



DUTY STEWARD BRIEFING NOTES – COVID-SECURE OPENING

Introduction

These briefing notes highlight some of the main points and duties the Duty Stewards will need to carry out to ensure we remain open as a COVID-secure venue.

They will need to familiarise themselves with the Re-opening Proposal document which contains the full details of the process. This can be found in the Stewards folder in the Pavilion.

Access and Restrictions

1. Access is restricted to Committee members and those Members who have either a confirmed rink booking or have a pre-booked spectator space. Stewards may also take telephone bookings on the same day when spaces are available.
2. No more than 30 people in total are allowed on site at any one time. This includes the Pavilion, rink and spectator areas.
3. Access to the bowls shed is restricted to the Green Keeper and Committee members only. It will not be accessible to members and therefore those wishing to hire equipment will need to make arrangements prior to, or at the time of booking.
4. Members may only enter the Pavilion to use the designated toilet facilities, or in wet weather to use the designated chairs to change their shoes, however, only players from the same household or government approved bubble, may be in the Pavilion at the same time. All other access is restricted to the Duty Stewards and Committee Members only. **Face masks must be worn by anyone in the Pavilion.**
5. The main entrance door to the Pavilion must remain locked to prevent access by the general public and those who have not pre-booked.
6. The windows to the Pavilion and or bifold door may be opened to allow additional ventilation when Stewards or Members are inside the Pavilion. If the windows are opened, they must be closed and locked at the end of each day.
7. Members entry and exit to and from the rink areas will be via the side gate.
8. Social distancing is to be observed at all times and this remains 2 metres for anyone not living in the same household or in a Government approved "Support Bubble".
9. Those arriving to play or watch should wait in the car park until all players from the previous session have departed. Once they have departed the Duty Steward will let the next sessions players in.
10. Players are asked to observe and keep to their session timings to avoid impacting those playing in the following session.
11. The Duty Steward may need to remind players when their session is coming to an end or if they forget to observe the 2 metre distancing rules.
12. The rule of 6 or maximum of 2 households for gatherings, must be followed in all outside areas including the car park. Members are reminded they should not stop and chat to anyone if it means more than 6 people or 2 households are in the gathering. Mixing of households inside the Pavilion is currently not allowed.
13. Please encourage those who have downloaded the NHS COVID app to check in using our QR posters.



14. When the outside benches are too wet to use, members may use the designated chairs in the Pavilion to change their shoes, however, excluding the Stewards only one household may be in the Pavilion at the same time.

In bad weather they may leave their bags or shoes in the Pavilion whilst playing, but they must be stored safely along the grey matting by the bifold doors.

There is a special upholstery spray provided which can be used to sanitise the chairs after use.

Players Responsibilities

Players must familiarise themselves with the re-opening process and by booking to play or spectate they are agreeing to adhere to the process.

1. Players will be responsible for:
 - a. Cleaning and sanitising the club mats and the jack at the start and end of each session
 - b. Cleaning and sanitising their own and any equipment they hire.
 - c. Taking home and disposing of their rubbish, including paper towels etc they may have used for cleaning.
 - d. Cleaning the toilet facilities, handbasin and handles before and after using them.
2. Personal and hired equipment will need to be taken home for safe keeping as the Pavilion lockers and bowls shed will not be in use until further notice.

The Duty Steward

1. There will be a Duty Steward on site for each booked session to help the process run smoothly and address any questions or concerns.
2. The Duty Steward will:
 - a. Open and close the car park barrier and side gate at the beginning and end of the day.
 - b. Set up the cleaning equipment for the Players to use, put by the rinks and clean down the common areas (gate handles and handrails etc) at the start and end of each session.
 - c. Set Up Equipment
 - i. **Place the hand sanitiser stand on the mat by the centre handrail, at the top of the outside steps and use the cones to weigh down the base. If this is too heavy for you to move alone, please wait until someone can help.**
 - ii. There are 4 mats, jacks **and pushers**. Place one of each on the paving by the rinks which have been booked to play. An additional mat and jack per rink are available in the Pavilion if the players request them.
 - iii. There are 4 black buckets containing various items to assist players cleaning and sanitising their hands and bowls (see bucket list). Place 1 bucket by each mat on the Rinks booked to play.
 - iv. There are 5 pressure pump sprayers containing surface antibacterial solution for Players to use to sanitise the mats. Place one of the pressure pump sprays alongside each mat.
 - v. The 5th pump sprayer should be left by the Pavilion (next to the gate) to use to sanitise the side gate.
 - vi. **Take club phone out of reception drawer turn on and charge if necessary.**



- vii. The First Aid Kit is available in the Pavilion.

- d. Maintain Hygiene and Cleaning
 - i. Clean the designated toilet including the toilet bowl, seat, handle, hand basin, taps, hand towel dispenser and floor, with the equipment provided. Disposable gloves will also be provided for this purpose.
Note: If the toilet is used, the Steward must carry out an additional clean at least once during their session. If the toilet isn't used, then the additional clean is not required.
 - ii. Clean the jacks and mats at the start and end of the day.
 - iii. Clean common areas ready for players arrival (handles, handrails etc)
 - iv. Between each session, clean common areas as before, ready for next session players arrival. Clean benches, if used.
 - v. Encourage anyone entering or exiting the facilities to use the hand sanitiser provided.

- e. Close up at End of Day
 - i. Lock up side gate.
 - ii. Return the outside hand sanitiser stand to the pavilion. If this is too heavy for you to move alone please do not struggle, ask someone to help, or contact Mike Smith or Karen Eaton who will arrange to do it for you.
 - iii. Clean mats and jacks and return to Pavilion, place them on the grey carpet by the bifold doors.
 - iv. Return black buckets to Pavilion, placing them on the rubber mats and restock, as necessary.
 - v. Return the pump sprays to the pavilion and refill if necessary. Please ensure these pumps are placed on the mats with the spray nozzles are stored facing upwards to prevent leakage onto the carpet.
 - vi. Return pushers to the pavilion and store behind the barrier.
 - vii. Secure and sanitise all doors, windows and gates.
 - viii. Return club phone to the reception drawers and for data protection place the days booking sheets in drawer and lock.
 - ix. Sanitise and replace all keys in key cabinet.
 - x. Set Alarm, secure, lock up and sanitise Pavilion door. Please recheck door is securely locked.
 - xi. On leaving the carpark close and lock carpark barrier

Emergency

In an emergency when it is necessary to evacuate the Rink side areas the Duty Steward will need to immediately unlock the padlock on the disabled gate to allow players a safe exit from the Rink area without needing to pass by the Pavilion.

Bookings

1. Members may call the duty steward on the day by phoning the clubs mobile on **07395 571286** and Members may call the duty steward on the day by phoning the clubs mobile on **07395 571286** and, subject to availability, book a rink to play or spectate. If the late booking is accepted the Steward must add the names of those playing or spectating to the booking sheet with a contact phone number for the lead person. Only



those confirmed on the booking sheet to play or spectate may do so. Anyone not listed on the booking sheet cannot just turn up, even if there is an unused rink or spare spectator spaces.

2. Please tick off names as the players/spectators arrive as this will act as their “sign in”. These sheets need to be retained as we may need to produce them for the Government Track and Trace agency, if any person who attends the Club subsequently tests positive for COVID.

Please also encourage members and visitors to scan the QR code with the NHS COVID app if they have it downloaded on their smartphone.

3. If the Club needs to cancel a booked session (e.g. due to bad weather, unforeseen circumstances etc), we will endeavour to contact the lead Member by phone with as much notice as possible.
4. As the contact phone for the lead Member is on the booking sheet, please do not leave this sheet unattended, as that would be in breach of the Data Protection Act.
5. At the end of the day the booking sheet should be left in the locked reception drawers.

Spectators

A limited number of Spectators will be allowed on site to watch games, providing they pre-book their space, with the Booking Team or by telephoning the Steward on the day.

These spectators must be fully paid up Full, Family or Social Members.

We are sorry, but currently we are unable to allow any spectators, who are not members.

Spectators will be encouraged to provide their own seating but can use the benches properly sanitised before and after providing they keep to the 2m distancing rules. Under no circumstances may any of the furniture from the Pavilion be moved outside for Players or Spectators to use.

2021-22 – CURRENT STEWARDS SHIFT ROTA PATTERN (starting 29 March 2021)

	Start time	Finish Time
Open Club and Shift 1 + keyholder*	09.45	11.50
Shift 2	11.50	14.10
Shift 3	14.10	16.30
Shift 4 and Close Club + keyholder*	16.30	18.30

These time shifts are created to enable a just over two-hour pattern.

Keyholder* Arrangement will be made for a keyholder to be available to open and close when non-keyholders fill these shifts.

Note: These timings do not exactly fit the bowling timings but they allow self-distancing to be achieved.



BOWLING

The Club will be open for bowling on 4 rinks on 4 days a week on a 2-week schedule (starting 29 March 2021).

Week 1	Monday	Wednesday	Friday	Sunday
Week 2	Tuesday	Thursday	Friday	Saturday

2021-22 – Bowling Schedule (starting 29 March 2021)

SESSION 1	PLAYERS			
	ARRIVE	START PLAY	END PLAY	DEPART BY
Duty Steward Unlock and Set up from	09.45			
Rink 1	10:20	10:30	12:15	12:25
Rink 7	10:30	10:40	12:25	12:35
Rink 3	10:40	10:50	12:35	12:45
Rink 5	10:50	11:00	12:45	12:55
SESSION 2				
Rink 1	13:05	13:15	15.00	15.10
Rink 7	13:15	13:25	15.10	15.20
Rink 3	13:25	13:35	15.20	15.30
Rink 5	13:35	13.45	15.30	15.40
SESSION 3				
Rink 1	15.50	16.00	17.45	17.55
Rink 7	16.00	16.10	17.55	18.05
Rink 3	16.10	16.20	18.05	18.15
Rink 5	16.20	16.30	18.15	18.25

2021-22 – Bowling Days (March-June)

BOOKINGS OPEN	BOWLING DAYS						
	MON	TUE	WED	THU	FRI	SAT	SUN
Mon 22 Mar 2021	29-Mar-21		31-Mar-21		02-Apr-21		04-Apr-21
Mon 29 Mar 2021		06-Apr-21		08-Apr-21	09-Apr-21	10-Apr-21	
Mon 5 Apr 2021	12-Apr-21		14-Apr-21		16-Apr-21		18-Apr-21
Mon 12 Apr 2021		20-Apr-21		22-Apr-21	23-Apr-21	24-Apr-21	
Mon 19 Apr 2021	26-Apr-21		28-Apr-21		30-Apr-21		02-May-21
Mon 26 Apr 2021		04-May-21		06-May-21	07-May-21	08-May-21	
Mon 3 May 2021	10-May-21		12-May-21		14-May-21		16-May-21
Mon 10 May 2021		18-May-21		20-May-21	21-May-21	22-May-21	
Mon 17 May 2021	24-May-21		26-May-21		28-May-21		30-May-21
Mon 24 May 2021		01-Jun-21		03-Jun-21	04-Jun-21	05-Jun-21	
Mon 31 May 2021	07-Jun-21		09-Jun-21		11-Jun-21		13-Jun-21
Mon 7 Jun 2021		15-Jun-21		17-Jun-21	18-Jun-21	19-Jun-21	
Mon 14 Jun 2021	21-Jun-21		23-Jun-21		25-Jun-21		27-Jun-21