

COVID-19 DUTY OFFICER RESPONSIBILITIES

1. Once you have familiarise yourself with the Covid booking system, check whether bowlers have booked for your session before leaving for the club. Booking times are cut off at 20h00 the day before.

A printed copy of the day's play can be made by clicking on the Make a Booking icon on the CBC website¹. If you have not printed the day's play you can connect to the club's WiFi² on arrival, if required. You must complete your Attendance and Screening record prior to starting your journey to the club.

If COVID 19 symptom free, you should preferably take your temperature at home. Should your temperature exceeds 37.5° on two occasions 5 minutes apart you must stay at home, advise the Compliance Officer (Tony Pope 082 821 6696 /021 712 5866) and call a doctor or the COVID-19 hotline.

If you have not checked your temperature at home, check your temperature with the hand held device immediately on arrival at the club after sanitising your hands. Should your temperature exceed 37.5°, as above, you must immediately disinfect everything you have touched using your own sanitiser (preferable) or use the one stored in the Covid 19 cupboard, inform the Compliance Manager and go straight home. Once home you must call a doctor or the COVID-19 hotline.

2. Check list.

Prior to the arrival of bowlers ensure that

- a. The walkway from the main gate to the club house has been marked with the 2 meter social distance markers. Members entering via the 2 other entrances must join the back of this queue, if there is one.
- b. A box (stored in the Covid-19 cupboard) filled with Attendance & Screening records is available near the front gate for bowlers to complete for those who do not have access to a printer or have forgotten their forms. Bowlers who do not have access to printers may take an extra form for completion at home before the next time they bowl.

Similarly, a box or tray filled with Attendance & Screening records is left on the bar counter for 'other workers' and service providers to complete when entering the club.

- c. A tray (stored in the Covid-19 cupboard) is placed next to the 2 meter marker nearest to the registration desk in which the bowlers will place their completed Attendance & Screening registers.
- d. The staff have sanitised
 - i. all toilets, basins, taps and other contact points in the club house.
 - ii. themselves before and after handling the bowls equipment.
 - iii. all mats, jacks and trolleys.
- e. Toilet windows are open.
- f. Paper towels are available in the rest rooms.

- g. Other than the side entrance doors and toilet doors, all doors must be left open.
- h. Other than direct access to the restrooms, the rest of the club house, the benches and taps outside have been cordoned off.
- i. Full sanitiser bottles have been placed in the six toilets in use, at the registration desk (stored in the Covid 19 cupboard) and 2 at the both ends of a green, placed at a position one-third from each side of the green (if 5 rinks are in use) in order to avoid congestion. You can use your own discretion as to where to place the sanitisers if all rinks are not in use.
- j. The green keeper has restrung the rinks to accommodate a 2 meter no-man's gap on either side of each rink.
- k. There are two mats and two jacks per rink.
- l. One score card is available for per rink.

2. Screening bowlers

- a. On entering the premises bowlers must be wearing masks.
- b. Bowlers must proceed to the 2 meter markers placed before them. Advise bowlers to place their bowls bags anywhere but at the 2 meter mark, preferably on the grass.
- c. On arrival at the 2 meter marker in front of you, bowlers must have completed the essential requirements of the Attendance & Screening register.
- d. The bowler's temperature is then checked³. Inform the bowler of the result. The bowler must use his/her own pen to complete the Attendance & Screening record and place it in the tray provided next to the 2 metre mark.

A bowler whose temperature exceeds 37.5 degrees must have his/her hands sanitised immediately and be moved to the designated isolation room in the club house and tested again after 5 minutes. If the bowlers temperature exceeds 37.5 degrees again, he /she must immediately sanitise everything he has touched using his / her own sanitiser or using one of the club's and go straight home. Once home the bowler must call a doctor or the COVID-19 hotline.

- e. There are 6 envelopes marked Tuesday through to Sunday to be found in the Covid-19 cupboard. Once all bowlers have deposited their Attendance and Screening registers in the tray set out for this purpose, the Duty Officer places the forms into the appropriate envelope, dates it (starting at the left , top corner because the envelopes will be re-used), and places the envelope back in the Covid -19 cupboard.

3. Before play, read out the rules of play to all bowlers⁴.

4. During play

- a. Ensure that rules are maintained at all times. Offenders must be counselled
- b. No spectators are allowed.

- c. Should a bowler develop symptoms listed on the Attendance and Screening record, all games should be abandoned immediately. All bowlers should leave the premises using their own transport.

The bowler/s showing symptoms must self-quarantine at home pending further advice from the Covid-19 helpline. The rest of the players must contact the Covid-19 helpline on arrival at home.

You must immediately ensure the bowling equipment and any surfaces which the symptomatic person may have touched are thoroughly sanitised.

Contact the Compliance Officer.

5. On completion of play.
- a. Depart immediately once the above has been completed.

¹Once you arrive at the View Club Calendar page of the booking system, click on the Print Register icon and then click Print. Click on Booking Date/Time to make a different choice if you're not printing for the same day's schedule.

²Password: 14theroad.

The clubs website is <https://www.constantiabowlingclub.co.za/>.

³Instructions for use of the temperature device

- It is advised that a visor is worn in addition to a face mask during the conducting of testing because you **will** breach the 2 meter social distance, albeit for a very brief period.
- Take care that no physical contact is made between the device and tested individuals i.e. keep the device 3-5 cm away from the person being tested.
- If contact is made, then the device must be thoroughly sanitised with rubbing alcohol before any further tests are taken.
- Even if no contact is made, the device should be thoroughly sanitised with rubbing alcohol: Before any round of temperature screening begins, after every 10 consecutive temperature scans and after any round of temperature scanning ends.

⁴BSA good practice guidelines

Level 3: Play restricted to Singles and Pairs at a minimum of 5 min intervals between 10 ends.

Level 2: Play restricted to Singles, Pairs and Trips at a minimum of 3 min intervals between 15 ends.

Level 1: Play unrestricted minimum of 3 min intervals between 21 ends.

a. Before play

- I. A distance of at least **2 metres** between players to be adhered to throughout the game.
- II. For tracking and tracing purposes, bowlers are not allowed to enter neighbouring rinks which are in play. Note, there is an area of No Man's land between each rink.
- III. Always carry hand sanitizers with you and refrain from touching your faces. There are hand sanitisers on the banks should you not have your own.
- IV. There is one jack and one mat at each end.
- V. In a game of pairs, **one team(skip plus lead)** will be designated as the mat handlers. In a game of singles, each player will be designated one of the two mats.
- VI. Always sanitise hands after touching the mat. The virus can be carried on the soles of shoes.
- VII. The jack will not be delivered but placed (using one's feet) at a length chosen by the winner of the previous end.
- VIII. Jack markers must be applied with aerosol sprays and not chalks.
- IX. At the completion of an end, bowls should be gathered by using ones' feet.
 - X. *Each bowler, if playing with at least one other bowler, must sanitise his/her bowls before each end.*
- XI. Bowlers are not to touch anyone else's bowls during play.
- XII. 'Dead' bowls can be removed by foot and should be set to one side.
- XIII. One scorecard will be provided for each rink. The effect of heat on score boards, as suggested by BSA, has not been proven.

b. On completion of play

Mats and jacks will be sanitised by the staff prior to each session.

- i. During morning games or at the end of "first session" games, leave mats and jacks on the bank. Staff will collect and sanitise appropriately.
- ii. At the end of an afternoon game, place the mats and jacks in the trolley. Sanitise hands. Staff, **if available**, may transport bowls equipment to and from the club house.
- iii. Players must leave the premises immediately after the game.

Duty Officers:

<u>Name</u>	<u>Telephone number</u>	<u>Cell Number</u>	<u>E-mail</u>
Alan Lofthouse		082 770 3297	lofthouse@telkomsa.net
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<i>Saturday's only</i>			
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<i>Tuesday morning's only</i>			
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Peter Cawood		083 553 5253	mwplc@mweb.co.za
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Ian Saunders		072 854 6299	ian@kegandbarrel.co.za

Compliance Officer

Tony Pope	021 712 5866	082 821 6696	dr.tpope@gmail.com
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