

HOSM Bridge Club COVID-19 Operating Procedures

Version 1 - 19/07/21

Prior to the Club reopening on 26/07/21 the HOSM Bridge Committee has carried out a COVID-19 Risk Assessment which has informed these COVID-19 Operating Procedures. Both documents will be reviewed on an at least monthly basis and members will be advised of any changes made.

Prior to attending the club - Relevant to All Members

1. Members **MUST** ensure that they have had either both COVID-19 vaccinations or a negative Lateral Flow Test, on the day they are playing, to ensure they are free from coronavirus.
2. If Members, or anyone in their household, have had COVID-19 symptoms in the last 7 days they must not attend the club.
3. As part of a cautious re-opening of the club, the Committee recommends that Members who are not exempt bring and wear a face covering at all times while attending the club. A supply of disposable face masks will be made available for Members to use should they forget to bring a face covering with them.
4. In order to reduce cash handling Members are asked to consider paying for a number of sessions in advance and to bring the correct change for the session/sessions that they are making payment for. Members who would like to make payments for sessions on-line may do so using the following details - Holme On Spalding Moor Bridge Club NatWest Account - Sort Code 60-16-35 - Account Number 83150277.
5. Members should note that windows and doors will be opened as far as is practicable to improve ventilation and should bear this in mind when choosing their bridge-playing ensemble.
6. Members are asked to bring their own pen with them and to retain it for their own personal use.
7. Whilst Hand Sanitiser will be made available, members may wish to bring their own with them for use during the session.
8. Members may also wish to bring with them their own drink and a snack if required as initially the usual catering facilities will not be in place.

Pre-session activity - Carried out by the Committee supported by other Members where required.

9. The following areas will be cleaned prior to the start of the bridge session - door handles, light switches, window catches, equipment, tables, toilet handles and seats, wash basins and all surfaces likely to be used during the session.
10. Windows and doors will be opened as far as is practicable to improve ventilation.
11. Tables will be positioned as far away from each other as possible. Hand sanitiser will be used by the person putting table numbers and bidding boxes on tables.

Attendance at the club - Relevant to All Members

12. There will be no requirement to scan a QR code for the purposes of Test & Trace but records of attendance will be retained by the Committee.
13. When a member is being dropped off or picked up by someone not intending to play, that other person should wait in their car.
14. Members must use the hand sanitiser supplied when entering and exiting the hall.
15. Members will be directed to their starting seat on arrival. The bidding box at that seat will remain in their sole use throughout the session. Therefore if moving tables, Members should take their allocated bidding box with them.
16. The usual method of Members leaving their coats near their starting tables will remain in place.
17. Any payment for sessions will be taken at the table as normal.
18. Members are encouraged to avoid touching their mouth, eyes and nose. Any used tissues should be binned and the person should wash their hands and dry them using paper towels.
19. Bottles of hand sanitiser will be available on each table and should be used frequently throughout the session including before and after dealing cards and handling cash and each time that there is a movement of members between tables.
20. Members are asked not to unnecessarily touch any equipment such as table numbers.

21. Movement of Members between tables will continue to be well-controlled by the Tournament Director. Members are asked to refrain from talking loudly when they have finished playing and are waiting for the next movement to be announced to avoid the need for the Tournament Director to unduly raise their voice to communicate to members.
22. Male and female toilets will be open throughout the session. No more than 1 person should use the toilet areas at a time. Soap and hot water will be available in the toilets to support good hand hygiene. Cleaning wipes will also be provided.
23. In the event of a Member becoming unwell with suspected COVID-19 symptoms while at the club they will be taken to an empty area until they are ready to go home or out of the hall. Other Members should then leave the premises, observing the hand sanitising and social distancing precautions and launder their clothes when they arrive home. The Chair, or in their absence, the Tournament Director, will inform the hall committee on 07930 891035 or villagehallbookings.hosm@gmail.com. The Hall Committee will then contact the appropriate authorities. The Member who has suspected COVID-19 systems will need to be tested and if the result is positive, close contacts will have to self-isolate for 10 days.
24. Members are asked to be mindful of social distancing throughout their attendance at the Club and to stagger their departure at the end of each session in a timely manner to enable End of Session Activity to be undertaken.

End of session activity - Carried out by the Committee supported by other Members where required.

25. The following areas will be cleaned at the end of the bridge session - door handles, light switches, window catches, equipment, tables, toilet handles and seats, wash basins and all surfaces likely to have been used during the session.
26. Windows and doors that have been opened to improve ventilation will be securely closed prior to leaving.
27. Any rubbish created during the session, including tissues and cleaning cloths, will be disposed in the rubbish bags provided and taken home.

Following attendance at the club - Relevant to All Members

28. If Members develop COVID-19 symptoms within 7 days of visiting the premises they must use the test, track and trace system to alert others with whom they have been in contact.