



**Tennis BC**  
200 – 112 E. 3<sup>rd</sup> Ave.  
Vancouver, BC  
V5T 1C8  
Ph: 604.737.3086

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## PREVENTATIVE & PROTECTIVE MEASURES FOR RE-OPENING YOUR CLUB OR FACILITY FOR RECREATIONAL PLAY

Tennis facilities in British Columbia are all different and operate as such. Assessing whether a safe exercise environment can be provided at your facility depends on a large range of factors and apply differently at each venue. It is the responsibility of each tennis facility management to make that assessment based on their specific environment. Safety precautions must remain in place as we move from “lock-down” mode to modified openings. The following guidelines will help clubs to navigate through these unprecedented times as they re-open their facilities for recreational play, and potentially offering lessons as well.

We know that tennis offers many benefits including physical and mental health, relief of stress, socializing with others and providing much-needed exercise. Of primary importance is taking every precaution to help keep all participants safe. If played responsibly, tennis can be enjoyed safely within the new physical distancing guidelines and play a vital role in community well-being.

### *Disclaimer:*

This document outlines key preventative and protective recommendations and best practices to safeguard your facility during a pandemic. While these recommendations are based on industry best practice and norms, we encourage your organization to check with your local and provincial health authorities to verify what is acceptable for your jurisdiction.

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### *FACILITY GUIDELINES*

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| <b>Facility Review</b> | <ol style="list-style-type: none"><li>1. Conduct a full and comprehensive review of your facility, analyzing risk and exposure areas.</li><li>2. Create a ‘touch map’ displaying these areas and develop a cleaning plan with regard to same.</li><li>3. Determine what areas will be open and available to patrons and what will be closed off.</li><li>4. If feasible, consider making your facility “one-way”, with one entrance and one exit to simplify physical distancing.</li><li>5. Create or update your facilities Hygiene &amp; Safety Guidelines protocols, ie: for maintenance staff, for desk personnel, for</li></ol> |
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|                                  | <p>Coaches, for guests/members.</p> <p>You can download a free physical distancing poster from the BCCDC <a href="#">here</a> and a free handwashing poster from the BCCDC <a href="#">here</a>.</p> <ol style="list-style-type: none"> <li>6. Ensure you have sufficient supplies of sanitizing materials, including dispensers for both hand sanitizer and disinfecting wipes that will be placed at potential new locations. Offer disposable gloves &amp; masks for all your personnel in case they feel more comfortable wearing them.</li> <li>7. Fully clean and sanitize your complete facility before re-opening. You can access BCCDC cleaning &amp; disinfecting information <a href="#">here</a> and download a free cleaning &amp; disinfecting in public settings poster <a href="#">here</a>.</li> </ol>  |
| <b>Physical Facility Updates</b> | <ol style="list-style-type: none"> <li>1. Remove seating from public viewing areas. <ol style="list-style-type: none"> <li>a. We recommend that viewing is no longer admissible at this time.</li> <li>b. Parents can drop off children for lessons a few minutes before the lesson begins and pick them up right after.<br/>**If necessary, you may have to designate someone to monitor pick up to ensure safety of younger children**</li> </ol> </li> <li>2. Remove benches from courts. Replace with single seating, placed 2-metres apart.</li> <li>3. Remove score cards.</li> <li>4. Remove on-court trash cans and ask players to take their own trash home.</li> <li>5. If your facility is equipped with nets between courts, keeping them closed will assist as a reminder of the physical distancing requirement.</li> <li>6. If you are resuming coaching, replace all tennis balls in coaching baskets and ball machines.<br/>*Note: since there is no conclusive evidence that the coronavirus lives on any surface for longer than 3 days, you can do a 4-day rotation on the balls being used*</li> <li>7. Regrip all loaner racquets, create one area only for these racquets to be kept &amp; clean with a sanitizing wipe after each use, before being set back in their area.</li> <li>8. Shut down or cover all water fountains.</li> <li>9. Create any new signage necessary and place any new directional aids.</li> <li>10. Position and secure all new sanitization products.<br/>We recommend: <ol style="list-style-type: none"> <li>a. hand sanitizer stationed at all entry and exit doors to the courts</li> <li>b. hand sanitizer and wipes courtside, at each court</li> <li>c. hand sanitizer at reception/front desk area</li> </ol> </li> </ol> |
| <b>Court Booking Procedures</b>  | <ol style="list-style-type: none"> <li>1. If possible, consider going cashless. By becoming 'online' for both booking and payments, you minimize the risk for your desk staff and the players.</li> <li>2. Keep accurate information of all players, their time/date/court # when playing in case there is a need for</li> </ol>   |

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|  | <p>authorities to trace who has been onsite. You may want to consider having all participants sign a waiver acknowledging the risk of participating. There is a sample <a href="#">here</a> &amp; <a href="#">here</a></p>   |
| <b>Communication with Staff</b>              | <ol style="list-style-type: none"> <li>1. Arrange a virtual meeting with staff to go over all protocols and address any questions or concerns your staff may have with returning to work during this time.</li> <li>2. Amongst your new staff protocols should be a daily assessment of their health. No staff member should attend work if they show any symptoms of being sick. If any staff member is unsure please have them use the self-assessment tool provided free online through <a href="https://bc.thrive.health/covid19/en">https://bc.thrive.health/covid19/en</a> or through the COVID-19 BC Support App self-assessment tool.</li> </ol>   |
| <b>Communications to your members/guests</b> | <ol style="list-style-type: none"> <li>3. Let everyone know of the planned date for re-opening!</li> <li>4. Update also on the plans for general play and how/when classes will resume.</li> <li>5. Update your tennis community so they are aware of the steps their club is taking to protect them.</li> <li>6. Let them know about all new safety protocols put in place, such as: bringing &amp; using their own balls, bringing their own hand sanitizer, no sharing of anything, the need to bring extra water as fountains are shut off, what washrooms are available, ask them to come dressed for tennis – no changerooms open, the status of the common areas, no unnecessary hanging around – arrive just a few minutes before your court time and leave directly after.</li> <li>7. Advise them of any changes made with regard to booking and payments.</li> <li>8. We have included a template of a letter to send to your clubs regarding your re-opening. You can find it <a href="#">here</a>. You will need to add your own pertinent information to this letter with regard to your club's new safety protocols, as mentioned in points 4, 5, 6 &amp; 7 above.</li> </ol> |

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### *COACH AND STAFF GUIDELINES*

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| <b>Staff</b> | <ol style="list-style-type: none"> <li>1. Determine the level of staffing your facility needs to efficiently cover its current needs &amp; reinstate/rehire them. This includes maintenance staff.</li> <li>2. Meet with them (virtually if needed) to go over protocols that have been put in place (greeting/handling clients/members, changes in booking/paying, sanitation, etc) &amp; address and questions or concerns they have at this time.</li> <li>3. Give each member a copy of the protocols &amp; advise them</li> </ol> |
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|                | <p>where they are posted.</p> <ol style="list-style-type: none"> <li>Staff will wash hands or sanitize their hands before every change in class or court times.</li> <li>We recommend no sales of any kind on premise. But if a handheld payment terminal is still being used, it must be disinfected after every use.</li> <li>We recommend the <b>maximum</b> number of people in your facility at one time be 50. This, of course, is dependent on your clubs' size so please use common sense when developing your max. This must be monitored by someone.</li> </ol>   |
| <b>Coaches</b> | <ol style="list-style-type: none"> <li>Determine your need for coaches at this time. Reinstatement/rehire whoever is required.</li> <li>Meet with them to go over protocols that have been put in place and ensure they have a copy of same.</li> <li>As they will be your 'front line workers', ensure that they fully understand what is expected &amp; required from them. Address any questions or concerns they have at this time and be sure they know to come to you with any matters that arise.</li> <li>Group coaching can be allowed only if there is adequate space for full physical distancing by all students.</li> <li>Group should be limited to a ratio of 4 – 1 (student – coach), again only if there is adequate space for full physical distancing (2-metre).</li> <li>For coaches, we recommend: <ol style="list-style-type: none"> <li>Not only to enforce the 2-metre physical distancing rule, but a strict &amp; absolute no-touch policy.</li> <li>Coaches will wash hands or sanitize their hands before every class.</li> <li>Coaches will remind students at the start of each class of the no-touch rule.</li> <li>Coaches will be the only ones touching the balls. They may use their racquet to roll the balls to the other end, but the coach picks them up.</li> </ol> </li> </ol> |

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| <b>Coaching</b> | <ol style="list-style-type: none"> <li>1. Coaching can resume when courts have been re-opened.</li> <li>2. Private lessons are ideal but if you are starting up group lessons, we recommend no more than a ratio of 4 – 1.</li> <li>3. Ensure coaches have training in your protocol and know how to handle the situation on court to help the kids maintain their physical distancing, even when at rest or being given feedback.</li> <li>4. Consider assigning coaching equipment to each coach as well as assigned storage areas for their equipment.</li> <li>5. Coaches should ask &amp; remind their students before each class to ensure they are beginning their class with sanitized hands and equipment.</li> </ol> |
| <b>Programs</b> | <ol style="list-style-type: none"> <li>1. Programs can resume when courts have been re-opened.</li> <li>2. All programs should be kept to a maximum of 4 students per court, as long as you are able to maintain the 2-metre rule for physical distancing.</li> <li>3. Have program times staggered so that people have time to exit the courts and the building before the next group comes in. <ol style="list-style-type: none"> <li>a. This will give the coaches time to sanitize the court area (net posts, equipment, chairs, etc) and themselves.</li> <li>b. This will give the staff time also to sanitize the desk area, washroom area, etc.</li> </ol> </li> </ol>   |
| <b>Events</b>   | <p>✓ There are NO sanctioned events permitted. All play is unsanctioned and for recreation only.</p>   |

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*RECREATIONAL TENNIS ACTIVITY GUIDELINES*

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| <b>On Court management:</b> | <p>✓ Each player uses his/her own tennis balls, clearly marked as their own. Whomever is serving uses their own balls. Other players can pass back the balls to the owner by only</p> |
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|                            | <p>using their racquet.</p> <ul style="list-style-type: none"> <li>✓ Ensure NO physical contact between players. Consider touching racquets rather than shaking hands.</li> <li>✓ Players do not change ends during a match.</li> </ul>  |
| <b>Singles or Doubles?</b> | <ul style="list-style-type: none"> <li>✓ Doubles allowed with strict awareness &amp; monitoring of the 2-metre/6-foot rule for physical distancing.</li> </ul>   |
| <b>Seating</b>             | <ul style="list-style-type: none"> <li>✓ No benches. Single seating only set apart the 2-metre appropriate distance.</li> </ul>  |
| <b>Personal Sanitation</b> | <ul style="list-style-type: none"> <li>✓ Each player should carry their own hand sanitizer for use during their match.</li> <li>✓ Although each person is accountable for their own health, the safety of others is at risk also with Covid-19. Everyone should be tasked with monitoring others for signs &amp; symptoms &amp; have a central person in charge that will handle any issues that arise.</li> </ul> |

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#### USEFUL LINKS

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1. Proper handwashing: <https://www.youtube.com/watch?v=o0P-0d1mJfA>
2. BCCDC free handwashing poster: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf)
3. Covid-19 self assessment tool: <https://bc.thrive.health/covid19/en>
4. BCCDC free Physical Distancing poster: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)
5. BCCDC information page on cleaning & disinfecting: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>
6. BCCDC free cleaning in public settings poster: [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)