



## **Covid-19 Protocols \*Subject to change at any time\***

Full compliance with all protocols is mandatory for staff. **Updated on July 20<sup>th</sup>, 2021**

### **General**

- ✓ Declaration/Waiver **MUST** be signed/submitted prior to your first workday to island
- ✓ Always demonstrate social/physical distancing of 2m/6 feet or more!
- ✓ Read all Protocol signage on Main dock on the information Board prior to access Tennis Courts or Walking Trail (Club access to Island is restricted from 8 am to 5 pm daily)
- ✓ FYI - a Private Lesson with our Tennis Pro can be pre-arranged for times outside of our listed operating hours
- ✓ FYI -Tennis Court gates, Tennis Hut and washrooms will be locked outside of our access hours of operation
- ✓ Facility access is **not** permitted for any members and employee in self isolation as a result of travel
- ✓ Do not come to the club if you are sick or feeling unwell or have been exposed to someone who is or has the virus, contact your manager by phone immediately
- ✓ No congregating anywhere on site before or after your workday & please keep to your own workspaces
- ✓ the Movie Hut Deck has been assigned as our Employee Zone providing outdoor space for break, lunch and staff washroom facilities. The "Massage Hut" building adjacent to the Hotel is our **designated Staff Only Washroom**. This is for Administration, Maintenance, Grocery Store, Gift Shop & Snack Bar, Housekeeping and Recreation Staff.
- ✓ Culinary will use their own washroom on 2<sup>nd</sup> Floor of Hotel at end of Hallway
- ✓ FYI - If needing to use an extra Hand Wash Station one is available in front of Arts and Craft Building and in most cases in your work station
- ✓ When using the Employee Zone please dispose of any garbage in the recycling and garbage bins provided
- ✓ Do not shake hands or high five
- ✓ Under no circumstances should more than one staff be in the Staff Washroom waiting room in the Massage Hut

### **Docking**

- ✓ Parking provided in the designated boat slips at rear of Island ask your Manager if you have questions
- ✓ Try to leave an empty boat slip beside whenever possible and allow others to walk past on dock before exiting from boat if on route to the main dock
- ✓ If somebody is in the boat next to you, please be courteous and stagger your exits to the Dock

### **Hotel/Clubhouse**

- ✓ Hotel/Clubhouse **will be open to receive Snack Bar orders and access to the Office Window during the posted hours of operation. NOTE: the only permitted or authorized staff in these areas are to Culinary, Snack Bar, Housekeeping & Office (Access Entry is by using rear doors only of Hotel)**
- ✓ The Office can be contacted by phone or email if you have inquiries please record phone number into your device along with your Manager phone number for quick referencing
- ✓ FYI - Snack Bar Take-out Service is available (your order will be marked with your name) and the Employee pick-up station is located on first table in Dining Hall.
- ✓ FYI - Note: as government protocols adjust our goal is to provide a controlled pick- up space for food orders in the Ojibway Club Dining Hall to the left of the Snack Counter for Members and Guests.



- ✓ Employees using the Snack Bar Services should order online or call in their order 1 hour before their lunch break.
- ✓ FYI – Members and Guests Washroom Facilities are provided to the rear of the Tennis Hut plus in the Hotel and these are only for their use

### **Tennis Court Booking**

- ✓ FYI - Court Time Bookings must be booked in advance through Game Time or by phone. **No walk-on play permitted. Please reference the Tennis Protocol for details on Physical Distancing posted on our website**

### **Tournament, Clinics, Round Robins**

- ✓ FYI – At different times depending on re-opening steps 1- 3 of the Province activities can be suspended temporarily, re-evaluation will be considered as Government and Health Authorities adjust existing Protocols through the Colour Zone in Ontario.
- ✓ **FYI – Re-opening of the Province begins June 24<sup>th</sup> Step #1, July 10<sup>th</sup> Step # 2 and July 24<sup>th</sup> Step #3 permitting both single and doubles options for booking between 7 am to 5 pm**

### **Club Events - FYI**

- ✓ The Steps to reopening for Parry Sound / North Bay district will determine what events and the size of events can be carried out with physical distance protocols in an outdoor venue and what restrictions may apply for a Group size indoor venue
- ✓ The Club will provide updates via the website and newsletter e-blast regarding planned Club events and how they may be postponed or modified
- ✓ The Ojibway Camp has been modified to support a full-day offering which will limit the group sizes and space them out accordingly throughout the day. Our efforts are to provide safe programming to engage kids with fun and activities during the Camp Day of 9:30 to 3:30pm.
- ✓ The Club anticipates the return of activities like Yoga, Pilates & Bridge which will move to an outdoor venue and be limited to the number of participants. (Club waits for details from the Government Health authorities to understand what the appropriate group size will be).

### **Staff**

- ✓ All Employees will be provided with PPE equipment & supplies and their own designated hand washing stations and Employee washroom facilities
- ✓ Employees can wear their own face mask along as it fits snugly around the nose, cheeks and chin & is washed routinely between shifts)
- ✓ Protocols are in place to ensure employees adhere to social/physical distancing mandates

These protocols will be strongly enforced as failure to comply may result in the re-closure of the Ojibway Club. It is difficult to impart such a strong message, force employees to go out of their way, and in some instances, possibly turn employees away. The Management Team goal to ensure the continued health of our employees and our membership during this pandemic.

We hope each of you uphold the wonderful traditions of the Ojibway Club with compassion, kindness and understanding as we navigate through these new and challenging times.

Keep well,  
GM & Management Team