

Writtle Table Tennis Club

Summary of procedures for COVID-19 for match play at Writtle Sports & Social Club in the Chelmsford League

Instructions for players

A risk assessment has been carried out at Writtle Sports & Social Club. The following procedures are to be followed to ensure a safe use of our hall for Table Tennis match play:

- **You must not attend a session if you have any symptoms or have been in contact with someone who has tested positive for Covid-19. Please ask your captain to get a replacement**
- You must enter the building via the fire exit opposite the 4G Soccer pitch (next to the kitchen)
- You must not arrive before 7.15pm and may not enter the hall until invited by the home team Captain. (Note that for Tuesday matches, Junior coaching sessions end at 7pm and the Coach, Lee McHugh, must sanitize the equipment at the end of the coaching session. You must not, under any circumstances, enter the hall on a Tuesday until Lee gives you permission!)
- The Writtle Team Captain will take your temperature and if it is above **38.1** degrees, you will not be permitted to enter the building
- Matches must start no later than 7.30pm and must end by 10.00pm. Where necessary, **2** tables may be used to ensure a 10pm finish
- You must leave the building via the fire exit at the top end of the hall (this enters onto a small lobby where the disabled toilet is accessible from)
- You must not enter any other part of the building except the toilet in the hall lobby. (Note that you must not use the doors to the bar area or the door to the changing rooms/main toilets (except in the event of an emergency exit))
- Remain at least 2m apart when you enter and leave the building
- On the recommendation of Table Tennis England all players must wear a face covering within the table tennis area except when playing. The table tennis area includes waiting areas, social distancing areas and toilets
- You must come prepared to play as there will be no changing facilities. Please also bring your own drinks as the kitchen is out of bounds (note that our bar is not open on a Monday but has some limited opening hours on a Tuesday with its own one-way system and outdoor seating area)
- Please bring some hand sanitizer and apply it before you enter the hall (there will be some in the hall for those who forget)
- If you need to use the toilet you must use the disabled toilet in the lobby to the main hall and you must sanitize the toilet after use (appropriate cleaning materials are located in the toilet and additional cleaning materials are kept in the Table Tennis equipment cupboard). You must **not** use the toilets in the changing room area as these are set aside for other users of our premises!
- The venue must be kept well ventilated by keeping both sets of fire exit doors open. You are advised to wear warm clothing between matches as the heating will **not** be switched on and the hall does get very cold in winter
- Doubles play is not permitted
- No more than two tables, placed lengthwise, may be in use on any evening. Where more than one match is being played the teams from each match must remain separate
- Six seats per match table will be located with one set of three seats on opposite sides of the match table. The home team shall occupy one set of seats and the away team the other. These seats must be places to maintain social distancing and must not be moved. The Home Team Captain will allocate each person a seat and only that person may use that seat. When

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you are not playing this is where you must sit. You must wear a face covering whilst not playing unless you are medically exempt. If you are not prepared to wear a face covering (and are not medically exempt), then please do not play at Writtle

- Only those playing in matches are permitted to enter the hall. Players under 18 can only play with a parent/guardian's written permission. No observers are permitted. The only exceptions to this is for Chelmsford League matches where a person under 18 is playing, when a parent etc is permitted to be present but must social distance from all other players and wear a face covering and for Chelmsford Junior League matches where one adult per junior player is permitted to be present and observe so long as social distancing is maintained and chairs etc are placed sufficiently far apart and a face covering is worn). Observers at junior league matches are not permitted to touch the match ball(s)
- You should clean your hands regularly, recommended before and after a set (i.e. best of five games)
- Players must use their own bats and table tennis balls should be washed at the end of each match (appropriate cleaning equipment is kept in the Table Tennis equipment cupboard)
- Players are not to change ends after each game. The away team will have choice of ends before the match starts. Players must wipe down their side of the table at the end of the set before the next set starts
- A designated player will be made responsible for completing **all** entries on the score card. No other person shall be permitted to touch the card (if appropriate, a nominated away team player must be permitted to take a photo of the card at the end of the evening). The card must record all persons present at the match and a copy of the card must be emailed to WrittleTTC@gmail.com by the designated player (in addition to being sent to the Chelmsford League Divisional Secretary). The Club will keep the email for 21 days as required by Track & Trace
- A designated player will be made responsible for any adjustments to table/net etc
- No handshaking/slapping hands
- No breathing on the ball to clean
- No hand wiping on the table
- Please do not shout during play!

Matthew Brown

Secretary, Writtle Table Tennis Club