

# GUIDELINES FOR WIBC – OPENING UNDER SOCIAL DISTANCING



**The English Indoor Bowling Association confirm that Indoor Bowls can start again from Saturday 25<sup>th</sup> July 2020, following the Government's further easing of COVID-19 lockdown announcement on 9<sup>th</sup> July. Worthing Indoor Bowls Club will open from 3<sup>rd</sup> August allowing for planning time to demonstrate that our facility and bowls activities are COVID secure.**

**At present EIBA are still in discussion with the Department of Culture, Media and Sport on the conditions relating to expanding the number of people who can play on a rink and overall total across all rinks.**

**Currently, the Government state that indoor gatherings should be of no more than 30 people in the venue at one time.**

## **THE CLUB - PREMISES**

### **Entrance and Exit**

A sign will be placed at the entrance informing members that if they have any of the symptoms listed e.g. persistent dry cough, temperature, loss of taste & smell that they should not enter the building.

Members will be asked to queue outside the door nearest the office to gain entry to the green. In the car park, floor markers will indicate standing points. As members come forward to access the building, they will be assessed using a non-contact forehead thermometer. Temperature readings showing red will not be allowed into the club. Only members whose names appear on the pre booked list will be admitted to the club and they will be advised by the admitting club official which rink to go to.

Queuing will be allowed to commence 15 minutes prior to the start of a session.

Exit from the club will be through the rear door of the club. Members must leave the building immediately on completion of their session.

Pedestrian access around the perimeter of the building is clockwise only. Car users will be advised to take extra care and the speed limit will be reduced to 5mph.

### **Rink access**

Floor marking will allow sitting/standing space by the rink to allow free access along a clearly marked walkway to toilets and coat hanging facilities. There will be maximum seating for 4 at the end of the rink.

### **Changing rooms**

Changing rooms may only be used for coat hanging and single access to lockers (first visit back only) – bowlers should come dressed ready to play with shoes and bowls in a bag. Dress code will be classed as relaxed. A one-way path will be established in the mens changing room and access will be limited to a maximum of 2 members at any time

Alan Messer WIBC Manager 21 July 2020

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## Toilets

A strictly one in one out policy will be applied. Members should 'shout' before attempting entry. Hand washing is encouraged and only the anti-bacterial drier in the mens toilet will be in use. All other hand driers will be turned off. Paper towels will be provided. Urinals in the mens toilets will be out of bounds.

## Bar/ Restaurant

This facility will remain closed during bowling sessions. Members will need to bring their own water and snacks with them if required. Care must be taken to avoid food or drink being taken onto the bowling carpet. The use of the water machine will be limited to personal water bottles only. Coffee vending machine will be turned off. The only access through the lounge will be for disabled entry. The Charity bookstore will be out of bounds.

## Hygiene

All members are reminded members of the need for excellent hand hygiene; Hand washing is the best defence – **reminder posters** will be displayed. **Sanitiser sprays** will be available at entrances and exits and hand washing will be obligatory in toilet areas. The wall mounted sanitisers are difficult to source refills for and will be superseded by individual refillable dispensers.

We will follow legislation and advise for wearing face coverings indoors. **A supply of single use masks will be available for members to purchase.**

A regime for cleaning of handrails, jacks and mats will be in place before the start and end of each session. Chair arms and table surfaces should be wiped down at the end of each session. Materials available from the Green Stewards desk.

## Ventilation

The HSE advise that the risk of air conditioning spreading the corona virus is very low. We will take additional steps to ventilate the building by opening the fire doors at the west end of the bowls hall for a period of five minutes to allow the air to be refreshed at the end of each session.

## THE CLUB – OPERATING PROCEDURES

### Rink Bookings

The club will operate a booking system combining telephone/online which allows only the agreed number of members to attend any timed session. Bookings will have to be made at least one day in advance. Rink allocations will also be made in advance and notified to members as they access the building.

Number of sessions played in a week by individuals will be limited to allow fair access to all. The number of sessions played by a member will be reviewed regularly and the maximum number allowed will also be under regular review.

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Records of who played will be maintained for a rolling period not exceeding 21 days.



## Payment

Cash will not be used to pay for sessions. All rink fees will be paid for with pre bought tickets. Tickets can be bought from the office or at the rink-side using credit or debit cards. Green Fees tickets will be collected into a box and submitted to the office for tallying. Disposable gloves should be worn for collection of tickets.

## Volunteer Green Stewards

WIBC has a duty of care to its staff and volunteers. The Green Steward has a primary function in allocating rink space and collection of green tickets. Their space will be clearly defined, and members should not cross the marked boundaries. Green stewards will be issued with washable reusable face protection and gloves if required. They will be responsible for ensuring that sanitisation of jacks, mats and handrails take place at the beginning and end of each session.

## WIBC Office Staff

Only one member of Office staff allowed in the office in any one Work Session, unless by prior agreement. A Staffing rota will be established and agreed with all concerned. The staff member assigned to admin and meet and greet will work from the office and will be responsible for admitting members into the club for the fifteen minutes before the session starts. If a green steward is available, they will look after the bowls hall pre-session sanitisation routines. If no steward is present the admin staff will be responsible for this plus the end of session ventilation.

A second member of office staff will man the phone line for specified sessions Monday to Friday. These phone calls for rink bookings will be taken in the lounge area.

Computers should be allocated one person per session. No hot desking within sessions is allowed and hand sanitisation and wiping down surfaces should be undertaken regularly. Face coverings whilst in club premises remain a matter of choice for individual staff.

Each member of staff will be allocated a set of reusable face masks, and a full-face visor. The full-face visor should be used when admitting members to the club. Hand sanitiser and anti-bacterial spray will also be freely available.

A Perspex Screen has been fitted in front of office customer window. Screen cleaning equipment will be provided.

Shift pattern for admin and meet and greet staff will be

Mon- Fri 0845-11.45 Mon Fri 1300-1600.

Phone staff sessions will be

Mon-Fri 1000-1100 and 1400-1500

Weekend sessions will be by agreement

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No club members or members of the public are allowed into the office. The Office Door to be kept on latch.

### **WIBC Bar and Ancillary Staff**

All staff must sign in, to record time and date of shift. Staff will have access to gloves, masks, and sanitiser. Currently all drinks must be ordered by table service. A portable Perspex sneeze-screen will be available if bar service is allowed. Hygiene training will be given to all bar and additional staff.