

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, 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.

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RESPONSIBILITIES OF EMPLOYEES

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

- 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.
- Continue to socially distance and avoid crowding in the lobby. Face masks are now optional on and off court.

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

- Fever or chills;
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

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 unvaccinated employees come into close contact with someone with COVID-19, they must notify Mike McClure immediately and consult their healthcare provider. An infected person can spread COVID-19 starting 48 hours before the person has any symptoms or tests positive for COVID-19. The CDC defines “close contact” with a COVID-19 infected person as:

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- Being within approximately six feet for a total of 15 minutes or more within a 24 hour period;
- Providing care at home to an infected person;
- Having direct physical contact with an infected person (hugging, kissing);
- Sharing eating or drinking utensils with an infected person;
- Having direct contact with infectious secretions of an infected person (sneezing, coughing, contact with respiratory droplets).

If a fully vaccinated employee comes in close contact with someone with COVID-19, the employee does not need to take a COVID-19 test or self-quarantine unless the employee has symptoms of COVID-19.

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. Require employees to report unsafe working conditions immediately to Mike McClure to address the condition or situation.
 - b. 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.
 - c. Inform employees of the importance of good hand hygiene. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. Instruct employees to avoid sharing food utensils, food, or water with other employees.
 - h. Disconnect or close: the water fountain, coffee service, child-care service, restaurant service, and sauna.
 - i. Require social distancing to the greatest extent possible while in the workplace.
 - j. Encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation. Take precautions (masks, gloves, hand sanitizer) when using public transportation.
 - k. 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.

- l. Maintain plastic barrier at front desk to separate staff from each other and members/guests.
 - m. Remove portable fans from the Lobby to minimize sudden air movement in a closed space.
 - n. 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. 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 case of COVID-19.
 - a. Unvaccinated employees who are sick or have been in close contact with a confirmed case of COVID-19, should contact Mike McClure, contact a healthcare provider, and should not come to work. Fully vaccinated employees who have no symptoms of COVID-19 may 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.
5. Perform increased routine environmental cleaning and disinfection.

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- 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. Take measures to increase indoor ventilation rates and the percentage of outdoor air that circulates within the building.
- a. Evaluate potential changes to the ventilation system to improve air flow.
 - 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 on a limited basis so that scheduled Fall Programs can move indoors during inclement weather. A minimal amount of other play may be approved.
 - d. In Phase 4, the indoor courts will be available for seasonal court time, in-house league play, and random court usage.
 - e. 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.
 - f. There may be times when we need to return to an earlier phase or institute special restrictions. The most recent restrictions are posted at www.huronvalleytennisclub.net and our Facebook page.

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 confirmed case of COVID-19 should not enter the building. Instead, they should contact their healthcare provider. However, fully vaccinated people who have no symptoms of COVID-19 may enter the building.
3. Require everyone inside the building to maintain social distancing. Although masks are no longer required, they will be available at the two entrances for people who wish to wear a mask but 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. Keep the saunas closed, although the showers are now open. Everyone is encouraged to maintain social distancing in the locker rooms.
7. Limit the use of weight room and exercise area to one person at a time in the enclosed space and one person at a time in the open area at the top of the stairs. Equipment/mats/weights should be cleaned after each use with wipes.
8. Post this Preparedness and Response Plan on the HVTC website.
9. Identify alternate suppliers for critical goods and services, like masks, cleaning supplies, and hand sanitizer. Establish a protocol for vendor deliveries.
10. Request that a member who makes reservations for indoor or outdoor courts list the names of all players. Non-members and spectators must register at the Front Desk. HVTC must know who is on site at all times in case we need to inform people about a confirmed case of COVID-19.