



COVID-19 SAFETY PLAN

Preamble

This document “TBC_Covid19_Safe_Plan_V3.1_Nov20” released 1st November 2020 replaces its predecessor “TBC_Covid19_Safe_Plan_V2.1_Aug20” which was originally released on 1st August 2020 to enable face-to-face bridge sessions in their regular time slots. It contains very minor amendments, mainly in relation to visitors and pre-bookings for play sessions. It continues to be subject to any changes to the status of the pandemic locally, and to the Queensland Government’s restrictions. For those who do not wish to read the entire document, a brief summary of the changes only is given in the document “TBC_Covid19_Safe_Plan_V3.0_Amendments_Nov20”.

The health, safety and comfort of our members remain our top priorities. Players now understand that we are now living in a world very different from the pre-Covid19 pandemic, and that the risk of infection will be ever-present until a vaccine has been found. Our aim is to reduce the risk to acceptable levels by closely following this Plan.

We can for the time being be comforted by the fact that there is very little evidence of community transmission in our local area. However, this is no time for complacency and we must adhere to the principles of health and safety. Patrons should be prepared for an immediate suspension of activities at the clubhouse if local cases emerge.

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This Safety Plan will be revisited and further updated as necessary in light of ongoing experience. New updates can be identified by the header at the top of Page 1.

- 1. Covid-Safe app:** Queensland Health guidelines recommend the Covid-Safe app is downloaded to your smartphone. The app should be activated and your phone should be “on” but placed on “silent” while at the club.
- 2. Visitors:** New visitors are now encouraged to attend play at TBC provided they have not been in any areas where community transmission is evident. They need to complete our Health Declaration Form and comply with the latest Queensland Government quarantine protocols and border restrictions. The club should be contacted beforehand to ensure seating is available.
- 3. Registration:** Bookings are no longer required for routine club sessions and generally, we will be able to accommodate most attendees. In the event where demand is strong, priority will be given on a “first-come” basis, and arriving 30 minutes before the start of the session is recommended. It will be necessary to pre-register with the club for Special Events.

- 4. Initial Entry:** The main entrance area is not conducive to physical distancing. Players should minimise the duration of their stay in the entrance area. Players arriving and departing as quickly as possible will require the co-operation of all. Players registered for a session should arrive at the club no later than 15 minutes before the scheduled start time. If there is a group at the entry, please observe social distancing. Members are requested to carry their own pen for their own exclusive use. Before entering the front door, use the hand sanitiser stationed outside the entry point.
- 5. Contact Tracing Register:** We are required by Law to maintain a Register for Contact Tracing purposes, so please sign this upon entry on every visit.
- 6. Personal Health Declaration:** You will be asked to complete a personal Health Declaration. If you answer NO to all the questions, you may enter the Club premises. If you answer YES to any question, you will be required to leave. All forms will be retained by the club as required by Government regulations. You only need to complete the Health Declaration the first time you return to the club post Covid-19 restrictions, this will then be kept on file.
- 7. Payment of Entry Fees:** Please have your table fees ready to deposit into a calico bag when the collector comes to your table once everyone is seated. Do not pool the fees for the whole table, just handle your own money. EXACT MONEY is required – no change will be given.
- 8. Covid-19 Safe Plan:** On entry to the club, players will be asked to confirm they have read and understood this document. It will be posted on the TBC website and also emailed to all members. For players who do not have internet access and have not read the document, they will be given a hardcopy on entrance and asked to peruse it before play commences.
- 9. Number of Players Allowed:** Bridge Clubs come under the “**Movement and Gathering Direction**” from the Chief Health Officer, the latest version of this document can be found [here](#). The maximum number of members allowed in the club at any one time is now one hundred (100) but we will be able to accommodate only up to about 70 people based on the density guidelines 4 metres² per person. A recent re-measuring of space and reconfiguration of tables has led to a 2.5 table increase to a maximum of **16.5 tables in play** while still conforming to the social distancing requirements..
- 10. About the Tables:** The tables are our regular 0.8m X 0.8m tables to which 1.2m X 1.2m tabletops have been affixed. They are spaced so that there is 1.5m between the backs of chairs in compliance with social distancing requirements. Hygiene necessities are supplied at each table.
- 11. Take your Seat:** Once the entry process has been completed, you can go to your table. Place your belongings on a side table and sanitise your hands from the dispenser provided at your table – you can go to the nearest hand washing facility and thoroughly wash your hands with soap and water. Dry your hands with a paper towel. Please check and open windows and leave fans and air-conditioners off as much as possible, taking into consideration player comfort and prevailing weather conditions. You may take a cup of tea/coffee or cup of water to your table seating if you wish, but please retain your cup (or bring your own) for re-use at all times throughout the session and place all utensils in the dishwasher when you have finished with them.
- 12. During Play:** Players try to avoid touching any items not directly associated with play - they must only touch the 13 cards associated with their hand. North is the ONLY person who can handle the boards. North should hold the board firm on the table as the others pick up their cards with minimal touching of the board itself.

- 13. High-Touch Points:** These are surfaces that are touched most frequently e.g. cards, taps, door handles. They should be hygienised as often as possible with either hand sanitiser, wipes, or in the case of taps, with soap and water wash and wipe. Mechanical wiping is preferable. Cards in particular are extremely high-touch points and your hands should be rubbed with hand sanitiser or wipes as often as practical, preferably after each board. Other surfaces such as chairs are low-touch Points and only need to be wiped down at the end of the session.
- 14. Bridgemate Use:** The designated user of the Bridgemate (South) will sanitise it with a wipe and will be the only person to handle it over the course of the session. South will display the result appropriately at the conclusion of each hand so that the opposition can check all scoring. If the Director needs to handle the bridgemate to resolve an issue with it or to award an artificial score, it must be wiped before and after it is handled by the Director.
- 15. Bidding & Play:** Our usual bidding boxes will be used. You will use the same bidding box throughout the session. E-W will carry their own bidding box to each table when they move. Bidding slips are not desirable as they will be awkward on the enlarged tabletops. Ensure you bring your own pen with you if you need to use bidding slips. Players are requested to play their cards as far in front of themselves as practical, and dummy should be displayed as close to Declarer as possible.
- 16. At the Table:** If you sneeze or cough at the table, make sure you turn away from the table and cover your mouth and nose with your hand, tissue, or your elbow. Wipes and a box of tissues will be provided at each table. A small enclosed bin for immediate disposal of soiled tissues will also be provided at each table. Sanitise your hands immediately after this. If anyone accidentally does not cover their sneeze/cough and does not turn away from the table, **this is a serious matter**. If there is reason to believe the board in play has been contaminated by an unprotected sneeze or cough, **call the Director immediately** to either quickly replace the contaminated board OR to award an artificial score.
- 17. End of Round:** At the end of each round, players should sanitise their hands and North will wipe down the boards. In moving, EW players may assist North in delivering the boards to the next table after North has wiped them down. If any transgression (e.g. an unprotected sneeze or cough) occurred during the round, wipe down all vulnerable surfaces e.g. tabletop (EW), card holders and bridgemates before moving or passing the boards for the next round.
- 18. The Club Office:** Entry to the office will be restricted to the Director, Secretary and one other person who collects the table fees. Any item that is handled or touched in the Office should be sanitised by the person who handled or touched that item.
- 19. Club Kitchen:** Use of the kitchen facilities are permitted for hand washing as required and for coffee/tea.
- 20. Coffee/Tea Break:** A break will be authorised by the Director mid-session in orderly socially distanced manner. Please sanitise your hands at the table before going to the kitchen. The club will provide hot water, milk, tea, coffee, sugar and biscuits.

The break is identified as an area of some concern, and patrons are reminded to comply with social distancing. A volunteer - generally one of the first to complete the round before the break - will be needed to dispense biscuits with tongs in a safe manner as requested by patrons. If nobody is forthcoming for this role, the Director may designate one person. At the end of the tea break, that person can sanitise all touched surfaces. Members can queue, socially distanced, on the club side of the room to make coffee and tea. They can then take a socially distanced break at the

table at which they have just been playing. Please return any cups, spoons, or other items to the dishwasher on completion of the break.

- 21. After the Break:** Do not forget to sanitise your hands at the end of the break before moving to the next table.
- 22. Close of Play:** Please remember social distancing when checking results on the board or on the screen, writing you names on the entry forms, and when leaving the club.
- 23. Before you Leave the table:** Please double-check that anything at all that has been touched or handled during the session has been sanitised prior to leaving the premises. Sanitising equipment will be available at every point in the club which will be accessed by members, please use. Heavy-duty plastic tablecloths should be wiped down at the end of the session. If soiled or torn, they can be replaced with a new one. Side tabletops and chairs should also be wiped, table bins emptied, and windows and curtains closed.
- 24. Last person in the Club:** Will do a final check and sanitisation of all toilet and other door handles, taps and benches.

GUIDE FOR DIRECTORS

The Director should conduct the session in compliance with this Safety Plan and can take any reasonable steps necessary to achieve this result. This may include departure from the normal directing practices (eg, to avoid close contact with the players or cards) or to issue instructions to members to ensure compliance with the protocols. Two (2) volunteer players may be called upon to assist the Director in administering the Safety Plan. The Director will allocate seating and consider open-air circulation (windows open, avoiding fans and air-conditioning if possible) while considering the comfort of players.

Before commencement of play and in addition to normal directing practice, the Director will remind players of how the virus is transmitted and the basic protocols in place to minimise risk of transmission.

How does COVID-19 spread?

- from person to person through droplet or aerosol transmission:
 - Droplets or aerosols are small pieces of saliva, which are produced when a person talks, coughs or sneezes
 - Droplets usually travel no further than one metre through the air (hence social distancing of 1.5m), aerosols can remain in suspension for much longer
- You can become infected if:
 - you have close contact with an infected person who coughs, sneezes or talks
 - you touch an object (e.g. door handle, tap) contaminated from a cough or sneeze and then touch your eyes, nose or mouth. Avoid touching your face. Droplets cannot go through skin

Stop the spread.... We are all responsible, it's a group effort

- It is important that **everyone** helps to prevent the spread
- Encourage standard precautions amongst players
- Lead by example

Handwashing

- Make sure that you wash and sanitise your hands upon entry to the club, and regularly thereafter

- This is especially important after going to the toilet, blowing your nose, coughing or sneezing, and before and after eating
- Follow the signs that remind you to handwash or handrub

REMINDER of the BIG 3

- Maintain at least **1.5 metres** distance between one another
- Regularly sanitise your hands
- Use good respiratory hygiene

GUIDE FOR CARD DEALERS

Should a health misdemeanour occur during play such as an unshielded cough or sneeze and the Director declares the board as contaminated, a fresh board might be quickly dealt as a replacement. It would be helpful if at the start of the session, the Director or a card dealing representative can retrieve the Deal File for the session and load it into Dealer 4.