

HVTC COVID-19 PREPAREDNESS AND RESPONSE PLAN

HVTC takes the health and safety of our employees extremely seriously. We are committed to reducing the risk of exposure to COVID-19 on the job and to promoting healthy and safe workplace practices for all employees.

This Response Plan is based on information and guidance from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. We are following their websites for regular updates and postings.

This Preparedness and Response Plan will be presented to employees, posted on our website and the bulletin board, and copies will be available at the front desk. **All employees must be familiar with and follow this Preparedness and Response Plan at all times.**

Employers categorize employee risk based upon the degree of direct contact with people known or suspected to be infected with COVID-19 or the frequency of close contact with the public. The categories range from Lower Exposure Risk to Very High Exposure Risk (including healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients and healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients).

Our employees fall into category of medium risk: the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients or contact with the general public in areas where there is ongoing community transmission.

COVID-19 WORKSITE SUPERVISORS

Mike McClure, Mike Ware, Peggy Moran, Ross Moran, and all teaching pros are COVID-19 Worksite Supervisors. One Worksite Supervisor must be on-site at all times when employees are present on site.

Mike McClure and Mike Ware are responsible for monitoring federal, state and local guidance and incorporating their recommendations into HVTC's workplace. They are also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Preparedness and Response Plan and existing federal, state and local requirements.

Mike Ware can be reached at thewarehouse@comcast.net, 734-453-0669. Mike McClure can be reached at memeddy@aol.com, 734-395-9326.

Last Revised 6/9/2020

RESPONSIBILITIES OF EMPLOYEES

HVTC needs each of our employees to help with our prevention efforts while at work by following these best practices:

- Wear a mask in the Lobby and anywhere you cannot maintain social distancing.
- Frequently wash hands with soap and water for at least 20 seconds. If soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Employees must be familiar with the symptoms and exposure risks of COVID-19. The reported COVID-19 symptoms include:

- Cough;
- Shortness of breath or difficulty breathing;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills;
- Muscle pain;
- Sore throat;
- New loss of taste or smell.

Seek immediate medical care for any person who exhibits emergency warning signs of COVID-19:

- Trouble breathing;
- Persistent pain or pressure in the chest;
- New confusion;
- Inability to wake or stay awake;
- Bluish lips or face.

If employees develop any of these symptoms, they must NOT report to work. They should contact Mike McClure immediately and consult their healthcare provider for next steps.

If employees come into close contact with someone showing these symptoms, they must notify Mike McClure immediately and consult their healthcare provider. The CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

Last Revised 6/9/2020

The CDC defines a “prolonged period of time” to be 10 to 30 minutes. To protect employees, we will use the lower end of this range and consider a prolonged period to be 10 or more minutes of exposure.

WORKSITE PREVENTATIVE MEASURES

To minimize exposure from co-workers, HVTC will take the following steps:

1. Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including the following:
 - a. Post reminders at both entrances that employees must have submitted a Staff Screening Form before entering the building or beginning work.
 - b. Require employees to report unsafe working conditions immediately to Mike McClure to address the condition or situation.
 - c. Provide tissues and no-touch disposal receptacles to minimize exposure to infectious secretions. Instruct employees to cough or sneeze into a tissue or upper sleeve.
 - d. Inform employees of the importance of good hand hygiene. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - e. Provide adequate supplies of soap and hand sanitizer in multiple locations. Sanitizer will be available at both entrances and the front desk. Sanitizer will be available adjacent to each indoor court and outside of the fences on the front and back outdoor courts.
 - f. Instruct employees to avoid touching other employees’ phones, desks, work tools and equipment. Minimize contact with other commonly touched surfaces when possible. If necessary, clean and disinfect these surfaces or hands before and after contact.
 - g. Offer teaching pros their choice of their own ball hopper and tennis balls or access to shared hoppers/balls that will be treated and set aside for 48 hours after each use. When in use, the hoppers/balls are not to be touched by students or other pros. When teaching equipment must be shared, disinfect surfaces to the extent possible, before and after use.
 - h. Instruct employees to avoid sharing food utensils, food, or water with other employees.
 - i. Disconnect or close: the water fountain, filtered water dispenser, coffee service, pro-shop, child-care service, weight room, restaurant service, showers, sauna, towel service, demo rentals, and ball machine. Paper towels will be stacked at the front desk while towel service is not available.
 - j. Require social distancing to the greatest extent possible while in the workplace.
 - k. Encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation. Take precautions (masks, gloves, hand sanitizer) when using public transportation.
 - l. Provide masks to all employees and have gloves available to employees who request them. Instruct employees on the proper way to use this personal protective equipment.
 - m. Maintain plastic barrier at front desk to separate staff from each other and members/guests.

Last Revised 6/9/2020

- n. Require that masks be worn in the Lobby, locker rooms, and wherever social distancing cannot be maintained.
 - o. Remove portable fans from the Lobby to minimize sudden air movement in a closed space.
 - p. Prop entry doors open, when possible, so that employees can avoid touching entry door handles.
2. Utilize the following social distancing protocols:
- a. Allow one employee at a time behind the front desk. Usually that will be the desk staff on duty.
 - b. Allow one employee at a time in the Pro Office.
 - c. Allow one employee at a time in the Demo Office.
 - d. Allow no more than two employees at a time in the Manager's Office.
 - e. Restrict meetings to small numbers or hold Zoom meetings.
 - f. Space tables and chairs at appropriate distances apart in the Restaurant for employee breaks and viewing of front courts.
 - g. Encourage remote work, when possible.
 - h. Use personal phones instead of company phones whenever possible.
3. Restrict employees from the workplace if they display symptoms of COVID-19 or if they have been in close contact with a confirmed or suspected case of COVID-19.
- a. Employees must submit a Staff Screening Form before coming to work each day. If they are sick or have been in close contact with a confirmed or suspected case of COVID-19, contact Mike McClure, contact a healthcare provider, and do not come to work.
 - b. An employee who develops symptoms during the work day will be sent home immediately and asked to contact a healthcare provider and Mike McClure.
 - c. HVTC will apply paid time off options and follow protocol for return to work, based on state and federal guidance.
 - d. HVTC will not discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
4. Take the following steps if an employee has a confirmed case of COVID-19.
- a. Within 24 hours, notify the Washtenaw County Health Department and assist in workplace contact tracing.
 - b. Within 24 hours, notify co-workers or others who may have come into contact with the employee, following applicable confidentiality laws.
 - c. Complete appropriate OSHA reporting/recordkeeping requirements.
 - d. Follow CDC-recommended cleaning and disinfecting in the affected areas.
 - e. Apply available paid time off options and follow protocol for return to work, based on state and federal guidance.

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5. Perform increased routine environmental cleaning and disinfection.
 - a. Instruct employees to sanitize their work areas upon arrival, throughout the workday, and immediately before departure.
 - b. Regularly clean and disinfect all frequently touched surfaces in the workplace, such as front desk, keyboards, telephones, handrails, doorknobs, bathrooms.
 - c. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
 - d. Maintain Safety Data Sheets of all disinfectants used on site.
6. Eliminate work-related travel.
7. Takes measures to increase indoor ventilation rates and the percentage of outdoor air that circulates within the building.
 - a. Evaluate the ventilation system engineering controls.
 - b. Keep both end doors open whenever weather permits.
8. Evaluate options for employees at a higher risk for serious illness due to COVID-19.

To minimize exposure from members, guests, contractors, and vendors, HVTC will take the following steps:

1. HVTC will re-open in phases
 - a. In Phase 1, the outdoor courts are unlocked and made available for members to play. The building is closed. Members are encouraged to play singles, doubles only with members of the same household, assign specific balls to individual players, maintain an empty court (if possible) between active courts, refrain from gathering before and after play, and maintain a distance of at least 6 feet between them and anyone from a different household.
 - b. In Phase 2, members may arrange private or small group (2-4) lessons on the outdoor courts. The building is still closed and there is no access to water or bathrooms. Lessons that are partially or fully rained out will be rescheduled or charged at a reduced rate. For limited hours each day, a desk staff member will be answering the phone and booking courts for outdoor lessons and play.
 - c. In Phase 3, the building will be open, play and instruction will be available on indoor and outdoor courts, and the front desk will be staffed. Lessons will remain limited to 1 to 4 students. The desk staff will provide plastic bags for members to turn in their racquets for re-stringing and re-gripping.
 - d. Future phases will include a return to larger group instruction, league play, team practices, and tournaments. The speed at which we can implement future phases will depend upon the guidance of the CDC, OSHA, local authorities, and the USTA.

2. Post signs at both building entrances stating that a person with symptoms of COVID-19 or who believes they have come in close contact with someone with a suspected or confirmed case of COVID-19 should not enter the building. Instead, they should contact their healthcare provider.
3. Require everyone entering the building to wear a mask in the Lobby area and locker rooms and maintain at least a six foot distance between themselves and others. Masks may only be removed when a distance of more than six feet can be reasonably assured (e.g., in a private office, playing or teaching on a tennis court). Masks will be available at the two entrances for those people who do not have their own.
4. Remove much of the Lobby furniture to encourage social distancing.
5. Close the restaurant until further notice. The restaurant space will be open for staff members to take breaks or for court viewing, as long as social distancing is practiced.
6. Close the showers and saunas. Everyone is encouraged to maintain social distancing in the locker rooms.
7. Send this Preparedness and Response Plan to current contractors and vendors. Establish a protocol for vendor deliveries.
8. Identify alternate suppliers for critical goods and services, like masks, cleaning supplies, and hand sanitizer.
9. Request that a member who makes reservations for indoor or outdoor courts list the names of all players. HVTC must know who is on site at all times in case we need to inform people about a confirmed case of COVID-19.