

Based on the requirements from the Province of PEI, masks must be worn into a tennis facility but can be taken off for while playing tennis but then must be put back on prior to leaving the courts. – Tennis PEI

Effective November 20, 2020, non-medical masks or face coverings will be mandatory in all indoor public spaces in Prince Edward Island. Masks will be mandatory in, Arts, sports and recreation facilities (except during exercise or when masks cannot be worn) Exemptions to mandatory masks include, but not limited to:

- Children under the age of 2;
- Children under 5 who will not wear a mask;
- Anyone who cannot remove a mask without assistance;
- Valid medical reasons, such as breathing problems (most people with underlying medical conditions can wear a mask safely).

Tennis PEI “Return to Play” Requirements & Documents

Although Tennis has been deemed one of the safest sports that can be played during this Covid-19 pandemic all Provincial and Municipal guidelines must be adhered to. Continue to check for updates as communities and provinces continue to change guidelines as required.

- 1) **The Basics for Individuals Playing Tennis**
- 2) **Tennis & Social Distancing**
- 3) **Tennis and Sharing Equipment**
- 4) **Steps Tennis PEI Is Taking**
- 5) **Tennis PEI’s Recommendations To Communities, Clubs & Businesses With Tennis Courts**
- 6) **Tennis PEI’s Requirements for “Tennis PEI” Coaches & Program & Event Facilitators**
- 7) **Tennis PEI’s Operational Plan for the TPEI Office**

The Basics for Individuals Playing Tennis

DO NOT PLAY if you exhibit any coronavirus symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts. If you have been in contact with someone with COVID-19 in the last 14 days or have been outside the Atlantic Bubble in the last 14 days. If you are considered vulnerable or at risk (elderly individuals, immunosuppressed persons, individuals suffering from serious health problems, notably high blood pressure, pulmonary diseases, diabetes, obesity and asthma).

PREPARING TO PLAY

Protect yourself against infections: Wash your hands with disinfectant soap and water for at least 20 seconds before going to a tennis court. Bring hand sanitizer. Clean your equipment, including your racquets and water bottles. Do not share equipment with your playing partner. Make sure you have enough water before leaving the house to avoid having to touch a tap or water fountain handle. Consider wearing a mask or gloves while playing. If you cough or sneeze, do so in a tissue or in your sleeve. Avoid touching door handles, gates, benches and all other objects where the virus could survive. If you touch something, make sure to wash your hands and disinfect the surface you have touched.

WHILE PLAYING

As much as possible, keep a 2-metre distance with other players. To respect this measure, we strongly suggest only playing singles. Avoid all physical contact, for example shaking hands, with other players. Avoid touching your face after manipulating a ball, racquet or when you hit the ball to another player. Avoid sharing food, drinks and towels. • As much as possible, use your racquet and your foot to pick up the balls or to send a ball to another player. Stay on your side of the court. Because it is still unknown if the virus can live on a tennis ball, use two cans of balls with distinct numbers or identify your balls with a marker in order to be able to differentiate them and only handle the balls that are yours.

AFTER PLAYING

Wash your hands carefully with water and disinfectant soap or with hand sanitizer. Do not use locker rooms or changing areas. Leave the court immediately after you finish playing.

Tennis & Social Distancing

Tennis is considered one of the safest sports to play in this Covid-19 Pandemic because of the distance that is maintained between players during competition. A tennis court is in the range of 7,200 sq/ft a huge area for a small number of people.

- In **SINGLES** competition opponents are usually more than 20 meters apart with an occasional time that someone ventures to play the net making the distance still 6 plus meters apart. There may be an occasion in singles play where opponents may get closer but this happens with almost no frequency at any level.
- In **DOUBLES** competition, even though there are 2 team members on one side of the net they are on their own sides of the court and usually with one at the net and the other at the baseline making a distance of 10 plus meters. While the ball is in play that distance between team members may be reduced but almost never within the 2meter limit considered acceptable for "Social Distancing".
- In **PRIVATE LESSONS** distancing is easily maintained through Coach/Instructor awareness
- In **GROUP LESSONS** using markers to position students and to identify how to exit a drill, makes handling up to 6 students on a court while still maintaining Social Distancing at all times, easily maintained.
- In **TOURNAMENTS** the minimal risk for competitors is as identified above under singles and doubles. As far as spectators for local and regional tournaments the history is that there are few if any spectators for most tournament play and they could be not-allowed or restricted as necessary.

Tennis and Sharing Equipment

Tennis can be played and practiced in ways that totally eliminate the need to touch the tennis ball that has been handles by someone else and in ways that do not affect the integrity of how the sport is played.

Although there is no current evidence that Covid-19 can be spread via a tennis ball and the sharing of the ball with precautions is allowed in Phase 3, **Tennis PEI will be promoting the playing & training of tennis in ways that eliminate the touching of tennis balls that have been handled by someone else.**

Steps Tennis PEI Is Taking

Tennis PEI will be taking the following additional steps to reduce the risk of contracting Covid-19 through playing tennis

Signs Displayed at Courts – Tennis PEI is producing signs with graphics and words reinforcing the required social distancing and sharing of equipment protocols along with other Covid-19 basics. Signs are offered to all public & commercial courts at no cost.

Communication to Communities & Facilities – Recommendations for use of the courts and also guidelines for hosting of lessons and events. This would also include recommendations for advanced court bookings for heavily used courts.

A list of all the **basic guidelines for coaches/instructors** on best practices for hosting lessons and programs emailed to communities that offer programming and to all Tennis PEI contacts for coaches & instructors.

A **Required Training Session** for any coaches/instructors that will be working or assisting with Tennis PEI Programing.

Communication to the Tennis Community via Website, Mailchimp (Approx 1000 recipients), and Social Media Posts
TENNIS PEI's RECOMMENDATIONS TO COMMUNITIES, CLUBS & BUSINESSES WITH TENNIS COURTS

Tennis has been deemed one of the safest sports that can be played during this Covid-19 pandemic. In almost every country tennis has been one of the 1st sports allowed once restrictions start to lift. Tennis Singles, Doubles and Lessons can all be participated in with little to no risk of infringing on the social distancing requirements and the limited sharing of equipment requirements. With signage for unorganized play or facilitation for a program, tennis can be an even safer sport than it already was.

Tennis PEI believes that at every opportunity, the ongoing education of the public to continue with all related best practices, to eliminate the spread of Covid-19 should be continued and upheld.

The information below is specific to tennis and the additional things that should be included to keep **TENNIS AS ONE OF THE SAFEST SPORTS PLAYED DURING THE PANDEMIC**. The recommendations are all based on recommendations coming from the CPHO, Tennis Canada and other International Tennis Federations.

SPECIFIC RECOMMENDATIONS

Signs that encourage social distancing and avoiding sharing of equipment, along with cleaning, not touching shared surfaces, leaving immediately upon finishing, how to use tennis balls so that 2 persons are not handling the same tennis ball and not to use facilities. Tennis PEI can provide.

Tennis PEI recommends to tennis facility providers to provide an **online booking system** so there is no waiting at the courts and contact tracing is available. We also recommend a sign that indicates how to book online. Or **where advanced booking is not available or is unreasonable** Tennis PEI recommends **a notice be posted** about time limitations for court use when people are waiting and also how to wait so as not to infringe on Social Distancing requirements.

When a municipality, club, facility is providing a **program, whether a league, lessons, training, event**, etc, they ensure that the facilitator is versed in the **required social distancing and ball sharing requirements** they are required to uphold along with **best practices for running lessons and programs**. Also that they will be **providing hand sanitizer** on site during programming and **keeping attendance records with contact info** of all participants (for tracing purposes). **Tennis PEI will provide all Tennis PEI Staff with the relevant training and information. Tennis PEI will send this information to all Instructors/Coaches/Facilitators** it has in the Tennis PEI Database, along with anyone else the Communities/Clubs/Businesses would like it to be shared with.

Tennis PEI's Requirements for "Tennis PEI" Coaches & Program & Event Facilitators

(Tennis PEI highly recommends that these recommendations are followed in all instructional, program and event situations whether Tennis PEI sanctioned or not, while there is still a risk of the spread of Covid-19)

Notes

- 1) Businesses, Municipalities & all Facilities have been required to produce Covid-19 Operational Plans for their ongoing operations for while the Covid-19 Pandemic risks are there. Those documents have details on how they will operate, in order to mitigate Covid-19 transmission risk for staff and customers. This includes signage, staffing, cleaning, maintenance, facility layout, etc..
- 2) This document will be specific to conducting tennis lessons (group & private), other programs like leagues and also events or tournaments during this pandemic.
- 3) Even though the growing understanding of how the virus is spread is continuing to show that tennis is one of the safest activities one could participate in during the pandemic it is still in the best interest of the sport and those that lead & participate to follow some basic best practices to eliminate every risk possible.
- 4) While not detailed in this document the basic of not participating and not allowing someone to participate if they are sick or are showing flu like symptoms, of course continues to apply.

The Main Focus is to Maintain Social Distancing & Limit Sharing of Equipment

From the PEI CPHO concerning Phase 3 & Phase 4

- Physical distancing among participants and players is to be maintained as much as possible, except for brief exchanges where they cannot be avoided.
- Individuals may share equipment (i.e. soccer balls, baseballs, gymnastics equipment, etc.) among individuals from different households when necessary and with precautions.

Social Distancing

- 1) **Entering and Exiting** As a coach or program/event facilitator, educate participants on when and how to enter and exit the courts in a way that maintains social distancing. Finish up your classes on time so that participants can vacate the court before next participant or group arrive. Have next lessons or groupings wait to enter the court until after prior participants have exited. Avoid using the gate latch by using your racquet or some other object to lift the latch and push the gate open & closed. Have participants put down their bags, drinks etc. at least 2metres from each other.
- 2) **While Coaching, Instructing & While Running Drills & Play Activities** As certified coaches and instructors you have learned the skills of how to teach, organize and run drills/play activities that are safe and avoid collisions. Using that knowledge & awareness, expand the distances required between your students to meet the 2 metre requirements at all times by using court markers and by defining areas. Set the standard for Social Distancing at the beginning of each class (2 metres at all times for everyone)
 - Identify specific spots (use markers) to stand while coach is addressing group
 - Identify “Starting Points” or areas, where to move to and where to wait that keep the distance between individuals at 2 metres or more.
 - Identify and mark off buffer zones between hitting areas if more than 2 people hitting at one timeIf you are the lead in a program you are also responsible for educating parents, drivers, etc. about respecting the max number of individuals allowed on site and also the social distancing basics while spectating or waiting at the facility.
- 3) **While Facilitating Competition** Educate participants about the Entering and Exiting Recommendations above. Educate participants about social distancing (2metres at all times, no handshakes, no high fives, when communicating in doubles keep the 2metres distance, don’t change ends or if required then change at opposite ends of the net.
- 4) **Maximum Participation Numbers & Spectators at Programs & Events** As director of a program or event you are not only responsible for keeping the number of participants within the required constraints but also for managing the number and placement of spectators. Advanced notice about allowed numbers and keeping social distance is appropriate along with identifying spaces for watching with required distancing. If programs or events are at risk of surpassing the max number allowed in/at a facility it would be appropriate to hire someone to manage and educate the spectators, similar to what we see now in many retail and hospitality locations. It is required that you stay informed about the “Gathering” limits and requirements.

Limit Sharing of Equipment

- 1) As a coach or program/event facilitator you are responsible for educating participants about not sharing equipment. Most of this information is pretty obvious but reminders are good. A) Bring your own water bottle and don’t share it B) Set down your bag & water bottle 2 metres apart from others C) avoid touching gate handles, benches, nets, etc. D) Bring your own racquet & don’t share it.
- 2) Although limited and when necessary touching and sharing of the ball is permitted in Phase 3 & 4, there are ways coaches & event facilitators can train participants to minimize contact and risk.
 - A) Coaches don’t allow students to handle the balls at all when the coach is the only one introducing the ball into play. When it is time to pick up balls the students use their racquets and feet to direct the ball into an area where the coach pick up the balls using the hopper.
 - B) Coaches teach participants how introduce the ball into play without using their hands to touch the ball
 - C) An option for coaches is that they can wipe down a ball hopper with disinfectant and identify a specific hopper for a specific participant for the duration of a lesson to aid in the picking up of balls.
 - D) For serving practice coaches can have the students sanitize their hands before and after serve practice.

- E) Event Facilitators can provide marked balls and instruct participants to only pick up the balls identified as theirs. Then they come across a ball that is not theirs they send it to their opponent without handling it.

Other

- 1) If you are the lead coach or program/event facilitator you are responsible for the tracing requirements during the pandemic thus attendance and contact information must be maintained on a daily basis. These records should be securely stored for the season.
- 2) If you are the lead coach or program/event facilitator you are also responsible for always having a supply of hand sanitizer and disinfectant on hand for all programming and events.



COVID-19 Operational Plan Template

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: **Tennis PEI**

Civic Address: **40 Enman Cres. Charlottetown, PE C1E 1E6**

Owner/Manager Name: **Brian Hall (Executive Director)**

Signature: _____

Phone: **(902) 314-4985**

Email: **ED@tennispei.ca**

Date: **May 21, 2020**

1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	At Office – at present there is only one admin person so NA
	If an additional person is hired the work stations will be maintained at 2+ meters & desks facing away from each other & every effort to stagger hrs
	If on court, max of 1 coach/court (7,200 sq/ft) or half court if 2 groups (3,600 sq/ft)
Between clients	On court –Throw Down Markers for where to stand, where to wait and where to exit while in drills
	On court –Throw Down Markers for where to stand while watching demo or taking instruction
	Staggered exit and entry timing – Sign – Wait away from the gate until prior participants have left the court before entering. Maintain “Social Distancing” -2 meters at all times.
Between employees and clients	In most cases a coach is either on the other side of the net from the their student(s) or if supervision play they would be at the net while students are at opposite ends of the court

	When appropriate for a coach to be on the same side of the court as student then the coach will either put down a marker for their own position or a line to remind themselves not to cross

2. Policy for Exclusion of Employees Requiring Self-Isolation

Every day that a Tennis PEI employee or coach will be interacting with the public, students, parents etc. (any involvement with others while engaged in Tennis PEI work) they must email to ed@tennispei.ca the following declaration prior to starting work that day.

“I declare by emailing this statement from my own email account that I have not been outside of PEI within the last 14 days and am not required to self-isolate.”

We have utilized this email declaration as an alternative to a signed log, because the coaching and interactions with student are in almost all cases at various sites remote to the Tennis PEI office.

3. Illness/Exclusion Policy

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Cleaning product	Will find and adopt
Mixing instructions	Will find and adopt
Disinfecting product	Will find and adopt

Mixing instructions	Will find and adopt
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Cleaning – Location	Frequency	Disinfecting - Location	Frequency
TPEI Office	at closing	TPEI Office – desk, printer, filing cabinet handles, door handles	after each use
		Courts – gate handle if applicable	Before & after each lesson
		Ball hopper handles if used	Before, between & after each lessons
		Throw down markers	Beginning & end of each day
		Ball Machine controls & handles	Beginning & end of each day
		Loaner Racquets (Discouraged but if used then not loaning out the same racquet more than once in any given day)	Before and after each use

5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Staff	NA
Public	NA
Hand Sanitizer Stations	Location

Staff	Office – on desk at entry At Facilities at net
Public	Coaches provide portable and display on site while conducting programs At facilities at net

Tennis is considered one of the safest sports to play in this Covid-19 Pandemic because of the distance that is maintained between players during competition. A tennis court is in the range of 7,200 sq/ft a huge area for a small number of people.

- In singles competition opponents are usually more than 20 meters apart with an occasional time that someone ventures to play the net making the distance still 6 plus meters apart. There may be an occasion in singles play where opponents may get closer but this happens with almost no frequency at any level.
- In doubles competition, even though there are 2 team members on one side of the net they are on their own sides of the court and usually with one at the net and the other at the baseline making a distance of 10 plus meters. While the ball is in play that distance between team members may be reduced but almost never within the 2meter limit considered acceptable for “Social Distancing”.
- In private lessons distancing is easily maintained as long as the instructor is aware.
- In group lessons using markers to position students and to identify how to exit a drill, makes handling up to 6 students on a court while still maintaining Social Distancing at all times, very reasonable.

In Phase 3, for PEI, sharing of equipment where is allowed when necessary, making picking up the tennis ball that someone else has touched, okay. But shared touching of the tennis ball can be eliminated totally in private and group lesson as student only use their racquets and feet to move balls around the court and the coach picks up the balls with a hopper (only the coach would be touching the ball in this situation). In singles it is possible to not share touching the tennis ball if 2 cans of balls are used and you are only allowed to pick up the balls identified as yours. In doubles it is possible but not as reasonable as 4 cans of balls would be required. Although it hasn't been proven that Covid-19 can be spread via a tennis ball, the above procedures can be encouraged to reduce the risk.

A recommendation to singles and doubles participants not to change ends as usual or if changing ends to change at opposite ends of the net and while keeping the required Social Distance.

Note: in group lesson situations there might need to be young-age restrictions or limitations for youth with conduct disorders that a coach may not be able to handle in order to keep the social distancing requirement.

Note: Coaches must reinforce the importance of and standards of Social Distancing at the beginning of each session.

For all play we recommend that participants do not participate in more than one multiple person setting on the same day. Example would be to be involved with a lesson with 5 other persons and then participate in another group with another different group of people. Or participate in a group on one court, then rotating to another court with a different group of people. Reason being the risk of spreading the virus to multiple people expands dramatically in this situation.

Advanced court booking should be utilized to make sure persons are not hanging around the courts. Participants should vacate the courts as promptly when their time is up. New participants should wait off court until the prior users have vacated the court.

Court bookings should include names of all that are participating along with contact information so follow up and tracing can we done.

Tennis Canada, the US, Spain, etc. have all authorized the safe returned to playing tennis with guidelines similar or the same as the above.

Signage will be prominently placed to be visible to all coming to play.

Email blasts, social media and website notification of these recommendations will be posted and with ongoing reminders

Tournaments and events can be implemented as the phases progress but in keeping with the above guidelines.

Note: This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to envhealth@ihis.org for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.