



COVID-19 MITIGATION PLAN UPDATED

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I. OBJECTIVE

The objective of the Steamboat Tennis and Pickleball Site Mitigation Plan is to comply with applicable regulatory requirements, and to prepare both customers and employees for dealing and working within these guidelines as tennis and pickleball, if played properly, can be a great opportunity to relieve stress, socialize with others and provide much-needed exercise. Of primary importance is taking every precaution to help keep all participants safe.

This plan is designed to minimize risk by training of employees, procuring and maintaining necessary equipment, and assigning responsibilities to ensure that the State of Colorado and the County of Routt Public Health Orders are adhered to.

II. ASSIGNMENT OF RESPONSIBILITY

A. Site Plan Manager

Bill Conway, assisted by H.R. staff member Kathy Fader, will manage the Site Mitigation Plan for the Steamboat Tennis and Pickleball Center. The Site Plan Manager will also maintain all training records pertaining to this plan.

The Site Plan Manager will coordinate with State, County and City local public resources, to ensure that any information provided, or newly introduced, will be updated in this plan, and shared with employees and customers.

The Steamboat Tennis and Pickleball Center in Steamboat Springs will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk to customers and employees.

B. Employees

Employees will be responsible for following the procedures described in this plan.

C. Contractors/Volunteers

Contract employees and Volunteers will be responsible for complying with this plan and will be provided the training described herein.

III. PLAN IMPLEMENTATION

A. Signage

Signage has been posted at the entrance of the facility to inform all employees and customers that they must:

1. Avoid entering the facility or location if they have a cough or fever;
2. Maintain a minimum six-foot distance from one another;
3. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
4. Not shake hands or engage in any unnecessary physical contact; and
5. Cover their nose and mouth with a mask or shield while in the facility and playing. No Exceptions!

Signage has been posted with a copy of the Site Mitigation Protocol at the entrance to the facility or location.

B. Measures to Protect Employee Health:

1. Everyone who can carry out their work duties from home has been directed to do so.
2. All employees have been told not to come to work if sick (including any of the following – headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).
3. Employee(s) will be required to self-screen for COVID-19 symptoms each day, including measuring their temperature. The employee will be asked to sign a record that the symptom check was completed. Any employee that exhibits COVID-19 symptoms will be excluded from work.

4. All desks, individual workstations or work areas will be separated by at least six feet.
5. Break rooms, bathrooms, and other common areas, and other high-touch surfaces will be disinfected frequently, on the following schedule:
 - a. Break rooms- every hour on the hour
 - b. Bathrooms-every hour on the hour
 - c. Door handles-every hour on the hour
 - d. Front desk – every hour on the hour
6. Disinfectant and related supplies are available to all employees at their workstations, on court and ball carts.
7. Hand sanitizer and/or disinfectant wipes effective against COVID-19 are available to all employees at workstations and on each ball cart and between courts.
8. There are no employees that travel in and out of Routt County to perform work.
9. If there are employees that travel in and out of Routt County to perform work, the following measures have been implemented in order to reduce that travel and therefore reduce the potential spread of COVID-19 (see H. Measures to Reduce Exposures in Employee Shared Transportation)
10. Copies of this protocol have been distributed to all employees.

C. Measures to Prevent Crowds from Gathering:

1. We will limit the number of customers in the facility at any one time in accordance with the Colorado Dial Framework for Covid risk, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable time. Currently we are at Orange Plus on the Dial Framework. We have divided the facility into three rooms (two courts) and allow up to 10 players in each room for a total of 30 players in the facility at any one time.

2. A limit of 3 people allowed in the pro shop area at one time.
3. Customers must go quickly thru the Pro Shop on to the courts they have been assigned.

D. Measures to Keep People at Least Six Feet Apart:

1. Placing tape or other markings at least six feet apart in customer line areas inside the facility.
2. Separate order areas from delivery areas to prevent customers from gathering.
3. All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Additional Measures:

- Customers will be asked to stay at least six feet apart to maintain social distancing.
- We will disinfect all pickleball balls each day.
- Players will be asked to stay on their side of the courts (no changing sides) when playing on the inside courts.
- We will recommend that only one parent/guardian accompany younger children to the facility when possible.

E. Measures to Prevent Unnecessary Contact:

1. Preventing people from self-serving any items that are food related.
2. Lids for cups and food-bar items are provided by staff, not for customers to grab.
3. Bulk item food bins are not available for customer self-service use.
4. Contactless payment systems have been provided or, if not feasible, sanitizing payment systems regularly

F. Measures to Increase Sanitation:

1. Disinfecting wipes that are effective against COVID-19 are available near the front desk counter.
2. Employee(s) assigned to disinfect carts and baskets regularly.
3. Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, check in/out counters, and anywhere else inside the facility or immediately outside where people have direct interactions.
4. Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high-contact surfaces frequently.

Additional Measures:

- We will be cleaning all surfaces—such as counters, tabletops, doorknobs, bathroom fixtures and toilets—several times a day.
- All score tenders will be taken off the courts to prevent touching.
- We will be making disinfectant soap, hand sanitizers or wipes available at all main contact points.
- Staff will regularly remind and encourage everyone, particularly juniors, of the need to wash hands often and adopt the other principles of a good hygiene strategy.
- Signage will be posted about handwashing at strategic points such as sinks, eating areas, drinking areas and on the side of the court.

G. Additional Facility Protocols

1. Facility
 - Activity will always be in line with the Federal Government's advised social distancing measures (defined by the Centers for Disease Control and Prevention as keeping six feet apart), including when arriving at and departing from a court.
 - Currently bookings are made by the front desk only.
 - We are planning for possible increased levels of staff and volunteer absences.
 - We will keep our team and our participants informed of the actions we are taking.

- Our staff have been told that they must wear masks when checking in players. Staff will wash hands and/or gloves often and after touching items.
- Our automation system captures accurate information on reservation play sheets when people are making reservations in case the authorities need to trace who has been onsite.
- Players will be told to come to the facility no more than 10 minutes before the time expected to play.

2. Coaching

- Group coaching will take place only where full social distancing is possible. Group coaching will be limited to small groups. An exception would be where all participants are family members or are otherwise in one home.
- Players will be positioned at well-spaced stations.
- Coaches will disinfect all teaching implements after every use.

3. Tennis and Pickleball Balls

- We will be practicing caution with all balls. Although there is no specific evidence that tennis and pickleball balls can spread COVID-19, we know that contamination by respiratory droplets from an infected person can potentially survive on hard surfaces up to three days.
 - We will replace all balls if someone suspected to have COVID-19 comes in contact with them.
4. We will disinfect all pickleball balls after use. Using new balls on a very regular basis is highly encouraged.

5. Tennis Equipment

- Tennis equipment will be cleaned frequently. Disinfectant will be used to clean all tennis gear, including racquets, towels, target cones, ball machines, etc.

6. Player Protocols

PREPARING TO PLAY

- We will help players be proactive against infections with the following list provided to them and posted in the facility:
 - a. Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the court.
 - b. Clean and wipe down your equipment, including racquets and water bottles. Do not share racquets or any other equipment such as wristbands, grips, hats and towels.
 - c. Use new balls if possible.
 - d. If you need to sneeze or cough, do so into a tissue or upper sleeve.
 - e. Arrive as close as possible to when you need to be there.
 - f. Avoid touching court gates, fences, benches, etc. if you can.

WHEN PLAYING

- Stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five).
- During tennis or pickleball doubles, avoid all incidental contact, NO Bryan Brothers Chest Bumps and NO whispering to each other from a close distance to strategize.
- Avoid touching your face after handling a ball, racquet, or other equipment. Wash or sanitize your hands promptly if you have touched your eyes, nose, or mouth. Also sanitize your hands after picking up any balls during play.
- Avoid sharing food, drinks, or towels.
- Stay on your side of court. Avoid changing ends of the court when inside playing tennis.

- Remain apart from other players when taking a break.

AFTER PLAYING

- Leave the court as soon as reasonably possible.
- Wash your hands thoroughly or use a hand sanitizer after coming off the court.
- Shower at home.
- No extra-curricular or social activity should take place. No congregation after playing.
- All players should leave the facility immediately after play.

H. Measures to Reduce Exposure in Employee Shared Transportation

1. Employee(s) self-screen for COVID-19 symptoms each day and excluded if symptomatic
2. Hand sanitizer is used by each employee prior to entering the vehicle.
3. The number of passengers has been reduced by 50% of the vehicle's occupancy and passengers sit in locations to maximize the distance between one another
4. Employees wear a non-medical, cloth face-covering when in vehicle containing more than one person
5. Windows will remain open or ventilation is increased
6. Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

I. Steamboat Serves and Adaptive Programs

1. Two (2) Courts will be used for the Serves Program
2. Two instructors will be on each court with Bill Conway moving between the two courts leading the group.
3. All attendees will be required to wear their masks upon entering the center and as they move about the facility.
4. Instructor will take four to six attendees upstairs and provide social distancing while the attendees have a ten-minute snack. This will give Instructor time to get to know the children and talk about the life lessons plan for the day.
5. The children will be asked to wash or sanitize their hands upon arriving at the facility, again before and after eating and before leaving the facility.
6. There will be a special area along Court 3 where they will be able to leave their belongings.
7. We will have the children write their names on their water bottles, and we will sanitize all pens after use.
8. The racquets will be sanitized after they leave.

WHAT TO DO WHEN AN EMPLOYEE HAS SUSPECTED OR CONFIRMED COVID-19 CASE

According to the [State Safer at Home Order](#), sick employees need to be separated and sent home.

- If an employee reports any symptoms, refer symptomatic employees to the Routt County Symptom Tracker and take all of the following steps:
 1. Send employee home immediately
 2. Increase cleaning in your facility and require social distancing of staff at least 6 feet apart from one another
 3. Exclude employee until they are fever-free and without medication for 72 hours and 10 days have passed since their first symptom
 4. If two or more employees have these symptoms, consult CDPHE's outbreak guidance, contact the Routt County Public Health Department and cooperate in any disease outbreak investigations
 5. Eliminate or regularly clean and disinfect any items in common spaces, such as break rooms that are shared between individuals, condiments, coffee makers, and vending machines.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Sick employees should not return to work until the criteria to discontinue home isolation are met (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).
- Take action if an employee is suspected or confirmed to have COVID-19 infection:
 1. In most cases, you do not need to shut down your workplace/facility.
- If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
 1. Wait 24 hours since the sick person used the area before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

2. During this waiting period, open outside doors and windows to increase air circulation in these areas.
3. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
4. If an individual has had close contact (less than 6 feet) or more than 15 minutes with a confirmed positive case, they must stay at home until 14 days after last exposure and maintain social distance from others at all times.
5. Self-monitor for symptoms
6. Check temperature twice a day
7. Watch for fever, cough, or shortness of breath or other symptoms of COVID-19
8. Avoid contact with people at higher risk for severe illness from COVID-19
9. Follow the [CDC cleaning and disinfection recommendations](#).

Supervisor/Employee to contact with any questions or comments about this protocol

Name Bill Conway or Kathy Fader
Phone Number 970-879-8400