

Policies & Procedures for High Performance Tennis Academy

COVID-19 Preparedness

SUMMER 2021

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 policies and procedures. The policies and procedures meet the guidance of the Pennsylvania Department of Health Guidance for Businesses, and the CDC Guidance for Youth and Summer Camps. Additionally, the policy and procedures meet 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 these policies and procedures. 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!

AS THE COVID-19 SITUATION IS RAPIDLY CHANGING, HPTA HOLDS THE RIGHT TO CHANGE ANY AND ALL OF THESE POLICIES AND PROCEDURES IN THIS DOCUMENT AT ANY TIME.

This Policies & Procedures COVID-19 Preparedness Plan has been certified by HPTA's Management and Robert Isaacs, the HPTA Pandemic Safety Officer, and was posted to the HPTA webpage on June 11th, 2021. It will be updated as necessary.

Certified by:

Robert Isaacs, CEO/Owner, Pandemic Safety Officer

Dylan Comerford, CEO/Owner

SUMMARY OF POLICIES & PROCEDURES

- **Social Distancing Practices will be maintained at all times.** Social distancing of six feet apart will be implemented and maintained between employees, players and employees, and players and players.
- **1. INDOORS (Haverford College & AFC Riverside):**
 - i. Junior Programming: mask use indoors is **required at all times.**
 - ii. HPTA Coaches will be required to wear masks **at all times.**
- **2. OUTDOORS (Haverford College & The Cynwyd Club):**
 - i. Junior Programming: mask use outdoors is **not required,** if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**
 - 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.**
- Object and equipment use other than a players' own will be prohibited.
- Drop-off and pick-up for the HPTA Summer Camp will be communicated in separate communication to campers for weeks at Haverford College and The Cynwyd Club.
 - Players will be dropped-off and picked-up at their designated location.
 - Parents/Guardians will stay in their respective vehicles at all times.
- Coaches will have their own tennis carts, tennis balls, and equipment assigned. New balls will be used where appropriate.
- **Water will be available in the form of water bottles.** Players are encouraged to bring their own water cans and bottles, to last the entirety of a camp day.
- 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.
- All players will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances to, and in between, courts.
- Respiratory etiquette: Players are required to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, with their hands, dispose of tissues and wash or sanitize their hands afterwards.
- Cancellation and Refund Policy: If a player calls-out or cancels camp for the week because of health reasons (COVID-19 or otherwise), the player must have written documentation from a physician. If no written documentation is provided, our regulatory Cancellation Policy for camp takes into effect (see Refund Policy page [here](#)).

Policies & Procedures Overview

HPTA's Policies and Procedures follow Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health guidelines, and addresses:

1. General Policies and Procedures
 - a. Lowest risk environment
 - b. Equipment use
 - c. Cancellation Policy
 - d. General accountability
 - i. Mask-wearing procedures
 - ii. Procedures for disruptive behavior

2. Social Distancing Policies and Procedures
 - a. Drop-off & Pick-up Procedures
 - b. On-court practices
 - i. Coaching practices
 - ii. Contact prevention techniques
 - c. Off-court practices
 - i. Water and bathroom break procedures
 - ii. Coordination of personal belongings
 - d. Parent/Guardian company

3. Health & Hygiene procedures
 - a. Cleaning, disinfecting, decontamination and ventilation
 - b. Hygiene and respiratory etiquette
 - c. Hygiene procedures
 - d. Cloth face coverings

4. COVID-19 Exposure or Infection procedures
 - a. Staff Procedures
 - b. Player Procedures

1. General Policies and Procedures

a. Programming Capacity

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

b. Equipment Use

For the safety of Staff and Players, and in adherence to the HPTA Health & Safety Plan, the CDC Guidance for Considerations for Youth Sports, and the USTA's "Playing Tennis Safely" guidelines, all equipment and object use is restricted in their use by each individual Staff Professional.

c. Cancellation Policy

When a player calls-out or cancels programming for the week because of health reasons (COVID-19 or otherwise), the player must have written documentation from a physician.

If no written documentation is provided, our regulatory Cancellation Policy for camp takes into effect (see Refund Policy page [here](#)).

d. General accountability

i. Mask-wearing procedures

1. INDOORS (Haverford College & AFC Riverside):

- i. Junior Programming: mask use indoors is **required at all times.**
- ii. HPTA Coaches will be required to wear masks **at all times.**

2. OUTDOORS (Haverford College & The Cynwyd Club):

- i. Junior Programming: mask use outdoors is **not required**, if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

- 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.

ii. Procedures for disruptive behavior

HPTA takes disruptive behavior before, during and after programming very seriously. If a player exhibits any disruptive behavior considered unsafe for any Staff Pros, other members of Staff, or other players, the player will be suspended from programming immediately.

2. Social Distancing Policies and Procedures

a. Drop-off & Pick-up Procedures at Haverford College & The Cynwyd Club

- i. Drop-off and pick-up for the HPTA Summer Camp will be communicated in separate communication to campers for weeks at Haverford College and The Cynwyd Club.
 - a. Players will be dropped-off and picked-up at their designated location.
 - b. Parents/Guardians will stay in their respective vehicles at all times.

i. Drop-off & Pick-up Procedures at AFC Riverside (Indoor Back-up)

- a. HPTA, in conjunction with AFC Riverside, has arranged for the entrance/exit doors between Courts 7 & 8 to remain open for entrance and exit to the facility.
- b. All programming shall enter/exit through the door between Courts 7 & 8. **No participants in HPTA programming shall enter/exit through the AFC main entrance/exit.**
- c. Before, during, and after programming hours, all participants will maintain social distancing guidelines recommended by the CDC, PA DOH, and USTA, that being at least six feet apart at all times.
- d. All players/program participants will remain with their parents/guardians in their respective cars until the start of programming.
- e. **Parents/guardians are to not enter the facility except for emergencies and/or bathroom use.**
- f. **Unless otherwise specified, spectators will not be allowed during programming hours to minimize flow of traffic in the facility.**

b. On-court practices

i. Coaching practices

_____ Coaches are assigned specific schedules for the camp. Where possible and needed, coaches will work between courts while maintaining social distancing procedures from players.

Equipment

- a. Coaches will have their own tennis carts, tennis balls, and equipment assigned. New balls will be used where appropriate.
- b. The use of coaching equipment such as target cones will be limited.
- c. **Players will not handle any coaching equipment.**

ii. Contact prevention techniques

- a. To limit contact between Players, Coaches, and Coaches and Players, Players will be positioned at well-spaced stations on the tennis courts. **Specifically, each Player will have a designated area of the tennis court for the duration of programming.**
- b. All court entrances will be kept open to minimize touching (when programming is indoors).
- c. Live ball drills and game-based play will be used over using baskets, where appropriate.

c. Off-court practices

i. Water and bathroom break procedures

Water will be available in the form of water bottles. Players are encouraged to bring their own water cans and bottles, to last the entirety of a camp day.

ii. Coordination of personal belongings

To limit contact between Players, Coaches, and Coaches and Players, Players will be positioned at well-spaced stations on the tennis courts. **Specifically, each Player will have a designated area of the tennis court for the duration of programming.**

The designated area of the tennis court is the area where players can keep their personal belongings and rest throughout programming.

d. Parent/Guardian company

To limit flow of traffic in the facility, at our tennis locations, and on the tennis courts, **there will be no area for parents/guardians to watch play.**

3. Health & Hygiene procedures

a. Cleaning, disinfecting, decontamination and ventilation

Regular housekeeping practices are being implemented, 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. For our indoor back-up location, AFC Fitness has made many additions and changes to the facility which you can find [here](#).

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.**

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.

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 tennis courts will be opened to increase the flow of outside air.

b. Hygiene and respiratory etiquette

i. Handwashing

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.

All Players will be required to wash or sanitize their hands prior to or immediately upon entering the facility. 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.

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

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.

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

i. Respiratory etiquette: Cover your Cough or Sneeze

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. Hygiene procedures

All Players will be required to wash or sanitize their hands prior to or immediately upon entering the facility. 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.

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

Adequate supplies including paper towels, tissues, disinfectant spray, cloth face coverings (as feasible), and gloves will be available.

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.

d. Cloth face coverings

1. INDOORS (Haverford College & AFC Riverside):

- i. Junior Programming: mask use indoors is **required at all times.**
- ii. HPTA Coaches will be required to wear masks **at all times.**

2. OUTDOORS (Haverford College & The Cynwyd Club):

- i. Junior Programming: mask use outdoors is **not required,** if social distance can be maintained. **If social distancing cannot be maintained, masking will be required.**

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.

4. COVID-19 Exposure or Infection procedures

a. Staff Procedures

i. Home Isolation Criteria

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

ii. Notification of close contacts

- a. Close contacts to the Staff member will be notified they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting close contacts know they may have been exposed to COVID-19, we are helping to protect everyone.
- b. "Close contact" is defined as: Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (*for example, three individual 5-minute exposures for a total of 15 minutes in one day*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic

patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

iii. Returning to work

a. Staff members can return to work when they have met CDC's criteria to discontinue home isolation.

b. Player Procedures

i. Home Isolation Criteria

a. Sick players should not return to programming until they have met CDC's criteria to discontinue home isolation.

ii. Notification of close contacts

a. Close contacts to the player(s) will be notified they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting close contacts know they may have been exposed to COVID-19, we are helping to protect everyone.

b. "Close contact" is defined as: Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (*for example, three individual 5-minute exposures for a total of 15 minutes in one day*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

iii. Returning to the tennis court

a. Players can return to programming when they have met CDC's criteria to discontinue home isolation.