

RESPONSIBILITIES OF THE STAFF FOR EACH BOWLING DAY

1. The staff must complete the **DAILY HEALTH SCREENING FOR ALL CONSTANTIA BOWLING CLUB EMPLOYEES** as per the directions of that form.
2. Staff check list.

Prior to the arrival of bowlers the staff must ensure that

- a. The walkway from the main gate to the club house has been marked with the 2 metre social distance markers. Members entering via the 2 other entrances must join the back of this queue, if there is one.
- b. A box filled with at least 20 Record of Attendance & Screening forms is available near the front gate .
- 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 Record of Attendance & Screening forms.
- d. The staff must sanitise all toilets, basins, taps and other contact points in the club house.
- e. Toilet windows are open.
- f. Paper towels are available in the rest rooms.
- g. Sanitise all mats, jacks and trolleys.
- h. The staff must sanitise themselves before and after handling the bowls equipment.
- i. Other than toilet doors, all doors must be left open.
- j. Other than direct access to the restrooms, the rest of the club house and the benches alongside the bowling greens have must be cordoned off.
- k. Outside taps are cordoned off.
- l. Full sanitiser bottles have been placed in the six toilets in use, at the registration desk and 2 at the both ends of a green, placed at a position one-third from each side of the green in order to avoid congestion.
- m. Disposable wipes are available at both ends of each rink.
- n. The greens must be restrung so that the rinks accommodate a 2 meter no-man's gap on either side of each rink (we have 37 metre wide rinks).
- o. There are two mats and two jacks per rink on either end of the rink.

On completion of play

- a. During morning games or at the end of "first session" games staff will collect and sanitise the mats and jacks left on the bank appropriately.
- b. At the end of an afternoon game staff must sanitise the mats, jacks , trollies and themselves before transporting all the bowls equipment to the club house storage room.
- c. After each session, staff must dispose of the wipes on the bank, following which they must sanitise themselves.
- d. Staff must leave the club house immediately.

HAND SANITISER STORAGE & USAGE

ALCOHOL-BASED HAND SANITISER IS A FLAMMABLE LIQUID

STORAGE GUIDELINES

- Store in a secure area with good VENTILATION
- Store AWAY FROM all heat sources, including (but not limited to) sparks; open flames; any types of electrical outlets, switches or equipment; and extreme heat
- Keep all containers / bottles securely SEALED
- Make sure that there are no COMBUSTIBLE MATERIALS in the storage area (cardboard, fabric cloths)
- Do not store more than 100 LITRES of hand sanitiser in the back area

SAFE USAGE

- Do not use it for any purpose other than what it is intended for.