



COVID-19 SAFETY PLAN

Preamble

This document “**TBC_Covid19_Safe_Plan_V4.1_Feb21**” released 1st February 2021 replaces its predecessor “**TBC_Covid19_Safe_Plan_V3.1_Nov20**” which was released on 1st November 2020. It contains several minor amendments and omissions, and has been entirely rewritten in more relaxed language to reflect the continuing easing of restrictions. It continues to be subject to any changes in the status of the pandemic locally, and to the Queensland and Federal Government’s restrictions.

The health, safety and comfort of our members remain our top priorities. As a roll-out of various vaccines has commenced overseas and is imminent in Australia, the risk of infection remains and we will continue our vigilance until new post-vaccine protocols have been developed and proven. In the meantime, our aim is to reduce the risk of infection to acceptable levels by closely following this Plan.

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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:** Visitors are welcome to attend play at TBC provided they have not been in any areas where community transmission is evident. They need to complete our once-only 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:** Pre-registration will be required only for Special Events and Congresses.
4. **Initial Entry:** The main entrance area is not conducive to physical distancing and you should proceed quickly past there whilst honouring social distancing rules. Before entering the front door, use the hand sanitiser stationed outside the entry point. Members are advised to carry their own pen for their own exclusive use.
5. **Contact Tracing Register:** Patrons who intend to play in any digitally scored session do not need to fill this in as their presence is recorded digitally. All other attendees to the club (e.g. for Meetings, Lessons, Supervised Play) are required to sign in upon entry.
6. **Personal Health Declaration:** The club requires a once-only personal Health Declaration Form to be kept on file. If your health condition changes so that you can no longer answer NO to all the questions, it is your responsibility to advise us and to not attend.
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.
8. **Covid-19 Safe Plan:** On entry to the club, players may be asked to confirm they have read and understood the latest 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, a hardcopy is available in the foyer.

9. **Number of Players Allowed:** Under the current version of the “**Movement and Gathering Direction**” ([here](#)), the maximum number of members allowed in the club at any one time is now 140 based on the now relaxed density guidelines of 2 metres² per person. In practice however, the number is much lower because of social distancing requirements and our choice to continue the use of larger tables (see “10”).
10. **About the Tables:** The tables are our original 0.8m X 0.8m tables to which 1.2m X 1.2m tabletops have been affixed. The size and spacing of tables observes social distancing rules and is constantly under review. Presently the number of the larger tables is 16. 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 should 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, urn, 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 but cannot be sanitised, and so 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. Dummy is requested to lay their cards down as close to Declarer as practical.
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, Treasurer, and 2 other persons.
19. **Club Kitchen:** Use of the kitchen facilities are permitted for hand washing as required and for coffee/tea and snacks provided.
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 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 snacks 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. **Before you Leave the club:** Please check that the dishwasher is on, all bins have been emptied appropriately and all toilet and other high-touch surfaces (door handles, taps, urn, benches) have been sanitised.

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.

On occasions and before commencement of play, 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.

REMINDER of the BIG 3

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