

Hutton & Shenfield Lawn Tennis Club

COVID-19 Process for handling a case of a person testing positive.

Purpose:

This document outlines the process that Hutton & Shenfield Lawn Tennis Club (H&SLTC) has in place to handle a case of someone testing positive for COVID-19 as required by the Lawn Tennis Association (LTA) and Government guidance for venues under the scope of 'Leisure & Tourism'.

Process:

In the event someone who has visited the tennis club has tested positive for COVID-19, H&SLTC will follow the process outlined below:

Reporting the Positive Case

If any member or visitor tests positive for COVID-19 within 14 days of having visited the venue, they will be asked to let the club know by contacting in the first instance:

- Chris Rastin - Health & Safety Office (cm.rastin@btinternet.com; 01277 225648)
- or Nigel Malcolm – Compliance Officer (nigel.malcolm@btinternet.com; 07775745369)

Should they not be contactable, to then contact any member of the Tennis Committee.

Information on how to report a positive case will be communicated to members as part of the frequent COVID-19 email updates as well as by way of laminate posters around the tennis club.

What will be done if a positive case has been reported

1. Contact will be made by the club with the person who has tested positive to find out specific dates and times they have been at the venue, who they have been in contact with, which areas of the venue they have been to and what touch-points they think they have touched.
2. The person will be asked to stay at home and self-isolate as soon as possible (along with the rest of their household) and will be encouraged to inform NHS Test and Trace of their recent contacts.
3. The Club will NOT use the information collected to contact other members or visitors as per Government guidance. This information will be kept Confidential. Also, there is no requirement to close the venue following a positive case being reported.
4. NHS Test and Trace will provide the necessary public health advice and support if they assess an individual was on the premises while potentially infectious. If NHS Test and Trace identifies more than one case of COVID-19, or any other specific risk circumstances at the venue, the club will be contacted to receive support and be

asked to share the contact details that have been collected so that they can contact anyone who may have been exposed to the virus.

5. Any information collected by the Club from the individual who has tested positive together with the information on the club booking system will be used to identify all members who were booked to be at the tennis club at the time the person who has tested positive was at the club. In addition, all members and visitors booked on that day will also be identified.
6. If there is more than one case of COVID-19 on the premises, the local health protection team will be contacted by the club to report the suspected outbreak. The local health protection team details are:

PHE East of England Health Protection Team,
Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET
EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

Phone: [0300 303 8537 option 1](tel:03003038537)

7. The reported case/s will be recorded and added to our Risk Register and monitored until the risk has been negated. Personal information that may identify an individual will not be recorded on the register.

Cleansing & Sanitising

Cleansing and sanitising of the key touch-points in the area (such as door handles, gate handles, benches, etc) where the individual who has tested positive has been will be cleansed as soon as is practical.

Process Updates

The above process will be updated in line with any changes to the guidance from the LTA and the Government as soon as is practical.

END.