



Coquitlam Lawn Bowling Club  
Guidelines for Step 1  
Returning to Normal  
Amended on May 29, 2021  
Date Approved : June 10, 2021

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## **STEP 1 - RETURNING TO NORMAL (RTN) GUIDELINES**

### **1. GENERAL REQUIREMENTS**

- 1.1 Safety Monitors will set up Sanitizing Stations, using anti-bacterial sprays or hand sanitizers, in the washrooms, at each lane on the Green, in or near the equipment shed, and near the facility entrances.
- 1.2 All club members attending the facility must read, understand and agree to comply with this Guidelines document.
- 1.3 All club members attending the facility should sanitize their hands often while on site.
- 1.4 Everyone attending the facility must complete a daily COVID-19 Symptom Questionnaire or Declaration at Check-In, prior to using the Green or other areas of the facility. A Symptom Questionnaire or Declaration must be completed every time you attend the facility. The Questionnaires & Declarations will be filed and retained by date. Each attendee at the facility must also complete a CLBC WAIVER form for the 2021 season, to be kept on file by the club.
- 1.5 All members may access their locker in the clubhouse by making an appointment with a Safety Monitor. RTN protocols and City of Coquitlam protocols will be observed whenever the clubhouse is accessed. Locker access should be kept to a minimum, so do not store your daily use equipment in your locker.
- 1.6 No visitors or spectators are allowed inside the facility until we are permitted to proceed to Step 2 of the RTN Guidelines (estimated for June 15, 2021), and the limit will then be set at a maximum of 50 people. Spectators are expected to submit a Symptom Questionnaire or Declaration.
- 1.7 Physical distancing of 2 metres is required for indoor spaces at the facility, except for one person occupancy of the washroom.
- 1.8 Physical distancing of 2 metre is required in areas of the facility NOT considered the “field of play”.
- 1.9 There are no physical distancing requirements in the “field of play”. The field of play includes the entire Green and the areas around the Green where benches or bench pads are located. Benches are in the field of play.
- 1.10 The use of face masks and PPE (gloves) are optional at the facility.

### **2. CLUBHOUSE AREA**

- 2.1 The water fountain will be controlled by the City of Coquitlam according to city protocols. Bowlers may bring their own water in a container marked with their name.

- 2.2 The kitchen will remain closed. There will be no food or beverages permitted in the clubhouse. There will be no use of kitchen facilities for food or refreshment preparation or any form of gathering.
- 2.3 Hand sanitizer and/or disinfectant will be provided in common areas such as the washrooms, the equipment shed and the clubhouse.
- 2.4 The clubhouse will be closed, except for limited times, such as an appointment for locker access by a member (see 1.5), AED use or maintenance, turning ON/OFF the floodlights, and access to Team Draw cards.
- 2.5 Signage will be placed near the equipment shed and clubhouse outlining the indoor physical distancing guidelines (shed), and hand sanitizing recommendations (gate).
- 2.6 Washrooms will be equipped with sanitizers, and will have limited access for one person at a time. It is the occupants' responsibility to sanitize the used and/or touched washroom equipment after use.
- 2.7 The washrooms will be cleaned on a regular schedule by city crews.
- 2.8 Signage will be placed in the washrooms outlining the entry limitations.

### **3. LOCKERS**

- 3.1 All personal items (bowls, shoes, etc.) should be removed from the lockers. The clubhouse lockers can only be accessed by appointment with a Safety Monitor. The only exceptions for ad hoc clubhouse entry are to access the AED, turn ON/OFF the floodlights, and access the Team Draw cards.
- 3.2 Bowls, Lifters, beverage containers and other personal equipment should not be stored in the clubhouse lockers, as clubhouse access and use is limited.

### **4. EQUIPMENT SHED**

- 4.1 Each bowling session will have three (3) designated Safety Monitor (SM) volunteers. SM's will put the jacks, mats, rakes, scoreboards, and filled water buckets outside the shed, and will set up all sanitizing stations. Safety Monitors will conduct the check-in process and the team draw process. One bowler at a time may access the equipment shed to get a set of club bowls, as needed.
- 4.2 A maximum of TWO people at a time will be allowed in the equipment shed, and 2 metre physical distancing must be maintained inside the shed. Members wanting to choose club bowls will wait outside the shed until it is feasible to choose their bowls while maintaining 2 metre physical distancing inside the shed. Club bowls will be returned to the equipment shed, observing the 2 metre physical distancing requirement, or placed outside the shed for a Safety Monitor to put away.
- 4.3 Members using club bowls are responsible for returning them to the equipment shed, or near the equipment shed, observing protocols detailed in 4.2 inside the shed.
- 4.4 The equipment shed will be equipped with its own hand Sanitizing Station.

- 4.5 Bowlers will return all bowling equipment to the equipment shed, observing the protocols detailed in 4.2, or placed outside the shed for Safety Monitors to put away. Personal towels should not be left in the shed. Please taken them home after each session and wash them before bringing them to the facility.
- 4.6 When club bowls are to be used, only one person at a time may enter the equipment shed to choose and remove a set of bowls. This will be done only after the daily bowling equipment has been removed from the shed by the Safety Monitors.
- 4.7 Signage outlining the Protocol for Club Bowls use will be posted.

## **5. ON THE GREEN**

- 5.1 If bowlers are feeling unwell, regardless of the symptoms, they are to stay home.
- 5.2 Members dropping-in to bowl should arrive at the facility at least 20 minutes before the session is scheduled to begin. Game format will be PAIRS up to June 12, after which game formats will be decided by the Safety Monitors on duty and be dependent on the number of bowlers on hand.
- 5.3 As of June 13, 2021, games formats and team draws will be decided by the Safety Monitors, depending on member turnout and optimal lane configurations.
- 5.4 A maximum of 50 participants are allowed at the facility at one time. Safety Monitors will enforce this number of participants on a first come, first served basis.
- 5.5 COVID-19 Symptom Questionnaires and/or Declarations will be retained by the club in case of a suspected outbreak at the facility. These are required for everyone on site each day.
- 5.6 Bowlers should use their own bowls. If club bowls are used, the safety protocols for using club bowls must be followed as detailed in 4.1, 4.2, 4.3, and 4.6.
- 5.7 Club foot mats and green mats will be used during bowling sessions. Bowlers will return foot mats and green mats to the equipment shed, observing the protocols detailed in 4.2, or leave the mats outside the shed for Safety Monitors to put away.
- 5.8 Bowlers will return all other equipment to the equipment shed, observing the protocols in 4.2, or leave the equipment outside the shed for the Safety Monitors to put away.
- 5.9 There are no visitors or spectators permitted at the facility until June 15, 2021, and only if we proceed to Step 2 of the RTN. Visitors and spectators should sign a WAIVER and sign a Symptom Questionnaire or Declaration.

## **6. OTHER ACTIVITIES**

- 6.1 Two metre physical distancing is required in all indoor areas of the facility, except for the single occupancy washrooms.
- 6.2 Each playing lane will have ready access to hand sanitizer.

6.3 All benches will be available for use and deemed to be in the field of play.

6.4 There will be no FUN NIGHTS until further notice.

## 7. **MEDICAL**

7.1 All volunteers and bowlers attending the facility must read, understand, sign, and submit the Liability Waiver and the daily Symptom Questionnaire or Declaration. If volunteers and bowlers have not completed both, they will NOT be allowed to remain at the facility. The Liability Waiver is in effect for the 2021 season and only needs be submitted ONCE for the entire 2021 season.

7.2 Symptom Questionnaire or Declaration must be completed each time anyone attends the facility.

7.3 If after you leave the Green and at any time after you have been at the facility you feel unwell, you are to inform the Club President, or other Executive Committee Member.

7.4 It is every bowler's responsibility to help ensure the safety of all by making a timely report of symptoms or illness to a member of the Executive Committee.

7.5 In the event of a suspected case or outbreak of influenza-like-illness, the club will call the Provincial COVID-19 phone line at: 1-888-268-3419 (1-888-COVID19) to determine next steps.

8. **COACHING - No new member coaching will be done this season** – the club may take in new members if they do not require coaching.

## 9. **GREENS MAINTENANCE**

9.1 Mowing and other Green maintenance will be scheduled by city staff and coordinated with club members performing related Green maintenance tasks.

9.2 City personnel will be responsible for providing their own PPE as required by city protocols.

9.3 City personnel will be responsible for maintaining all City of Coquitlam protocols while on site.

9.4 All adjustments to, and maintenance of, club owned machinery will be done by the Greens Director (or designate) as required.

## Symptom Screening

Every person entering the lawn bowling greens/grounds or facilities must complete and sign the below questionnaire EACH time they enter. No person will be allowed to stay at the club if they have not completed the below Questionnaire.

### Symptom Screening Questionnaire

1. Do you have any of the following **new or worsening** symptoms or signs?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| New or worsening cough   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny nose, sneezing or nasal congestion   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (in absence of underlying reasons for symptoms such as seasonal allergies and post nasal drip) |                              |                             |
| Hoarse voice   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Difficulty swallowing  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New smell or taste disorder(s)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea/vomiting, diarrhea, abdominal pain  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Unexplained fatigue/malaise  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

- Yes  No

3. Do you have a fever?

- Yes  No

4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

- Yes  No

If you have answered **YES to any question** you have not passed and **cannot** enter the club grounds, greens or facilities. It is recommended that you contact your medical practitioner and discuss the results of this questionnaire.

\_\_\_\_\_  
Print Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_