.

- g) After cleaning and before disposal the person will sanitize the goggles and print their name on an arm of the goggles.

The summer worker, volunteers, and club officials who do cleaning at the club will follow the Province of Nova Scotia Guidelines for Cleaning and Disinfection for Public Settings <https://www.isans.ca/wp-content/uploads/2020/03/Cleaning-and-Disinfection-for-Public-Settings-PHO.pdf>
<https://novascotia.ca/coronavirus/working-during-covid-19/>

Summer Worker Duties and Safety Protocols

- 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 1, 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.

Bathroom Cleaning Protocols for Phase 2

Procedure for cleaning bathrooms at the Dartmouth Lawn Bowls Club

Bathrooms will be cleaned the times a day. Once in the morning before play, and after the morning and afternoon draws. and later in the afternoon. The summer worker will do the bathroom cleaning. If the summer worker is not available a volunteer or other paid person will do the work. If the work cannot be done the bathrooms will be closed. All cleaning procedures will be reviewed with any person who cleans the bathrooms.

Personal Protective Equipment (PPE):

Wear disposable gloves, masks, and face shield for all tasks in the cleaning process and disinfection process. Gloves and face coverings shall be compatible with the disinfectant products being used. Gowns and face shields are not required. Check to see if the product manufacturer recommends additional PPE.

Beware of the risk of splash or backsplash.

Be sure to clean your hands after removing gloves.

Remove gloves and face coverings carefully to avoid contamination of the wearer and the surrounding area.

Clean hands immediately after gloves are removed.

Preparation when preparing for bathroom cleaning:

1. Review the supply checklist then organize all supplies that will be needed, such as soap and paper dispenser refills, clothes, bowl brush, and other proper cleaning equipment.
2. Gather all the properly labeled cleaners that will be needed. Be sure that the correct dilution rates are used according to the manufacturer's recommendations.
3. Display the proper caution signs to warn of wet floors and close the restrooms to patrons before beginning to clean.

Order of Tasks Remember these three rules of restroom cleaning:

Rule #1: Always clean top to bottom.

Rule #2: Clean from dry to wet.

Rule #3: Work towards the exit door. Cleaning Toilets and Urinals -

Toilets and Urinal - Part 1

Apply the proper disinfectant to the bowls ahead of time, which make it easier with cleaner results.

First, flush each unit. This is done to ensure that the unit is free of contamination and determine if it's working properly. Report any damage or malfunctioning units to your supervisor or maintenance department. 1.

It is good practice to back-flush toilets before cleaning. Do this by inserting the bowl brush several times into the bowl throat, forcing the water up and over the bowl trap. This eliminates the water in the bowl, allowing more of the surface to be cleaned and less dilution of the cleaner.

Dusting

Practicing the "top to bottom" rule, begin by using a long-handled high duster to remove dust from ceiling corners, wall vents, tops of partitions, door frames, window sills, light fixtures and other high areas that may gather dust.

Trash Removal

Empty all trash receptacles and disposal units. Spray the receptacles with disinfectant spray.

Disinfect and Towel Dispensers:

Clean the exterior of the soap dispensers with a damp cloth and a disinfectant solution. If necessary, remove any buildup around the delivery area. Allow it to air dry. Damp wipe the outside of the towel dispenser or the hand dryer with a disinfectant solution and allow it to air dry. ☞ Damp wipe the outside of toilet tissue dispensers with a disinfectant solution.

Dry Floor Care

Dust mop the floor starting at the farthest corner and working towards the door. Collect the dirt with a dustpan and place it in the proper trash receptacle.

Sinks and Countertops

Clean sinks by first using a paper towel to remove any hair or debris. Spray disinfectant inside of the sink and exterior surfaces including all metal handles, faucets, and the plumbing until covered. Allow the product to stand for at least 10 minutes for proper disinfection. Wipe using a paper towel, clean cloth, or sponge.

Mirrors and Glass Surfaces

Clean mirrors and glass surfaces.

Spot Cleaning

Spot clean with a disinfectant solution to remove any stains and dirt from walls and switches. Make sure to spray the cleaner on the paper towel, cloth or sponge when cleaning light switches or fixtures.

Cleaning Toilets and Urinal - Part 2:

Now that the disinfectant has had ample contact time, you can continue cleaning the toilets and urinals.

Clean the inside of the toilet with the bowl brush paying close attention to the underside of the flush rim. This prevents the accumulation of bacteria that can spread disease and create unpleasant odors.

Flush toilet to rinse the bowl. Use the clean water to rinse your bowl brush. Flush toilet again.

Wipe down the exterior surfaces of the fixture with a clean paper towel or cloth.

Damp wipe all the flush handles and all other chrome. Allow the disinfectant to air dry.

Use an acid bowl cleaner the flush rim once a week. Remove water by back-flushing with a bowl brush. Saturate the brush with the cleaner and wet all surfaces thoroughly.

Rinse by flushing. Only use the acid bowl cleaner on the interior of the bowl and NEVER on the seat. The acid residue could cause harm to the skin.

For urinal, use a bowl brush and wash the pre-sprayed disinfectant from the top to bottom.

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