



# Stratford Squash Club

Swans Nest Lane, Stratford-upon-Avon, Warwickshire, CV37 7PY

T: 01789-296629

E: [squash@stratfordsportsclub.co.uk](mailto:squash@stratfordsportsclub.co.uk)

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## Stratford Squash Club – COVID-19 Guidance Returning to Squash

Version 1.4 – August 2020

### Preamble

This document is based on the World Squash Federation's recommendations for squash to restart following the COVID-19 pandemic. The recommendations it contains are not intended to substitute professional medical advice or guidelines set out by local or national authorities. This document is designed to help our club prepare to reopen safely once permitted by the relevant authority, and for members to undertake the sport in as hazard-free a manner as possible.

### COVID-19 Background

The virus particularly affects the upper airways and lungs and is predominantly spread person-to-person through large respiratory droplets produced when a person coughs, sneezes, talks or breathes (especially when breathing heavily). These droplets can:

- be inhaled by a nearby person leading to the possibility of infection
- fall to the ground contaminating any surface with which they fall into contact

The likelihood of the virus being transmitted from person-to-person increases due to the following factors:

- Proximity and length of time an individual is exposed to a person who is infectious
- The amount of virus inhaled or transferred by hands to the airways
- Underlying medical conditions especially having a compromised immune system
- Age, with older individuals being more susceptible to the virus

People who feel well can still spread the virus several days before they develop any symptoms and some can appear totally asymptomatic while still being able to spread the virus. Because people who feel well generally do not consider that they have the virus, they often do not take precautions as they would had they felt ill, so can contribute to the ongoing circulation of the virus in the community.

### Symptoms

According to the NHS (20/05/20), symptoms of COVID-19 include, but are not necessarily limited to:

- **high temperature** - you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** - coughing more than usual; for more than an hour, or 3 or more coughing episodes in 24 hours
- **loss or change to your sense of smell or taste** - you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms, but Government and NHS guidance should be checked periodically as these symptoms may be liable to change.



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### Impact On Squash

Several factors single squash out as a high-risk sporting activity, which helps to explain why squash may be among the last sports to see a return to “normality”:

- It is played indoors
- Close contact between players is unavoidable
- It is a strenuous, energetic, and fast-paced activity
- Heavy breathing increases the exposure from an infected person
- Significant levels of perspiration - while sweat in its own right is not seen to be a direct form of virus transfer, the possibility of transfer from the mouth or eyes to the body, and then onto court surfaces is increased

It is impossible to address the above characteristics of the sport, and for this reason, the measures permitting a return to play will fall into several phases, each linked to the prevalence of the virus in society and the barrier measures recommended by the national authorities, as updated from time-to-time.

### Document Aims

Reducing the risk of becoming infected by either direct or indirect contact, relies on certain barrier measures being undertaken. The aim of this document is to explain those barrier measures linked to the recovery; it describes the measures the club will take, and the measures expected of its membership, so that we can return to playing the sport while reducing the risk of infection to us and to others.

### Measures Taken By The Club

While it is almost impossible to guarantee the club is, and always will be entirely “COVID-safe”, the club is undertaking various measures to reduce the risks of infection:

- Carrying out a risk assessment – this document helps inform that assessment
- Ensuring that re-enforced cleaning, hand-washing and hygiene procedures are in place in line with best practice and government guidance
- Providing access to sanitation products in appropriate places
- Maximising the ventilation in the club, and particularly around and in the courts
- Making the maintenance of Safe-Distancing<sup>1</sup> possible, especially in the walkways
- Where Safe-Distancing is not practical, manage the transmission risk by limiting the face-to-face exposure times
- Enforcement of wholly electronic reservation and top-up processes
- Elimination / reduction of non-contactless processes
- Introduction of a contact tracing protocol
- Introduction of measures to act on non-compliance by staff and / or members
- Introduction of measures to govern the use of changing, shower, toilet, waste, hydration, as well as ancillary leisure facilities

<sup>①</sup> Safe-Distancing guidelines set out by UK Government - at the time of writing this is described as “1m+”, meaning that a separation of 2m is still required unless face coverings are used



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## Acceptable Player Groupings & Forms of Play

Play must only be conducted in an acceptable format and in acceptable player groupings according to the current guidance as issued by the relevant authorities and updated from time-to-time. To allow us to update the formats and groupings frequently and in line with official guidance, they will be communicated separate to this guidance. Under no circumstances should play be undertaken outside these conditions which may include:

Playing Groupings	An Individual, Members of the same household (including <u>Support Bubbles</u> <sup>2</sup> ), Two players from different households, Several players from different households, Approved <u>Player Bubbles</u> <sup>3</sup> , Non Members
Formats of Play	No play, practice / drills, individual off-court coaching, individual on-court coaching, group on-court coaching, group off-court coaching, restricted matchplay, full matchplay, doubles, competition – leagues, ladders, cups, teams, ...

To avoid repetition, members should acquaint themselves with England Squash's 'Back to Squash' guidelines, at <https://www.englandsquash.com/back-to-squash/guidance> which helps to clarify acceptable player groupings, formats of play, and conditions for play.

### Support Bubbles<sup>②</sup>

The Government definition of a Support Bubble, and one that is adopted by our club is: “In England, if you live by yourself or are a single parent with dependant children – in other words, if there is only one adult in your home – you can expand your close support network so that it includes one other household of any size. This is called making a ‘Support Bubble’ and means you are able to have close contact with them as you could if they were members of your own household.”

### Player Bubbles<sup>③</sup>

- The creation of Player Bubbles, to a maximum of six members per Player Bubble, is approved
- Each member can only be a member of a single, exclusive Player Bubble at any time
- Before joining a Player Bubble, you must confirm to the club, using the web form, that you have read and agree to follow the England Squash ‘Player Bubble’ guidance as well as the club guidance
- Each Player Bubble should have an nominated leader, through which all communication with the Membership Secretary should be channelled, using the web form or by mail to: [squashmembership@stratfordsportsclub.co.uk](mailto:squashmembership@stratfordsportsclub.co.uk)
- Members may leave one Player Bubble to join another, with a break of at least 7 days, during which only a Socially Distanced form of squash can be played
- Bubble Leaders must inform the Membership Secretary, via the web form, of the names of the members in their bubble as well as any changes from time-to-time
- Composition of a Player Bubble needs to be approved by the squash committee in writing or by email
- Acceptable ways for Player Bubbles to play is documented separately



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### Before Playing Squash

The most important guidance to follow comes from the UK Government and from the NHS. You should follow their directives in all cases before considering any more specific guidance coming from the world and national sporting bodies (World Squash and England Squash respectively), or from the club.

Before attending the club, irrespective of the reason, you:

- must read and acknowledge your understanding of this document
- declare that, to the best of your knowledge neither you personally, nor anyone in your household are suffering or show any signs of suffering COVID-19
- must observe the current isolation periods
- should consider taking medical advice before returning to squash, if you have had or suspect that you have had COVID-19
- should not leave home if you or anyone in your household have symptoms or have tested positive, or are classed as being in one of the vulnerable groups
- must cancel any booked courts if any of the aforementioned conditions prevent you attending the club

### Court Timings

- Court start times will continue to be staggered
- Each court cycle will comprise of a 1 hour session – a period of game play during which the lights will be operational, followed by a shorter period to allow contactless player turnaround during which the lights will be extinguished
- No ability to overrun or otherwise extend the playing time will be permitted
- No play should be undertaken with the lights off, as this signifies the end of the session and the start of the turnaround time
- If you and / or your opponent(s) - individually or combined, book back-to-back courts, you are permitted to remain on court during the changeover period. The lights will be extinguished, and you should not play during this period.

### Account Admin / Top-Ups

- Account top-ups can only be performed using the on-line system
- The ability to perform a cash top-up beside court 1 has been removed
- Use a cashless and contactless reimbursement process for any occasions where, as an opponent, you failed to fob-in
- Check your account regularly to make sure all debits/credits have been applied

### Court Reservation

- Courts can only be booked using the on-line system – the ability to reserve a court using the equipment beside Court 1 has been removed
- The booking member's account will be debited the entire court cost at the point of court booking
- Cancellations can only be performed using the on-line system; refunds will be made for courts booked >48 hours before the scheduled court time



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### Opponent(s)

- You must read and respect the current advice about suitability of certain categories of opponent. Under no circumstances should play be undertaken with an opponent outside of the restricted list. Non members are not permitted
- Record the opponent's name against the reservation in the online system
- A mail will be sent to the opponent which will advise them of the reservation
- If you are practising alone you must select "Solo Play" from the list of opponents
- The opponent "fobbing-in" process has been modified to be contactless, and should be used by them to transfer 50% of the court cost to your account
- If your opponent forgets to fob-in, we recommend you use a cashless and contactless reimbursement process, and remind you that you can use the booking platform to transfer funds (My Menu → Transfer Funds)
- Where there is no opponent identified then the debit/credit will not occur, and the booking member will bear the full court cost

### Parking At The Club

- Try to travel to the club by foot or bike; if you do drive, do not car-share
- Park where you are able, leaving a spare space between vehicles if possible
- Respect the social distancing measures as defined by the UK Government and updated from time-to-time
- When registering your vehicle on the ANPR machine, either use a gloved hand, or sanitise your hand immediately before and after entering your registration details

### Club Arrival

- Don't arrive at the club more than 5 minutes before your allotted court time
- This gives time for the previous players to clear the court and the building
- External doors will remain locked for security purposes
- Wait outside the building until you can see that it is clear and safe to enter
- Always use your fob to open the main door even if the door is already open – do not tailgate. This process:
  - unlocks the door
  - registers your presence
  - in the medium term, as the opponent, transfers your share of court costs to the booking member. In the interim you still need to fob beside court 1 to transfer the costs
- If you forget your fob, please complete the paper 'Test & Trace' form which can be found in reception
- The foyer is very narrow making it impossible to establish "safe standing" zones
- Because you may encounter others moving in the opposite direction, priority should always be given to those leaving the club due to the limited space inside
- You should carry a face covering, wearing it when safe-distancing is not practical, or leave the building to allow somebody to move in the opposite direction



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### Court Arrival

- As the corridor connecting the reception area to the court area is narrow, there is no possibility to establish “safe standing” zones
- Priority should always be given to those leaving the court area due to the limited space in the corridor or court-side
- Pass immediately, directly, and swiftly through to the squash corridor and onward to the courts
- With the exception of doors to changing and toilet areas, internal doors must remain closed for fire safety, and will use auto-closers. They should never be propped open
- You should carry a face covering, wearing it when safe-distancing is not practical, or retreat to the foyer to allow somebody to move in the opposite direction

### Court Check-In

- The booking member need not “fob-in” to declare their arrival; lights will come on automatically regardless of whether either member fobbed-in
- In the short term, to transfer 50% of the court cost to the booking member, the opponent needs to fob-in at court-side, though there is no longer a need to use the touch-screen to select the court being used
- This will be replaced in the medium term by the action of fobbing the front door
- It would be wise to check your account regularly to make sure all debits/credits have been performed
- The court lights will automatically turn on at the reserved time, and will turn themselves off at the end of the playing period
- Before entering the court, sanitise your hands, and then open and close the court door either with a gloved hand, or with an antibacterial wipe



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### In-Play

- Two players only permitted on court – also see 'Spectators'
- Take everything on court that you will need for the duration of the session – drink, towel, spare racquet, spare ball, ...
- Consider the whole court and the ball as contaminated
- Except in the case of injury or emergency or to sanitise the ball, remain on-court until the end of the session. Do not leave the court between games
- If leaving the court to sanitise anything, check the corridor is clear before exiting
- Play only an approved format relevant to your situation – this may prohibit you from Full Match Play for example
- Warm up and, if possible, play a format which limits or eliminates any potential non-adherence to Social Distancing – see new 'Sides' squash format for example
- If possible, only one player should touch the ball and therefore serve throughout
- Consider wearing a glove on the non-playing hand – use only the non-playing hand to touch the ball, the door latch, and any other surfaces
- The wearing of suitable protective eye-wear is always recommended, and expected in certain situations
- The use of other PPE such as a face covering should follow the advice of the relevant authorities, noting any impact it could have on respiration
- Do not touch your face; use a personal towel or sweatband if you need to
- Do not wipe your hands on the walls or the floor
- Do not shout or raise your voice
- Enjoy your game, observing the current restrictions on play
- Play and train within your limits to minimise the risk of any injury, noting that emergency services and the NHS are under greater pressure than normal
- Do not shake hands with, High Five, or otherwise deliberately touch your opponent

### Court / Building Departure

- The lights will turn themselves off at the end of the session
- Leave the court promptly using a gloved hand or an antibacterial wipe to open the court door
- Remove the glove and take it home with you; dispose of it; do not use it again
- Immediately sanitise your hands
- Observing social distancing, leave the court area directly and swiftly
- Unless using the Bar / Lounge when this is permitted (see Bar / Lounge section), exit the building swiftly via the main doors; do not remain in the building to socialise with your opponent
- The fire escape door must remain closed and must not be used to exit the building except in the case of an official evacuation
- Be mindful that other players may be in the building. While you have right of way, do not encroach until they have retreated to a designated safe-standing zone – designed to allowing appropriate Social Distancing at the distances advised by the UK Government
- Take everything home with you
- Shower and wash your kit without delay to sanitise yourself and your clothing





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### Changing Facilities / Showers

- The changing rooms and showers are out of bounds, and fob access to these areas has been deactivated
- You should arrive at the club wearing the clothes in which you plan to play, with the exception of your shoes, which must be changed to non-marking indoor sports shoes before entering the court
- Court shoes should be removed before leaving the club to protect the integrity of the court surface

### Hydration

- The water dispenser is available, but there are no cups. Use these facilities only to refill personal bottles or containers; do so before playing to avoid corridor / balcony congestion
- Do not use the water dispenser for face-to-tap drinking
- Bring everything you need with you, take everything you brought home with you
- Don't share anything

### Waste

- Bins have been removed with the exception being in the toilets
- Take everything you brought with you and dispose of your own waste

### Ventilation

- The extractor fans in the courts will be set to operate throughout the playing period irrespective of the temperature and humidity

### Toilets

- Individual male and female toilets remain available for use, one person at a time
- The club's cleaning regime will be increased in frequency, but we cannot guarantee the toilets' cleanliness at any time
- For that reason you should clean the area before and after using the toilet, basin, and hand-drier
- Wherever possible the club will provide paper towels to avoid the use of the hand-drier
- Leave the toilet in the same condition in which you would expect to find it

### Bar / Lounge

- While it is the club's intention to open the bar and lounge, there may be periods when the social side to the club remains closed
- When signage indicates that the bar and lounge are closed, they should not be entered under any circumstances
- When the bar / lounge is open, please respect the social distancing and protective measures in force at that time
- Out of courtesy to other members, please make sure you are completely dry of sweat before entering the bar / lounge area; consider bringing a change of clothes
- Take your refreshment outside whenever possible





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### Sanitisation

- Hand-sanitiser will be available at the entrance to the club, beside each court, and at various points in the building
- Please sanitise your hands on arrival at the club, before entering and after leaving court, and at any other interval where you were forced to touch a surface
- You should also consider bringing your own personal sanitiser / anti-bacterial wipes in case any of the club-provided facilities were to run out

### Cleaning

- A deep-clean will be performed of the entire facility each day, paying particular attention to surfaces which see high traffic volumes and / or are likely to be touched such as handles, doors, and fob readers
- Surfaces which are likely to be touched such as handles, doors, and fob readers will be also disinfected at regular intervals throughout the day
- All courts will be subject to a deep-clean programme, limited only by the height at which it is safe to work

### Spectators

- No spectating is permitted, with the exception of those who:
  - who have safe-guarding responsibilities (see next section), or
  - are part of the same household or Support Bubble, or part of a recognised and approved Player Bubble during the period when they are not on court
- A maximum of one spectator per court will be permitted and only if the conditions outlined above are met. Social distancing measures need to be adhered to at all times

### Safe-guarding

- Recognising the need to balance protecting the health and well-being of all members, along with upholding our safe-guarding responsibilities, notably to the juniors...
- During individual junior coaching sessions, one adult will be permitted to accompany and supervise a junior. This adult supervisor (e.g. parent / guardian) must:
  - be from the same family and live at the same address as the junior
  - fob-in at the front door if they are a member
  - or download and use the "Sign In" App (iOS and Android) to register non-member presence for potential Track & Trace purposes
  - adhere to all elements of this "members" guidance
  - watch from the balcony throughout the session
- For group sessions, no separate supervision / spectating will be permitted



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### Coaching

- Coaching can only be conducted by England Squash qualified and club-approved coaches
- Individual 1-2-1 coaching is permitted while maintaining social-distancing measures
- Two-player coaching is permitted with only one player active at any time. While one player is active with the coach, the inactive player can either remain on court or spectate from the balcony, maintaining social-distancing at all times
- Group coaching is permitted to a maximum of 5 players per coach, with a maximum of 2 players on each court

### Accidents and Emergencies

- Access to emergency services including paramedics, first responders, the ambulance service, and the NHS may be more difficult and their response less timely
- You are therefore reminded not to undertake squash if you are not fit to do so, and to always play within your limits
- If there is an accident or emergency, contact the emergency services in the usual manner
- Treatment of injuries may override the need to maintain social distancing; your personal judgment of the individual circumstances is required in order to determine whether any of the COVID-19 safety guidance should be bypassed

### Visitors

- Visitors to the club must be strictly controlled and a record of all visits will be kept for NHS Test & Trace purposes
- Members and staff must always fob-in at the front door to register their presence, whether they are playing or using other facilities such as the Bar / Lounge
- If you have forgotten your fob, use the “non-members” procedure below
- Non-members must download and use the “Sign In” App (iOS and Android) to record their attendance or enter their details on the Visitor Sheet in reception
- All visitors – staff, members, non-members, external contractors, fall inside the scope of the NHS Test & Trace and CCTV monitoring protocols

### Fire Safety

- Fire Safety and emergency evacuation protocols are unchanged
- Fire Doors must remain closed at all times
- If the fire alarm sounds, leave the building swiftly through a designated fire-escape,
- The assembly point is in the car park where there is sufficient space to maintain social distancing
- Do not re-enter the building until you are told it is safe to do so



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### Notification

- If you develop any symptoms of COVID-19 after you have attended the club or for any reason believe that you may have been infected with the virus at that time, you must inform the club's Membership Secretary by email to the following address: [squashmembership@stratfordsportsclub.co.uk](mailto:squashmembership@stratfordsportsclub.co.uk)
- You will not be permitted to re-enter the club for a period of 14 days after such notification
- The club secretary will access the visitor log in the 5 days prior to suspected infection, either as the booker, the opponent, or as a bona fide visitor in order to determine the names of those with whom you may have come into contact
- The club secretary will contact each member with whom you have played, as well as those using any of the courts or other facilities at the same time and either side of you in order to inform them

### Misconduct

- The success of these measures relies not only on the controls the club introduces, but the action of each and every member
- While it is not in the club's interests or their intention to apply unnecessarily punitive measures, the club does reserve the right to take action against anybody who fails to heed this guidance
- Without wishing to pit member against member, the club supports a whistle-blowing approach, particularly in the case of serious misconduct
- Though CCTV will not be used for systematic monitoring, the club reserves the right to use recorded footage to check compliance with this guidance and to investigate any reported misconduct as outlined above
- Misconduct is categorised according to severity and will always result in sanctions being taken. The severity of the sanctions taken are directly linked to the severity of the misconduct as set out below



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## Sanctions

The committee has set out a template in order to guide their decision-making regarding applying sanctions. While this template will not be published, it will be used in cases of misconduct to ensure a fair and equitable approach is taken at all times, regardless of the individual concerned.

Each act of misconduct will be graded on a scale of 1 to 4 as laid out below:

Level	Description	Sanction	Details
1	Conduct is unsatisfactory, but the misconduct was minor or unintentional	Verbal Warning	Member will be advised of the changes required in behaviour and the action necessary to achieve the desired change
2	Conduct is unsatisfactory, and the misconduct was more serious and / or intentional (in that the member did nothing to avoid the misconduct)	Written Warning	Member will be formally advised of the changes required in behaviour and the action necessary to achieve the desired change
3	Conduct continues to be unsatisfactory following a written warning, or there is a more serious conduct issue regardless of whether a previous warning has been issued	Temporary Suspension	Member will be formally advised of the changes required in behaviour and the actions necessary to achieve the desired change. Member will be temporarily suspended from the club. While on suspension, the member must not visit the club, either as a player, an opponent, or as a spectator; and should not use the booking system
4	Member's conduct has failed to improve or if the member commits a further act of misconduct, or an act of gross misconduct (whether or not a warning has been given previously)	Exclusion	Membership may be terminated by written notice by the committee. The member shall have 5 days commencing on the date of the notice to appeal. Member can reapply for membership when the COVID pandemic is over and normal club conditions have resumed



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## Version Control

Version	Date	Changes Made	By
0.0 - 0.6	01/07/20	Initial drafts and revisions for committee review	Ian Shilstone
0.7	15/07/20	Bar/Lounge now open – section updated to advise. Has impact on court / building departure instructions. Also recommendation to play socially separated format e.g. 'Sides'	Ian Shilstone
0.8	16/07/20	Safe-standing zones impossible in corridor. Guidance updated to reflect including carrying face-coverings	Ian Shilstone
0.9	17/07/20	Court-side fobbing-in still required short term. How to form a player bubble Bubble(how >2 play is controlled). Paper towels to replace hand-drier. Bins remain in toilets. Use of "Sign In" app for non-member visits	Ian Shilstone
0.10	20/07/20	Clarification of spectating: limited to single supervising adult, or one non-playing member of an approved bubble Bubble	Ian Shilstone
1.0	31/7/20	First version released	Ian Shilstone
1.1	4/8/20	Clarification of bubble meaning Government defined "Support bubble". Player bubble renamed to "Player Bubble"	Ian Shilstone
1.2	5/8/20	Clarification that play formats and player groupings are defined outside this document	Ian Shilstone
1.3	28/8/20	Clusters renamed back to Bubble, to match ES terminology, but will always be mentioned as either Support or Player to denote the difference; description of Player Bubbles; now allowed on stay on court during back-to-back bookings; single player to serve if possible; group training now permitted; sign in requirements; court timings made non-specific	Ian Shilstone
1.4	22/9/20	Changed "Self" to "Solo Play" in opponent selection when playing alone; changed water dispenser text to indicate it is now accessible; bubble composition established using web form; ball sanitisation permits court departure; emphasis on using Test & Trace sign in sheet whenever a fob hasn't been used	Ian Shilstone



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