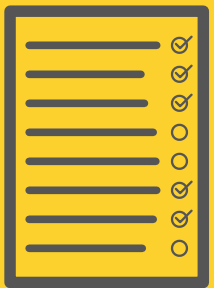


GETTING YOUR SQUASH CLUB READY TO OPEN



Board/Committee Discussions

Ensure that you have had discussions about your clubs ability to provide a safe environment for your members when government advice allows you to open.



Create a plan

Create a plan to ensure that you provide an ongoing safe environment for your members and everything has been accounted for before opening the doors.



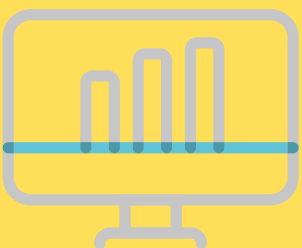
Communicate with your membership

Ensure that you clearly communicate to your members what is happening and their obligations to ensure they maintain a safe environment at your club.



Implement the plan

Bring your plan to life and ensure people are responsible for each ongoing action.



Review the plan

Routinely check that your plan is being implemented as designed and based on good practice. If it's not adjust it.



Keep informed

Information about COVID-19 and the government alert levels changes daily. Ensure that you are aware of the current information and what it means for your club.



Disclaimer

Please note that Squash NZ are not experts on pandemics and as such all New Zealand Government and Ministry of Health information, guidelines and directives supersede this information.

CLUB READY PLAN COVID-19

Use this template to document how you intend to prepare your club to be safe for use by members, casual players, visitors and staff (voluntary or paid) transitioning from Level 3 to Level 2 of COVID-19. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. As indicated by the chart below we are entering Alert Level 3. Change this plan as we enter Alert Level 2.



Your Club Details:

Club Name		Club Category	
Contact Person		Contact Phone	
Date Created		Revision Date	

Our club is a Category: (1) Multi-Sport Club with staff e.g. Rackets Club
 (2) Squash Only Club with paid staff
 (3) Squash Only Club with no staff but with volunteers

Club goal/statement

Our Club has implemented the following measures so we can;

- Keep paid and voluntary staff healthy and 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.

The best reference resources for your club can be found here.

1. <https://covid19.govt.nz/>
2. <https://www.squashnz.co.nz/for-clubs/covid-19.cfm>
3. <https://sportnz.org.nz/covid-19/>

Please tick ✓ or cross x the check column rather than removing information. If you are not doing something, or it is not applicable to your club, then indicate this clearly in the **Yellow** column

What measures are in place	Check	Who Responsible?
PLANNING AHEAD		
<p>We have planned to supervise the club to assist with management of health & safety factors by:</p> <p><i>Option A</i></p> <p>A club representative will be on-site at all times the courts are open. We are only advising the courts as being open to coincide with a roster of playing times which matches club representative's availability.</p> <p><i>Option B</i></p> <p>A club representative will check in on the courts every XXX hours.</p> <p><i>Option C</i></p> <p>A club representative will open & close the courts daily, carrying out suitable cleaning procedures for high touch areas.</p> <p><i>Option D</i></p> <p>Insert your own suitable option here</p>		
<p>We are ensuring club representatives that are involved in active supervision of the courts are remaining safe by having them;</p> <ul style="list-style-type: none"> • Inducted in relation to the role they are to perform • Wear appropriate PPE • Maintain physical distancing of at least 1 metres 		
ACCESSING THE CLUB		
<p>We have a (or have clearly communicated the) contactless booking process for courts to club members (online or phone). This is visible on our website, social media pages and other communication methods to members</p>		
<p>We have implemented a contact tracing process. A simple template can be found HERE</p> <p>Click HERE for Sport New Zealand detailed advice</p>		
SIGNAGE		
<p>Contact tracing posters displayed clearly at the entrance to courts</p>		
<p>We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit</p>		
<p>We have put Safety Guidelines up at the entrance to the club</p>		
<p>We have put Safety Guidelines up in at least two locations around each court</p>		
<p>We have put up signs advising court users must take everything they brought to the club away with them when they leave, including rubbish</p>		
CLEANING & HYGENE		
<p>We are ensuring all high contact areas (e.g. court doors, walls) are being sanitized before each use by XXX (Who is cleaning? – court user or club representative)</p>		
<p>We will have hand sanitizer available for all players to use before & after they have played</p>		
<p>We have ensured all common areas (e.g. clubrooms, toilets, drinking fountains) have been thoroughly cleaned, sanitized & is/are safe to use</p>		
<p>We have ensured all high contact items (e.g. umpire chairs, player seats, rubbish bins) have been thoroughly cleaned, sanitized & is/are safe to use</p>		
<p>If it is identified that a COVID-19 carrier accesses the club, we will close the club until appropriate sanitizing measures can be conducted.</p>		

EQUIPMENT		
We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, equipment)		
COMMUNICATION		
We have identified on our website, social media pages, club member communications & on signage at the club who should be contacted in the event of any member, user or visitor having concerns about something observed at the club		
We have displayed this safety plan clearly for court users to view		

Additional Comments:

Protect yourself and others from COVID-19



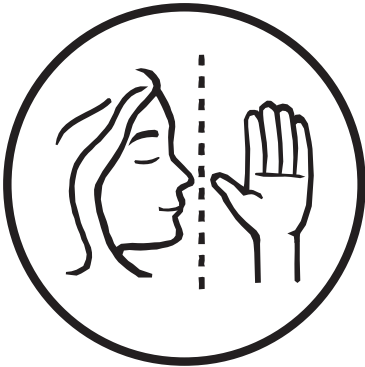
Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

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Clean and disinfect all surfaces and objects

Wipe. Spray with disinfectant. Wait 20 seconds. Then clean.
Don't forget frequently-touched objects like door knobs, light switches, stair rails and lift buttons.

Find out more at
[Covid19.govt.nz](https://www.covid19.govt.nz)

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HELP US CREATE A SAFE ENVIRONMENT



1

GOOD HYGIENE

Cover your coughs or sneezes with a tissue or into the elbow. Use hand sanitizer or wash your hands with soap.

2

CHECK-IN WHEN YOU ARRIVE

To enable contact tracing, we need to maintain a guest register. Please ensure you follow the clubs policy and check in.

3

PHYSICAL DISTANCING

Maintain a 1 metre distance from other people at all times.

4

STAY AT HOME

If you are feeling unwell, please stay at home and seek medical care.

STOP!

We want to keep you and others safe...

All venue users must check in prior to playing. This is for the purposes of contact tracing.

- **DO NOT** play if you are sick, even with mild symptoms
- Minimise touching of common surfaces
- Don't share equipment with anyone
- Leave the venue as soon as you are finished playing

Enjoy Your Game but **PLAY SAFE**. If people don't follow these guidelines, we may be forced to close the courts.

Squash NZ has detailed guidelines for play under level 1, 2 & 3 at <https://squashnz.co.nz/for-clubs/covid-19.cfm>

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DIGITAL TOOLS

Below are some examples that digital tools that could be of use for clubs as they reopen. Most of these providers have COVID-19 deals running with most products having a free option for clubs.



Online Booking. For more contact admin@squashnz.co.nz



Online Booking and Contact Tracing www.pay2play.co.nz

For more information contact dean@pay2play.co.nz



Online Booking and Contact Tracing www.helloclub.com/covid-19

For more information contact liat@helloclub.com



To capture health and safety information through an app that provides your committee with oversight in real time. Functions include risk reporting, incident reporting, and checklists e.g. cleaning to ensure you stay of top of your requirements to open.

For more information www.safe365global.com/nz/safe365-app/



Touch free sign in and contact register. <http://id.idme.co.nz/about-1?em=0>