



Coquitlam Lawn Bowling Club
Guidelines for Phase 2 Bowling
Training/Coaching & Player Development
Amended on March 20 2021
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PHASE 2 RETURN TO PLAY (RTP) GUIDELINES

1. GENERAL REQUIREMENTS

- 1.1 Club officials or appointed monitors will be responsible for the setting up of Sanitizing Stations (i.e. anti-bacterial sprays, hand soap, and hand sanitizer) at the entrance of all facilities and outside on the Green.
- 1.2 All club members attending the club grounds and/or clubhouse must read, understand and agree to comply with this Guidelines document.
- 1.3 All club members attending the club grounds must sanitize their hands before (or immediately upon) entering the property.
- 1.4 All club members attending the club grounds and/or clubhouse must complete, date and sign the COVID-19 Symptom Screening Questionnaire prior to entering the clubhouse or using any of the greens or facilities. The Symptom Screening Questionnaire must be completed every time a member attends the property.
- 1.5 All members may access their locker in the clubhouse by making an appointment with a key carrying member of the Executive Committee. All RTP protocols and City of Coquitlam protocols will be observed whenever the clubhouse is accessed.
- 1.6 Only members who have a confirmed booking time for use of the green will be allowed on the green. No visitors or spectators are allowed at the facility.
- 1.7 Physical distancing will be enforced, maintaining minimums of THREE metre (9 feet 10.11 inches) distancing on the green and TWO meter (6 feet 6.7 inches) distancing everywhere else on the property.

2. CLUBHOUSE

- 2.1 Surfaces and materials will be disinfected before and after use. This includes the sign in table and door handles of the equipment shed and clubhouse.
- 2.2 Water fountains will be closed. Bowlers should bring their own water in a container marked with their name.
- 2.3 The kitchen will be closed until the city allows use. There will be no food or beverages allowed in the clubhouse.
- 2.4 Hand sanitizer and/or disinfectant wipes will be provided in common areas of the clubhouse building (ie: washrooms).
- 2.5 The clubhouse will be closed, except for limited times, by appointment, for locker access (see 1.5). There will be washroom access, observing RTP protocols (see 2.7). There will be no use of kitchen facilities for food or refreshment preparation or any other form of gatherings until approved by the city.

- 2.6 Signage will be placed by all entrances and storage facilities outlining the physical distancing guidelines in place, as well as hand-washing recommendations/protocols.
- 2.7 Washrooms will be equipped with their own sanitizers, and will have limited access for one person at a time.
- 2.8 It is the occupants responsibility to sanitize the used and/or touched washroom equipment before and after use.
- 2.9 The washrooms will be fully sanitized on a schedule maintained by the city.
- 2.10 Signage will be placed outside the washrooms detailing the entry limitations.
- 2.11 The floor or ground outside washrooms will have two-metre markings for line-ups to ensure the required 2 metre physical distancing.

3. LOCKER ROOM

- 3.1 All personal items (bowls, shoes, etc.) should be removed from the lockers. The clubhouse lockers can be accessed by appointment only. The only exceptions for ad hoc clubhouse entry are to access the AED in an emergency, or turn on / off the floodlights.
- 3.2 It will be the present occupant's responsibility to sanitize any communal surfaces touched.
- 3.3 Bowls, Lifters, beverage containers and personal equipment will be carried to and from the Green. Beverage containers should be clearly marked with the owner's name.

4. EQUIPMENT SHED

- 4.1 At each bowling session three volunteers will be designated to put out the jacks, mats, rakes and sanitizing supplies for use during that session. No other persons will be allowed in the equipment shed during the "set up" time.
- 4.2 A maximum of three people will be allowed in the equipment shed at any one time. All others, lining up for choosing or returning club bowls will line up outside, maintaining two metre physical distancing.
- 4.3 Persons using club bowls will be responsible for sanitizing them after each use and returning them to the equipment shed.
- 4.4 There will be no gatherings inside the equipment shed.
- 4.5 The equipment shed will be equipped with its own Sanitizing Station.
- 4.6 Club rakes and scorecards may be used. Rakes are to be sanitized after use. Towels are to be taken home after each session and washed before bringing them to the club.
- 4.7 Only club Jacks are to be used during practice and games and will be sanitized after use.

- 4.8 If club bowls are to be used, only one person at a time may enter the bowls storage area to remove a set of sanitized bowls. This will be done only after the jacks, mats, and rakes have been taken from the shed by the Safety Team volunteers.
- 4.9 A Safety Team volunteer will be appointed to ensure that club bowls are appropriately cleaned and ready for use at each session.
- 4.10 Signage outlining the Protocol for Club Bowls Storage and Use will be posted.
- 4.11 Bowls and jacks are to be used only for one session before being sanitized by a Safety Team volunteer or club bowls user.
- 4.12 Safety Team volunteers will wear appropriate PPE when sanitizing bowls, rakes, jacks foot mats, tables, and designated touch points.

5. ON THE GREEN

- 5.1 If bowlers are feeling unwell, regardless of the symptoms, they are to stay home.
- 5.2 Individual bowler time slots will be set up for all bowling sessions. Members wishing to bowl must sign up for a slot using the online booking system. Members are allowed a limited number of slots. Available slots will not exceed RTP Guideline limits. Playing or practice times must be approved and NO bowlers are to be at the facility unless they have an appointment booked. Bowlers are to arrive no more than ten (10) minutes before start time. Bowlers must vacate the premises immediately after their game or practice ends.
- 5.3 Games can be singles, pairs or cutthroat, depending on numbers. The games will be 12 ends or up to 1.75 hours in duration.
- 5.4 Symptom screening forms will be maintained by the club in case of a suspected outbreak at the facility. These are required for everyone on site.
- 5.5 Bowlers will use their own bowls. If club bowls are used, the posted safety protocols for using club bowls must be followed as outlined in sections 4.3, 4.8, 4.9, 4.10, 4.11 and 4.12.
- 5.6 Club foot mats and green mats will be used during bowling sessions. Foot mats will be sanitized before and after each session. Only one person will be permitted to set the foot mat during each game, and the distance from the edge of the green will be preset to facilitate 3 metre distancing for all bowlers on the green.
- 5.7 Each team may have their own jack. Only one person per team is permitted to throw their own jack. If using only one jack for the session, then only one bowler on that lane may touch that one jack.
- 5.8 One rake is permitted near the end of each playing lane. One person will be designated to handle EACH rake, no matter who scores. The designated RAKE person may be the same person at both ends. During each end, only one person is permitted in the head at a time, maintaining a 3 metre distance from all other bowlers. The designated RAKE person will be the ONLY person allowed in the head after all bowls have been delivered, as all bowlers MUST maintain 3 metre distancing on the green. The designated RAKE person

will do all the counting, measuring, and raking required. The designated RAKE person cannot be changed during the game.

- 5.9 Bowlers are not to visit with other people on the green. Bowlers are to stay within their assigned lane and separation lane, and adjacent walkway, to always maintain 3 metre physical distancing. Using vacant adjacent lanes and adjacent walkways provides ample space to maintain the required 3 metre distancing.
- 5.10 There are no visitors permitted at the facility. Total number of people at facility is not to exceed 50. Exceptions are to be approved by the club Executive Committee.
- 5.11 Bowlers may not access closed spaces or any equipment other than their own, except by appointment or for club bowls, following the defined protocols.
- 5.12 Bowlers will bring their own water and should have their name on their water bottle.
- 5.13 Bowlers will take home their own waste material.

6. BOWLS ACTIVITIES

- 6.1 No handshakes, fist bumps, high fives or any other form of direct physical touching is permitted. Three meter physical distancing is to be maintained at all times on the green, with two metre distancing required in all other areas of the facility.
- 6.2 Each playing lane used will have ready access to sanitizer products.
- 6.3 Some benches may be off limits. The ones used will be sanitized after play by those who used them. Bowling shoes should be put on before entering the facility.
- 6.4 All bowlers must maintain 3 metre physical distancing on the green. This includes all activities, such as walking to the other end.
- 6.5 One person will be designated to handle the jack if just one jack is used. If two jacks are being used, one person on each team will be designated to handle their jack. The jack can be centered on each end using a shoed foot. Please don't wear sandals.
- 6.6 There are 2 rakes permitted near the end of each playing lane. Each rake will be handled by only one person. One person may be designated on each playing lane as the RAKE person. The designated RAKE person will be the only person permitted in the head at the completion of each end (See 5.8)
- 6.7 The designated RAKE person will be responsible for counting the winning shots and measuring with a personal tape measure if required. (See 5.8)
- 6.8 There will be a maximum of four bowlers permitted on each playing lane.

7. MEDICAL

- 7.1 All volunteers and bowlers attending their first session must read, understand, sign, and submit the Liability Waiver and the daily Symptom Screening Questionnaire. If volunteers and bowlers have not completed both forms, they will NOT be allowed to enter the facility.

The Liability Waiver is in effect for the 2021 season and only needs to be submitted ONCE for the entire 2021 season.

- 7.2 Symptom Screening Questionnaires must be completed each time bowlers, volunteers and coaches attend the club.
- 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 contact your Health Officer immediately and also inform the Club President, Coach, 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 to a member of the club's Executive Committee.
- 7.5 In the event of a suspected case or outbreak of influenza-like-illness, the club will discuss the outbreak with the Medical Health Office (or delegate) of the local health authority.

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

9. **GREENS MAINTENANCE**

- 9.1 Mowing and other greens maintenance will be scheduled by city staff and coordinated with club members performing related greens maintenance tasks.
- 9.2 A maximum of 3-person teams will work on the green.
- 9.3 Mowers, rollers and other equipment (i.e. hand carts) will be wiped down with antivirus solution prior to being used, according to city staff protocol. Maintenance equipment used by club members will be sanitized before and after each use.
- 9.4 City personnel will be responsible for providing their own PPE as required by city protocols.
- 9.5 City personnel will be responsible for maintaining physical distancing and all other city protocols at all times while on site.
- 9.6 Bacterial solution (minimum 70% alcohol) for wiping down hands will be available, to be decided by the city staff on site.
- 9.7 All adjustments to, and maintenance of, club owned machinery will be done by the Greens Director (or designate) as required.
- 9.8 Maintenance personnel will depart the club as soon as possible following completion of their tasks.

4 APPENDICES:

APPENDIX A: SINGLE-DAY SYMPTOM SCREENING QUESTIONNAIRE FORM

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 _____

APPENDIX C: CHART FOR DILUTING BLEACH

Diluting bleach

The directions below use bleach that is 5.25%. For other concentrations please use the [Foodsafe bleach calculator](#).

Bleach solutions may be used in spray bottles or wiped onto surfaces and other items. Bleach and water mixtures are effective for 24 hours so only make as much as you need daily.

BCCDC - Recommended bleach, water ratios and cleaning times needed for COVID-19 disinfecting.

Recommended bleach, water ratios, and cleaning times needed for COVID-19 disinfecting	High touch and heavily soiled areas (appropriate for households with illness)	All other surfaces	Food contact surfaces
Example areas and surfaces	Toilets, light switches, door knobs, cell phone, TV remotes, bathroom faucets	Tables, counters, floors, chairs, cribs	Any surface or equipment that contacts food
Bleach concentration in ppm (refers to the % ratio of bleach to water) OR 1 part bleach diluted in ## parts of water	1000 ppm 0.1% (1:49)	500 ppm 0.05% (1:99)	100 ppm 0.01% (1:499)
Time to leave wet, rinsing and drying	Allow 1 minute then rinse with clean water	Allow 5 minutes, no rinse required, let air dry	Allow to air dry, no rinse required

APPENDIX D: EXAMPLES OF DISINFECTANTS AND SANITIZERS

Product Guide Examples for Disinfectants and Sanitizers

PRODUCT	DEFINITION	APPLICATION	PROTECTION LEVEL
Lysol Multi-Surface Cleaner	Use full-strength or dilute 250 mL per 4L of warm water apply to surface until thoroughly wet. Wipe with a clean cloth, sponge, or mop. To Sanitize/Disinfect: Pre-clean surface Apply to surface until thoroughly wet. To Sanitize: Leave for 1 minute before wiping. To Disinfect: Leave for 10 minutes before wiping. Rinse all food contact surfaces with water after using the product	Disinfectant that meet Health Canada's, requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2	Advanced disinfectant and sanitizer for Hard surfaces
Clorox Bleach (6%) solution	100/1 dilution of sodium hypochlorite solution with water used to disinfect surfaces, 10mL bleach to 1 Litre of water. Minimum contact time of 10 minutes in a single application. Air dry.	Recommended by the BCCDC for disinfecting non-pours surfaces	General use disinfectant and sanitizer for Hard surfaces
Ecolab Neutral Disinfectant cleaner	Use 3.9 mL per liter of water for a minimum contact time of 10 minutes in a single application. Can be applied with a mop, sponge, cloth, coarse spray or by soaking. The recommended use solution is prepared fresh for each use then discarded. Air Dry.	Approved for use against the coronavirus disinfecting non-pours surfaces	Advanced disinfectant and sanitizer for Hard surfaces, low acidity
Disinfecting Wet Wipes 70% Alcohol	To sanitize / disinfect: Pre-clean surface. Use 70% alcohol based fresh wipes to thoroughly wet surface. To sanitize: Allow surface to remain wet for 10 seconds. Air Dry.	Single use isopropyl alcohol wet wipes, disposable	Safe to use on electronics including Smartphones, Tablets and POS equipment
Touch Free Hand Sanitizer	Minimum 70% alcohol hand sanitizer solution, rub hands together until dry.	To clean hands if handwashing is not available	General use to kill bacteria and viruses