

COVID-19 Safety Plan for High Performance Tennis Academy

COVID-19 Preparedness SUMMER 2022

High Performance Tennis Academy (HPTA) is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have a safe and healthy workplace, we have developed the following Health & Safety COVID-19 Preparedness Plan in response to the COVID-19 pandemic, and to meet the guidance of the [Pennsylvania Department of Health Guidance for Businesses](#), and [CDC Guidance](#). Additionally, the Health & Safety Plan meets the guidelines set forth by the [USTA's "Playing Tennis Safely"](#) guidelines.

HPTA's Owners, Managers, administrators and staff professionals are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and customers.

Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces. Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Safety Plan.

HPTA employees have our full support in enforcing the provisions of this plan. Our employees are our most important assets. We are serious about safety and health and keeping our employees working at HPTA. And more so, our customers' health and safety are our utmost priority!

Health & Safety Plan Overview

HPTA's COVID-19 Preparedness Plan follows [Centers for Disease Control and Prevention \(CDC\)](#) and [Pennsylvania Department of Health guidelines](#), and addresses the following areas:

1. Guiding Social Distancing Principles:
 - a. Engineering and administrative controls for social distancing

2. Health & Safety Principles:
 - a. Staying at home
 - b. Hygiene and respiratory etiquette
 - c. Cloth face coverings
 - d. Healthy hygiene areas
 - e. Signs and messages

3. Maintaining Healthy Environments:
 - a. Cleaning, disinfecting, decontamination and ventilation
 - b. Object use
 - c. Water system use
 - d. Modified lay-out
 - e. Physical barriers and guides
 - f. Food services

4. Maintaining Healthy Operations:
 - a. Protections for Staff and Players who are at Higher Risk of Severe Illness from COVID-19.
 - b. Regulatory Awareness of Local, State, and Federal Guidance
 - c. Cohorting
 - d. Staggered Scheduling
 - e. Gatherings and Visitors
 - f. Designated COVID-19 Point of Contact
 - g. Communication Systems
 - h. Leave Policies
 - i. Back-up Staffing Plan
 - j. Staff Training
 - k. Recognition of Signs and Symptoms
 - l. Sharing Facilities
 - M. Support Coping and Resilience

5. Preparation for When Someone Gets Sick
 - a. Home Isolation Criteria
 - b. Isolation and transport of those who are sick
 - c. Clean and disinfect
 - d. Notifying Health Officials and Close Contacts

6. Communication and Training to HPTA Staff

1. Guiding Social Distancing Principles:

a. Engineering and administrative controls for social distancing

Social distancing of six feet apart will be implemented and maintained between employees, players and employees, and players and players through the following engineering and administrative controls:

- i. HPTA Staff will continually reinforce social distancing on and off the tennis courts. This means reiterating social distancing when in the hallways, on the tennis courts, and during and after practice.
- ii. HPTA aims to maintain a **lowest risk-increasing risk environment** by keeping the programming to team based practice.
- iii. HPTA's masking policy is the following, for indoor and outdoor locations:

1. INDOORS (RVCC | Haverford College | AFC Riverside):

- i. Junior/Adult Programming: if players are [fully vaccinated](#), masks can be taken off during programming.
- ii. In accordance with CDC guidance, HPTA Coaches will not be required to wear masks, if [fully vaccinated](#) and if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

2. OUTDOORS (RVCC | Haverford College | The Cynwyd Club):

- i. Junior/Adult Programming: if players are [fully vaccinated](#), masks can be taken off during programming.
- ii. In accordance with CDC guidance, HPTA Coaches will not be required to wear masks, if [fully vaccinated](#) and if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

Protective gloves as well as hand sanitizer will be easily accessible to Players as well as Staff and their use is highly suggested.

- iv. Upon entering AFC Riverside, the HPTA home office will remain closed to all Players and Parents/Guardians, and the customer window will be pulled shut. All business with HPTA, where possible, should be conducted via email/phone. Social distancing practices between Staff, Staff and Players, and Players and Players will be maintained at all times, as stipulated in this document.
- v. Personal protective equipment, phones, pens, computer equipment, desks, workstations,

offices and other personal work tools and equipment will not be shared and, if used by more than one person, cleaned and disinfected between users immediately after use.

vi. HPTA has made it imperative that all objects (i.e. targets, cones, agility ladders, etc) be restricted in their use by each individual pro. Where possible, live ball situations will be employed to minimize contact with outside objects for each Player. Any teaching aids employed during programming hours will be handled by HPTA staff only. Whenever possible, new tennis balls shall be used. High-touch areas will be disinfected.

2. Health & Safety Principles:

a. *Staying at home*

HPTA Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess HPTA Staff and Players' health status prior to entering the workplace and facility, and for Staff to report when they are sick or experiencing symptoms:

i. **HPTA actively encourages all players and employees who are sick or have recently had contact with a person with COVID-19 to stay home.**

ii. HPTA has implemented leave policies that promote Staff to stay at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

iii. Any player or employee who is feeling sick should immediately inform HPTA by contacting the designated COVID-19 point of contact, Rob Isaacs, via email at rob@hpta-riverside.com. If any player feels they are unable to attend programming before arriving they must communicate with HPTA Staff to cancel their attendance as soon as possible. Cancellation will not be penalized, as long as the cancellation adheres to our Cancellation Policy.

iv. If any player or employee thinks or knows they have been infected with COVID-19, we recommend following these [CDC recommendations](#).

HPTA actively encourages all players and employees who are sick or have recently had contact with a person with COVID-19 to stay home.

b. Hygiene and respiratory etiquette

Handwashing

- i. Infection prevention measures are implemented at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on court, prior to any mealtimes and after using the toilet.
- ii. All players will be required to wash or sanitize their hands prior to or immediately upon entering the courts. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances to, and in between, courts, so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- iii. **No-touch hand-sanitizing dispensers are located between courts.**
- iv. If at any point employees or players feel the need to wash their hands, or their hands have been visibly soiled and it is necessary to do so, employees and players can wash their hands following staggered bathroom procedures.
- v. Additional **hand hygiene is available in the form of gloves.**

Respiratory etiquette: Cover your Cough or Sneeze

- i. Staff and players are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

c. Cloth face coverings

1. INDOORS (RVCC | Haverford College | AFC Riverside):

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- ii. In accordance with CDC guidance, HPTA Coaches will not be required to wear masks, if [fully vaccinated](#) and if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

2. OUTDOORS (RVCC | Haverford College | The Cynwyd Club):

- i. Junior/Adult Programming: if players are [fully vaccinated](#), masks can be taken off during programming.

ii. In accordance with CDC guidance, HPTA Coaches will not be required to wear masks, if [fully vaccinated](#) and if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

d. Healthy hygiene areas

i. All Players will be required to wash or sanitize their hands prior to or immediately upon entering the courts. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances to, and in between, courts, so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

ii. **No-touch hand-sanitizing dispensers are located between courts.**

iii. Adequate supplies including paper towels, tissues, disinfectant spray, cloth face coverings (as feasible), and no-touch/foot pedal trash receptacles will be available on and in between tennis courts.

iv. Additional hand hygiene is available in the facility in the form of gloves.

v. If at any point employees or Players feel the need to wash their hands, or their hands have been visibly soiled and it is necessary to do so, employees and Players can wash their hands.

3. Maintaining Healthy Environments:

a. Cleaning, disinfecting, decontamination and ventilation

i. Regular housekeeping practices are being implemented by our facilities and locations, including rigorous cleaning and disinfecting of work surfaces, equipment, tools, vehicles and areas in the work environment; including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pickup locations.

ii. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, and credit card readers.

a. **Additional high-touch areas which will be disinfected are the tennis ball carts and equipment used on the tennis courts.**

iii. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

iv. Ventilation for indoor locations: the maximum amount of fresh air is being brought on to the indoor tennis courts and office spaces, air recirculation is being limited and ventilation systems are being properly used and maintained. Fans blowing air out of the facility will be on at all times, and doors to the indoor tennis courts will be opened to increase the flow of outside air.

b. Object use

i. HPTA has made it imperative that all objects (i.e. targets, cones, agility ladders, etc.) be restricted in their use by each individual pro. Where possible, live ball situations will be employed to minimize contact with outside objects for each Player. Any teaching aids employed during programming hours will be handled by HPTA staff only. Whenever possible, new tennis balls shall be used. Any objects used for the day will be washed and sanitized at the end of the day. High-touch areas will be disinfected.

c. Water system use

i. Players are encouraged to bring their own water bottles to programming to limit touching water fountains.

ii. Following completion of programming for the day, all players are encouraged to shower at home, and not use the shower facilities, or any other water sources on site.

d. Modified lay-out

i. During programming hours, HPTA's goal is for all participants to maintain social distancing guidelines recommended by the CDC, PA DOH, and USTA, that being at least six feet apart at all times. HPTA staff will stay at least six feet apart from players as much as possible.

e. Physical barriers and guides

i. Upon entering AFC Riverside, the HPTA main office will remain closed to all Players and Parents/Guardians and the customer window will be pulled shut. All business with HPTA, where possible, should be conducted via email/phone.

4. Maintaining Healthy Operations:

a. Protections for Staff and Players who are at Higher Risk of Severe Illness from COVID-19.

i. HPTA aims to maintain a **lowest risk-increasing risk environment** by keeping the programming to team based practice.

ii. **A Red Cross First Aid/AED/CPR certified tennis professional will be on hand to assist with any and all health emergencies that may arise.**

b. Regulatory Awareness of Local, State, and Federal Guidance

i. All HPTA pros have been briefed on all guidelines from relevant organizations, including but not limited to: the Center for Disease Control and Prevention (CDC), United States Tennis Association (USTA), United States Professional Tennis Association (USPTA), Professional Tennis Registry (PTR), among others. Daily briefings are provided on any and all changes to relevant organizations and information.

c. Cohorting

i. HPTA aims to maintain a **lowest risk-increasing risk environment** by keeping the programming to team based practice.

ii. Where possible and needed, coaches will work between courts while maintaining social distancing procedures from players.

d. Staggered Scheduling

Start of Programming

i. All Players will remain with their parents/guardians in their respective cars until the start of programming.

ii. **Parents/guardians are to not leave their vehicles except for emergencies.**

Exit from Programming

i. Players will be sent out to exit and leave the facility accordingly, while maintaining social distance at all times.

e. Gatherings and Visitors

- i. Gatherings that require social distancing of less than six feet will be prohibited. **During programming hours no visitors will be allowed to access the facility.**

f. Designated COVID-19 Point of Contact

- i. **Robert Isaacs, CEO/Owner of HPTA, and the assigned Pandemic Safety Officer is the COVID-19 Point of Contact.** He can be reached via email at rob@hpta-riverside.com.

g. Communication Systems

- i. **Any employee, player, household member or anyone having close contact with an employee or player who is experiencing symptoms of COVID-19 or has tested positive must remain at home and immediately contact the designated COVID-19 Point of Contact and local health authorities in writing.**

- ii. In the event a Player or Staff member begins to experience symptoms or tests positive for COVID-19 after the start of programming, the individual will be isolated and arrangements for their prompt and safe removal will be initiated. Contact tracing will be initiated and all individuals who came in close contact with the symptomatic individual will be notified. Individuals experiencing symptoms should follow the guidance outlined [here](#).

- iii. If at any point programming has to be canceled, or hours of operation limited, players and participants will be notified in a timely manner.

h. Leave Policies

- i. HPTA has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. HPTA employees will not be penalized for additional absenteeism resulting from personal or family sickness.

- ii. Employees who experience symptoms should contact their healthcare provider. Guidelines for returning to work can be found [here](#).

i. Back-up Staffing Plan

- i. HPTA will maintain records of all Employee and customer attendance. Staff have been cross-trained to allow for smooth company operations in the event of employee sickness or absence. Programming may be curtailed or reduced if sufficient staff is unavailable to maintain safe operations.

j. Staff Training

i. Staff is fully trained in the HPTA COVID-19 Safety Plan. Training is ongoing and consistent with CDC, Pennsylvania Department of Health and USTA guidelines.

k. Support Coping and Resilience

i. HPTA Staff have consistently encouraged a healthy lifestyle for all of our clients, as evidenced by the nature of the sport and camp. All players are made aware that they may call/text HPTA Staff in case of emergency.

ii. Additionally, HPTA is dedicated to supporting coping and resilience strategies as part of the HPTA curriculum. HPTA encourages employees and players to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.

iii. HPTA promotes employees and Players to eat healthy, exercise (as is evident by the nature of the programming), get enough sleep, and find time to unwind (as is evident by the nature of the sport).

iv. HPTA encourages employees and Players to talk with people they trust about their concerns and how they are feeling.

v. HPTA will post signs for the national distress hotline: 1-800-985-5990, and text TalkWithUs to 66746.

5. Preparation for When Someone Gets Sick

a. Home Isolation Criteria

i. Sick Staff members or Players should not return to programming until they have met CDC's criteria to discontinue home isolation.

b. Isolation and transport of those who are sick

i. As a preventative measure, any Players that feel that they are unable to participate in programming before arriving must communicate with the designated COVID-19 point of contact, or the HPTA office, and cancel their attendance for said day. If the cancellation meets the cancellation policy requirements, credits or (where appropriate) refunds will be issued.

ii. Upon arrival, if any Player has been deemed unfit for participation due to signs of COVID-19 symptoms (such as fever, cough, or shortness of breath) will be temporarily quarantined and isolated in a secure room until the Player can be escorted off the premises in a

safe manner.

iii. Individuals who are sick should go home and or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for yourself or others who are sick.

c. Clean and disinfect

i. Areas used by a sick person will be closed off, and will not be used until after thoroughly cleaning and disinfected (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

ii. HPTA ensures safe and correct use and storage of cleaning and disinfection products, including storing them securely away from Players.

d. Notifying Health Officials and Close Contacts

i. Parents/Guardians/Emergency contacts will be called/emailed by HPTA's designated COVID-19 point of contact upon any and all Players dismissed from programming for health reasons. Emergency services will be contacted upon any positive assessment for severe health risk (i.e. fever, cough, or shortness of breath).

ii. Upon the dismissal of the Player(s) for health reasons, the Parents/Guardians of adjoining four-six players on the same court will be notified of the situation. Parents/Guardians will be allowed to pick up their player at their convenience if so desired.

6. Communications and Training

This COVID-19 Preparedness Plan was communicated verbally and in writing to all Staff members on June 1st, 2022 and necessary training was provided. Additional communication and training will be ongoing and provided to all Staff members who did not receive the initial training.

Staff, Players and Parents/Guardians are advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

HPTA Management is to monitor how effective the program has been implemented by following the Staff policies and procedures and the Players' policies and procedures. HPTA Management and employees are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by HPTA's Management and Robert Isaacs, the HPTA Pandemic Safety Office.

Certified by:

Robert Isaacs, CEO/Owner, Pandemic Safety Officer

Dylan Comerford, CEO/Owner

High Performance Tennis Academy Team and Staff

Appendix

American Camp Association - Camp Operations Guide:

<https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>

CDC Camp Decision Tree:

[cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf)

CDC: General business frequently asked questions

www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation

www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

CDC Guidance for Youth and Summer Camps:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

CDC Guidance for Youth Sports

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

CDC Guidance for developing a COVID-19 Preparedness Plan General Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19)

www.cdc.gov/coronavirus/2019-ncov/

CDC Businesses: Resources for businesses and employers

www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

CDC Social distancing:

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

CDC Housekeeping:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

CDC Employees exhibiting signs and symptoms of COVID-19:

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

CDC Training:

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Environmental Protection Agency (EPA):

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Federal OSHA

www.osha.gov

Federal OSHA:

www.osha.gov/Publications/OSHA3990.pdf

Handwashing video translated into multiple languages

www.youtube.com/watch?v=LdQuPGVcceg

PA Governor Wolf Plan for Pennsylvania:

<https://www.governor.pa.gov/plan-for-pennsylvania/>

PA Department of Health - Summer Programming FAQ:

<https://www.governor.pa.gov/wp-content/uploads/2020/05/20200522-Department-of-Health-2020-Summer-Program-FAQ.pdf>

PA COVID-19 Guidance for Businesses:

<https://www.governor.pa.gov/wp-content/uploads/2020/05/20200504-COVID-19-Business-Guidance.pdf>

USTA Playing Tennis Safely Guidelines - Player Tips and Recommendations

<https://www.uspta.com/static/ustacovidplayingtennissafely-players.pdf>

USTA Playing Tennis Safely Guidelines - Facility and Programming Recommendations

<https://www.usta.com/en/home/stay-current/national/playing-tennis-safely--facility-and-programming-recommendations.html>