



## Redlands Tennis Re-Opening Guidelines for Summer 2020

### Background

The City of Redlands Tennis programming provides physical fitness and tennis technique classes to youth and adults in the Redlands area. Tennis programming is available at three locations within the city: Ford Park, Clement Middle School, and the Redlands Community Center.

City staff is recommending that Tennis programming begin with a partial opening, with instructional classes operating at Ford Park and the Redlands Community Center. Tennis programming will be accessible to participants ages 5+.

Prior to resuming Tennis programming the minimum standards in this guideline must be met to reopen courts and coordinated class play in accordance with Physical Distancing and Sanitation Protocol as defined in the existing County of San Bernardino of the Health Officer and Emergency Regulations. These guidelines also align with the UTSA Guidelines for reopening public tennis courts. The City of Redlands Tennis programming must be able to comply with these guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19.

### Definitions

**Center for Disease Control (CDC):** A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

**City Staff:** hired by the City of Redlands, provides secretarial services for recreational and senior programming; performs a wide variety of duties associated with recreation programs. All staff are required to attend a Pre-Programming Training.

**Check-in Caddy:** is a toolbox object that has all necessary materials for staff to check-in students for their program, to disinfect and sanitize the courts after each use, and it has necessary PPE.



**Disinfecting:** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach/water ratio solution where protective PPE must be worn and Safety Data Sheets (SDS) must be provided to staff at sites where classes are hosted. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

**Household Unit:** Youth participants under 17 needing supervision may have one parent/guardian who is a member of their Household unit present during their class session. They will be relegated to a parent viewing area designated by staff. Parents must bring their own seating. Those 18 and over may not have a spectator, within his or her household unit or otherwise, during class.

**Instructor (Contract Class):** an instructor contracted out by the City of Redlands, to instruct group and private lesson tennis programming for youth and adults. Tennis programs focus on skill buildup, technique mastery, and some competitive play.

**Players:** includes students and participants registered for instructional tennis classes and are actively participating in said class.

**PPE (Personal Protective Equipment):** includes but is not limited to face shields, gloves, goggles, face covers, gowns, head covers, and masks.

**Pre-Programming Training:** a training and orientation session that is mandatory for all staff working check-in to attend. All aspects of check-in management and sanitization will be covered as well as COVID-19 care and treatment guidelines.

**Safety Data Sheets:** a Safety Data Sheet is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product.

**Sanitizing (Cleaning):** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting. Depending on the soap and water solution, it may require Safety Data Sheets (SDS) to be on site for this solution.



**Zep Spirit II:** is a Zep GreenLink product with an improved formula. It is a ready-to-use, hospital-grade, non-phenolic, germicidal cleaner and deodorant. It will quickly cut through grease and heavy soil. Spirit II will kill Tuberculosis, Canine Parvovirus, and HIV-1 on pre-cleaned, inanimate, non-porous surfaces. It conforms to CDC Bloodborne-Pathogens procedures for environmental surfaces. Use of Zep Spirit requires no dilution, mixing or measuring required, and is EPA registered. Zep Spirit II (EPA Reg # 1839-83-1270) has demonstrated effectiveness against viruses similar to COVID-19 on hard non-porous surfaces. Therefore, this product will be used against COVID-19 and should be used in accordance with the directions for use against Human Rotavirus, Rhinovirus Type 39, Hepatitis A virus, Poliovirus Type 1, and Canine Parvovirus on hard, non-porous surfaces. Refer to the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) for additional information.

### **Tennis Court Requirements**

City Staff and Instructors must assess city courts to ensure that proposed Tennis programming can be conducted with necessary physical distancing prescribed by the County of San Bernardino Public Health protocols. The following requirements must be met:

- Handwashing facility, or hand hygiene stations, must be accessible so that participants, instructors, and staff can wash hands or use hand sanitizer at minimum at all contact points. Staff shall carry hand sanitizer with them at all times within their Check-In Caddy.
- Hygiene signage promoting recommended hygiene practices is displayed and mounted on barricades by staff and participants.
- Classes will be limited to one-on-one coaching, small group classes of 10 or less, and private lessons. During programming the courts will be closed to the public.
- Once the participants have left the class, the court will be cleaned, sanitized and disinfected by staff prior to the next class.
- City Staff will wrap all court gates and stair rails to discourage touching, and all gates will be roped off or left open to prevent touching.
- Only one point of entry would be allowed for instructors, coaches, and parents to gain access to the tennis courts. This will be to better control the number of people using the tennis courts at one time and to prevent non-authorized personnel from entering any unused tennis court.

### **Registration and Payment Procedure**

Participants interested in registering for Tennis programming must register online and pay with card. Registration will be open on Activenet.com and advertised to the public on the City's Recreation webpage and other social media platforms.



Marketing for Tennis programming will include updated guidelines for participants, instructors, and staff. Upon registration, participants will be asked to sign a disclaimer recognizing City's updated guidelines for tennis programming.

### **Cleaning, Sanitizing and Disinfecting Requirements**

Courts that are used for programming activities must be cleaned, sanitized and disinfected regularly. City Staff and instructors must implement the following plan to address the cleaning of courts and tennis equipment that are used to support the classes:

- City Staff to attend pre-programming meeting
- City staff has identified a product well-suited for deeper surface disinfecting, Zep Spirit II that is available to purchase from Home Depot, and can be used in conjunction with the current cleaners.
- Prior to beginning each class and at the completion of each class City Staff will need to perform the disinfection of the following:
  - All hand rails
  - Parent viewing area points of contact
  - Court points of entry
  - Court equipment
- At the beginning of each class and at the completion of each class the instructor will need to perform the following:
  - Provide one set of tennis balls for each group, and to have each tennis ball labeled for that particular group to prevent cross contamination.
    - Tennis balls are to only be picked up by the instructor using a basket, racquet head, or feet.
    - The instructor may consider spraying tennis balls briefly with disinfectant spray (e.g., Lysol or Clorox) at the end of the day.
  - Wipe tennis gear with disinfectant including racquets, target cones, ball machines, etc.
- Upon using gloves, wipes, etc., all items will be discarded in a designated disposal container for PPE.

### **Check – In / Check Out Procedures**

The following process must be implanted to ensure that all participants and staff are able to practice physical distancing.



- City Staff must conduct an informal health screening of the participants prior to class by asking a set of questions, such as “do you feel sick?” and a secondary visual screening, which may include a temperature screening.
- Clearly visible signage must advise participants and instructors that they should: not attend class if they have a cough or fever; must wear facial coverings; maintain a minimum of six foot distance from one another; and not engage in any unnecessary physical contact.
- Players will be advised to arrive at the court no more than 10 minutes before the time expected to play, and will be instructed to wait in their car until the instructor arrives.
- Players under 17 may have one parent/guardian from their household unit supervise them during class. They may watch the class from the parent viewing area designated by City Staff. Parents must bring their own seating.
- Players 18 and over may not have any spectator with them while classes are in session.
- City Staff and instructors must wear a facial covering during any interaction with either the parents or students and maintain a safe social distance.
- City Staff and must wear disposable non-latex gloves and other recommended gear.
- City Staff has the option of turning away students if anyone exhibits any sign of illness, which may include, but not limited to:
  - Cough
  - Temperature over 100 degrees
  - Fatigue
  - Difficulty breathing or shortness of breath

### **Class Requirements**

The following processes must be implanted to ensure that all participants and staff are able to practice physical distancing.

- Programs will need to be shortened by no more than 30 minutes (15 min before and after class), and will need to be staggered to create a 15 minute buffer between sessions.
- Instructors will be assigned specific courts, dates, and times.
- During play players and instructors will stay on their side of the court and avoid changing ends.
- Playing doubles will not be permitted, which could lead to incidental contact and unwanted proximity.
- Instructors will enforce students to remain apart from other players when taking a break.



- The following student to instructor ratio will be followed to ensure social distancing is followed:

Location	# of Courts	# of Instructors	# of Students
Ford Park	5	2	10
Community Center	2	1	5
Clement M.S.	TBD	TBD	TBD

### Equipment / Supply Requirements

City Staff must consider how to minimize touch points between staff, instructors, and participants, and clean / sanitize equipment and surfaces between touches wherever possible as indicated in the “Cleaning, Sanitizing and Disinfecting Requirements” section of this document.

- Instructors will enforce that food, drink, towels, and personal equipment such as racquets will not be shared.
- Players may only handle their own equipment and only instructors will handle tennis balls.
- Instructors will encourage players to use their racquet/foot to push balls back and/or hit them to their opponent to avoid using hands and touching tennis balls
- Instructors will have different equipment for different classes. They will label them with a permanent marker for each class, including tennis balls.
- If there are multiple instructors, each instructor will have his or her own marked hopper and equipment to avoid sharing with other instructors.
- Live ball drills and game based play will be used rather than baskets to limit the use of additional equipment.
- Using a ball machine is a great option for giving lessons, as it avoids having people touch tennis balls.
- Instructors will limit the use of equipment such as target cones and ball machines will be used. Instructors will also use ball tubes and basket pickups to pick up loose balls after a ball machine rotation.
- All balls will be replaced if someone who is suspected to have COVID-19 comes in contact with them.
- A designated disposal container will be available on site for equipment contaminated by body secretions or excretions. This equipment should be placed in the container until they are cleaned and dried (staff must wear gloves when handling contaminated items).
- A hygiene station will be installed on site providing access to sanitizer and wipes for participants.





- Each participant and parental supervisors will be required to have their own face mask on while attending class.
- To limit the number of spectators, only one parent/guardian is permitted for each household unit.
- The following items will be kept at the check in desk at all times to ensure the safety of the participants and city staff:
  - Spill Kit Station Bag
  - Designated Disposal container for PPE
  - Hygiene station
  - PPE Equipment
  - Disinfectant wipes
  - Disinfectant spray

### **Staffing Requirements**

Prior to beginning of tennis programming, an adequate number of program assistants must be available to ensure that a 1:5 staff to participant ratio is met. A City Staff member is recommended to be present to ensure these guidelines are followed, to check the temperatures of instructors, spectators, and students, and to direct all participants and spectators into the appropriate points of entry.

- Upon arrival to work staff will wash their hands to start their shift.
- To the extent possible, staff should remain a safe distance from participants during check-in and only assist with sanitization prior and after each class
- Staff must be provided all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during all program activities. Reusable masks must be disinfected daily.
- Should staff fall suddenly ill, they will be relocated to a designated resting station, and monitored. Additional internal guidelines will be followed.

### **Management of Participants Requirements**

Tennis classes must operate on a ratio as mentioned under “Class Requirements.” Prior to each tennis class and once each participant has left a tennis class the courts must be cleaned, sanitized and disinfected prior to the next class.

Participants will need to remain in separate areas at least six feet apart during play and will be instructed that:

- Participants must wash with soap and water for 20 seconds or longer or use hand sanitizer to clean their hands before and after class.
- They must clean and wipe down their own personal equipment, including racquets and water bottles after class.



- Equipment such as wristbands, grips, hats, and towels must not be shared, including racquets.
- Participants must bring a full water bottle to avoid touching a tap or water fountain handle.
- All students and parent/guardians must wear masks. Instructors should wear masks when in close contact with parents/guardians and students.
- Students should arrive as close as possible to their class start time.
- Each incident where a staff member, instructor, or participant may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case working with the Facilities and Community Services Director and the HR Director due to multiple factors.
- Lost and found items will be stored individually in clear trash bags sealed and will be stored for ten days and then disposed of by staff

### **Awareness Campaign**

Carl Baker, Communication Information Officer for the City of Redlands, will be the point of contact for any requested media response. The City of Redlands initial response to Tennis programming is as follows:

*The City of Redlands is working closely with our residents on the response to COVID-19. The safety and well-being of our residents and our employees is our foremost consideration. The City of Redlands will be resuming Tennis programming and is taking all precautions with the additional cleaning of our courts and equipment where warranted and informing our residents and employees of the outbreak. We encourage all residents who will be registering for our Tennis programming to follow the advice of the CDC and local public health officials and ensure that they utilize hand sanitizer and wash their hands frequently to prevent the spread of the virus. Residents who have been in contact with the virus are encouraged to stay at home.*

The City of Redlands will be publishing the following awareness flyers prior to the relaunch of Tennis programming, to help raise awareness to the Coronavirus and good health practices. The flyer labeled STOP THE SPREAD OF GERMS will be posted in all the courts, check-ins, and hygiene stations used for Tennis programming.

In addition the City of Redlands will be conducting safety campaigns and meetings with employees for awareness and precautions for the virus, including reminders to regular wash their hands and to avoid close contact with any person who exhibits symptoms of the virus.





## COVID-19 SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

**Symptoms\* can include**

- FEVER**
- COUGH**
- SHORTNESS OF BREATH**

\*Symptoms may appear 2-14 days after exposure.

If you have been in China or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

## COVID-19 STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**
- Clean and disinfect frequently touched objects and surfaces.**
- Avoid touching your eyes, nose, and mouth.**
- Stay home when you are sick, except to get medical care.**
- Wash your hands often with soap and water for at least 20 seconds.**

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

## COVID-19 CDC Protects and Prepares Communities

CDC is aggressively responding to the global outbreak of COVID-19 and preparing for the potential of community spread in the U.S.

- Travel**
  - Conducts outreach to travelers
  - Issues travel notices
- Businesses**
  - Provides business guidance including recommendations for sick leave policies and continuity of operations
- Community members**
  - Shares information on symptoms and prevention
  - Provides information on home care
  - Encourages social distancing
- Health departments**
  - Assesses state and local readiness to implement community mitigation measures
  - Links public health agencies and healthcare systems
- Laboratory and diagnostics**
  - Develops diagnostic tests
  - Confirms all positive test results submitted by states
- Schools**
  - Provides guidance for schools including school closures and online education options
- Healthcare professionals**
  - Develops guidance for healthcare professionals
  - Conducts clinical outreach and education
- Healthcare systems**
  - Develops preparedness checklists for health systems
  - Provides guidance for PPE supply planning, healthcare system screening, and infection control
  - Leverages existing telehealth tools to redirect persons to the right level of care

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

## COVID-19 What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

- Stay home except to get medical care**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.
- Separate yourself from other people and animals in your home**

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.
- Call ahead before visiting your doctor**

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.
- Wear a facemask**

You should wear a facemask when you are around other people (e.g., entering a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.
- Cover your coughs and sneezes**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid sharing personal household items**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.
- Clean your hands often**

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean all "high-touch" surfaces every day**

High-touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
- Monitor your symptoms**

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeing care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.
- Ask your healthcare provider to call the local or state health department.**

Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for, COVID-19.**

If possible, put on a facemask before emergency medical services arrive.
- Discontinuing home isolation**

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)