

MODIFIED LOCAL GAMES

Common Operational Safety Procedures (for all clubs)

(Additions and modifications for Phase 2 highlighted in yellow)

This Provincial Sport Organization (PSO) – Lawn Bowls Nova Scotia (LBNS)

Return to Play (RTP) Phase 2 plan will contain three (3) sections:

- a) Detailed listing, to be adopted by all clubs as **Common Operational Safety Procedures** (see National Sport Organization (NSO) – Bowls Canada Boulingrin (BCB) document CHECKLIST).
- b) Documented and approved, individual club-specific Operational Safety Procedures, for each club, as appendices in the RTP Phase 2 plan.
- c) Bowls Participation Rules.

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.

Process and Procedures

1. **Public Health guidelines** will dictate the safe practices that will enable our members to bowl at clubs.
2. RTP guidelines, modeled after NSO-BCB guidelines, provide **framework for LBNS RTP plan** (allowing for made-to-fit NS modifications), to include both **Bowls Participation Rules** and **Operational Safety Procedures** (2 parts: a common set for all clubs and a club-specific set, for each club).
3. Municipal and Public Health guidelines for **facility use** will be followed to ensure safe RTP participation. Special safety conditions:
 - a) **Accessing the club or green, other than during the pre-scheduled bowling sessions**, during the day or evening, will be done through contacting the Club President or Club Safety Officer. That requirement is in effect whether or not there are greens maintenance workers or a summer employee present, and/or the gate is open.
 - b) **Unscheduled or unsupervised activity on the green is prohibited** without explicit permission through Club's Safety Officer. Permission cannot be

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- granted by the summer worker nor the municipal greens maintenance workers. Granting of this type of 'special access', when given, will be accurately recorded by the Club's Safety Officer.
- c) **For Phase 2, maximum sixteen (16) bowlers**, four (4) each of four (4) rinks, plus monitors and safety personnel, on-site, at the facility. Participating coaches count as one (1) each of the sixteen (16).
 - d) **No spectators or 'visitors' permitted** during Phase 2. Inspectors permitted entry upon identification.

Ensure REVIEW of the following, to begin Phase 2

- 4. All clubs will obtain a **signed insurance waiver** from each participating member (BCB waiver template).
- 5. All clubs will obtain a **signed Declaration of Compliance** from each participating member (BCB waiver template).
- 6. All clubs will conduct **general education session(s)** for their members of operating and bowling restrictions and requirements (could be conducted virtually). This must be done prior to the bowls season opening, with a recap at club before participants go on the greens.
- 7. All clubs will **submit member and contact information to LBNS**, for:
 - Current Executive, Board, and Activity Leaders
 - Safety Officer (Health and Safety Committee Chairperson)
 - List of participating members for Phase 2.

Additional Common Elements

- a) Production, posting of signage (5 signs (COVID-19 symptoms, *Declaration of Compliance* questions, Bowls Participation Guide, handwashing, physical distancing).
- b) Acquisition of approved sanitization products and protective gear.
- c) Protocols for lending of bowls.

Ensure REVIEW of the following, to begin Phase 2

- d) Documentation of sanitization needs and procedures.
- e) Listing of volunteers and duty description.
- f) Training of volunteers.
- g) Ensuring training, scheduling of participants and volunteers.
- h) Documenting methods of recording for tracing.
- i) Maintaining records.
- j) On-going communication with LBNS Safety Officer.

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Safety Officer Duties (Health and Safety Committee)

A communication plan will be established for Safety Officer to keep volunteers and participants informed/updated on issues affecting the club

Ensure REVIEW of the following, to begin Phase 2

- a) Ensure rules and signage are posted.
- b) Arrange for general member and volunteer education session(s).
- c) Arrange for training for volunteers involved in screening, cleaning, monitoring; keep record.
- d) Ensure and record that education and training has taken place for participants, volunteers, cleaners, officials, summer worker.
- e) Maintain the log of all participants, volunteers and employee who were at the club each day.
- f) Every week shall have available for LBNS Safety Officer, a listing of anyone who was at the club the past week and on which date or dates.
- g) Responsible, with others, to ensure that the summer worker, monitors and officials who are at the club report that they have completed the screening procedure every time they are at the club.
- h) Responsible, with the Club President, to address any reports that any club member is not following safety and bowling guidelines

Recreational facilities remain closed in all municipalities in the province at this time.

Regarding Use of Facility Indoor Washrooms during PHASE 2

For exceptional, emergency washroom use during bowling sessions, Phase 2

- **'Best Practices'** procedures for cleaning must be undertaken following each bowls session to ensure safety and cleanliness for the next session's participants.
- It is the club's responsibility to ensure that site washroom cleaning occurs as required. If cleaning is not possible, the washroom cannot be opened.
- Cleaners must be trained about proper cleaning procedures, use of PPEs and sanitizing materials, and waste disposal
- Individual use protocols must be followed during a bowling session.
- Monitor for the each session will maintain a log of members using the washroom.
- This record will be passed to the club's Safety Officer with participant records

For Lawn Bowls Clubs and clubs having a summer worker

- 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 has this duty.

APPENDIX**Covid-19 Outdoor Recreation Facility Restroom Cleaning Best Practices****Procedure for cleaning bathrooms of indoor recreation facilities**

Bathrooms will be cleaned twice a day, once in the morning before play and later in the afternoon.

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
4. 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 -

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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.

Dispose of sealed bag of trash in the specified receptacle for pick-up.

Disinfectant 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.

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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.

Wet Mopping

Wet mop the floor with a disinfectant solution starting from the farthest corner of the room working toward the exit door.

Apply the solution from the mop bucket moderately with special attention given to toilet areas, urinal, and sinks.

Be sure to change the solution once it becomes visibly diluted or contaminated with soil; or at the very least after every three restrooms regardless of visible

Example reference CLUB SPECIFIC**Procedure and Protocol for Individual Members using Club Washrooms during COVID 19****Physical Preparation**

1. Identify which door to Clubhouse is the entrance to washrooms, with signs posted on the exterior of the door.
2. Inside the clubhouse, a straight line to the washroom, mark off with caution tape and chairs.
3. Outside the entry door to the clubhouse, post a sign indicating "Occupied" or "Not Occupied".
4. Inside each bathroom, whether/if designated male or female, post sign(s) indicating the proper handwashing procedures
<https://novascotia.ca/coronavirus/docs/Hand-Washing-Poster.pdf>
5. Inside each bathroom, post a second sign listing the procedure for using the bathroom fixtures and sanitizing surfaces after bathroom use.

Preparation for member use of washrooms during COVID 19.

1. Monitors will receive onsite training on the safety procedure, including a complete physical walk-through in the clubhouse before bathrooms are open.
2. Members participating in Phase 2 will receive the written procedures on washroom use before bowling in Phase 2.
3. During the first week of Phase 2, monitors will conduct with bowlers at each session, a review of procedures for using the washrooms.
4. Only one member at a time will be able to use a bathroom.
5. Masks must be worn at all times when the member is not on their assigned rink, including during washroom use.

Use of Bathroom by an Individual - Cleaning and Sanitization Procedures**Outside, preparation before entry to bathroom, member will:**

1. First, put on their mask before leaving rink
2. Check sign outside the middle club door to see if the bathroom is 'Occupied'
3. Review the posted procedures for using the bathroom and the sanitization procedures
4. Use the provided hand sanitizer

When bathroom 'Unoccupied', and before entering clubhouse, member will:

1. Change the sign to 'Occupied' before entering the clubhouse
2. Take a sanitizing wipe, from dispenser inside the door
3. Proceed along 'Enter' path into the bathroom
4. Place the wipe on the countertop before using the bathroom
5. When finished, **wash hands, using procedure as posted**
6. Conduct cleaning with wipe, according to posted procedures

Upon leaving the bathroom the member will:

1. Proceed along the 'Exit' path directly to outside door
2. Return the sign to 'Unoccupied'
3. Discard their wipe in the open trash can at the exit door
4. Use the hand sanitizer, again
5. Return to rink (only then, mask may be removed for continued play)