

## **Safety Officer Responsibilities**

### **Cobourg Lawn Bowling Club**

#### Before the session

1. Arrive at least 15 minutes before scheduled practice is due to start
2. Open gates and leave open
3. Open washroom
4. Ensure there is soap, sanitizer and disinfectant in washroom
5. Ground sheets and jacks will be the only equipment provided. Only the Safety Officer will enter the storage garage to get jacks and groundsheets and will return them at the end of each session.
6. Ground sheets will be used in rotation so that there will be several days between each set being used. (The mats are synthetic material and porous and the virus does not survive for long on porous surfaces)
7. Set out two jacks on each mat.

#### When bowlers arrive

1. When bowlers arrive instruct them to wait outside the gate (keeping 2 metres apart) until all bowlers from the previous session have left. Ensure that there are no more than ten members present on the property at any one time, including the safety officer.
2. You will receive, in advance, a schedule of members who have booked a session for that day. Confirm each bowler is on the scheduled list. Only members who have pre-booked can play.
3. Members have to complete their own pre-screening and provide the club with a declaration that they have done this. This may be done by email and one day in advance of the session. The Safety Officer will be informed which members have made declarations. If it has not been completed in advance the member will be asked to submit a completed a paper copy to the Safety Officer before bowling
4. Remind the bowlers that should they suffer any health issues after the session they must contact (person to be named) the club to inform the club of the situation
5. Remind the bowlers that they should be keeping track of their contacts or should be using the Government App
6. Tell the bowlers that if they use the washroom they must wipe down any surfaces that they touch using the cleaning materials provided in the washroom
7. Tell the bowlers not to touch/move the groundsheets
8. Tell the bowlers that if two members from different households are playing together only one of them can handle the jacks. That person must place the jacks in a bucket of hot soapy water at the end of the session
9. Tell the bowlers that delivery mats will not be used.

10. Direct the bowlers to their allotted rink
11. Note: Members will be given instructions beforehand about the protocols to be followed so they will be aware of the above points. The points above are reminders.

#### During the session

Ensure that the rules regarding social distancing are followed

#### After each session

1. Once all the jacks have been placed in the bucket of hot soapy water leave them for a few minutes before removing them.
2. At the end of the day collect the ground sheets and store them.
3. Wipe down all surfaces in washroom, and door handles. Record the date and time this is done
4. Lock gates

Note 1: Safety Officer must ensure that they wash their own hands and/or use hand sanitizer before starting the session and after the session as well as during the session as necessary. Note: Safety Officers will be provided with disposable gloves.