

MONITOR DUTIES

The Practice/Development sessions start at 10:00, 1:00 or 6:30. We have told our bowlers that the Monitors will be there 30 min prior to the start to check them in. Therefore, you will need to arrive 15 to 30 minutes prior to these times to ensure the duties are done in time. You are more than welcome to bowl after your monitoring session, just let the scheduler know, I recommend you match up your monitoring to days you want to bowl on.

NOTE: Occasionally someone is unexpectedly delayed, if this happens it is their duty to contact the Monitor, we have told everyone it is at the Monitor's discretion whether they play. If someone is a "No Show" or "Late" please notify the scheduler so if it becomes habitual, they can have a discussion with them.

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CLUBHOUSE:

Unlock the doors and disarm the alarm upon arrival. If the Greenskeepers are on the premises they may have disarmed the alarm already. Only 6 people can be in the Clubhouse at a time, and everyone **MUST** wear a mask. No mask, then they use the washrooms around the corner.

BATHROOMS:

We now have access to the washrooms within the Clubhouse and there can only be one person in each washroom at any given time, no exceptions. The outdoor washrooms around the corner are still available. Everyone who enters the Clubhouse **MUST** wear a mask.

SANITIZING STATIONS:

- Greens in use-Place a mobile Sani Station in the middle of each
- SSQ Signing Table- Sani Spray bottle, Lysol wipes and paper towels at the
- Trolley- Relocate to the end of the bench on the patio and place on it:
 - Sani Spray bottle
 - Paper towels & Kleenex
 - Washroom key for external washroom
 - Place the garbage can beside the trolley

MATS & JACKS:

All sessions: Estimate the number of Mats and Jacks required based on the Greens scheduled for use. Sanitize both sides of the Mats and wipe the Jacks and place on the sanitizing table and players will take what they require to the Greens.

- Players will bring both the mats and jacks back with them after playing, mats to the wagon and Jacks to the boxes
- Put all equipment away at the end of the day and bring in washroom sign

FORMS:

FIRST VISIT to the Greens:

ALL players must have the following 4 forms completed and signed (there is one for the parents of children under the age of majority), check for completeness (if they do not have the forms there are duplicates in the large red folder):

1. **SYMPTOMS SCREENING QUESTIONNAIRE (SSQ)- must be completed each visit to the Greens**
2. **VIASPORT PARTICIPANT AGREEMENT- signed once at the start of the year only**
3. **ADDENDUM TO PHASE 2 GUIDELINES- signed once at the start of the year only**
4. **BOWLS CANADA BOULINGRIN - RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT (this form is for the adults)- signed once at the start of the year only**
5. **BOWLS CANADA BOULINGRIN - INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT (this form is for parents with children under the age of majority)- signed once at the start of the year only**
 - Staple the last three forms together and PRINT the person's name in the top right corner
 - File these forms alphabetically by LAST name in the ARCHIVE folder, the Club must retain these
 - SSQ- highlight the person's LAST name at the top of the form & file in CURRENT folder by LAST name
 - Check their name off on the Daily Schedule

SUBSEQUENT VISITS to the Greens:

- Daily Schedule- Review and pull the scheduled player's SSQ forms from the CURRENT accordion folder
- SSQ- Place these on the signing table (in alphabetical order) located in the middle of the tent, along with pens.
- Completed SSQ- players line up to hand it to the monitor, who checks it for completeness and a signature. **IF ANY OF THE QUESTIONS ARE ANSWERED WITH A YES, THE PLAYER WILL BE ASKED TO LEAVE THE GREENS IMMEDIATELY AND IS NOT TO RETURN UNTIL CLEAR OF ALL SYMPTOMS**
- Refile SSQ form by LAST name
 - If the form is full inform the player to bring a new form with them the next time they bowl (we do have copies in the Red folder if they forget)
- Full SSQ form- File the in the folder marked ARCHIVE

DAILY SCHEDULE: File after everyone has been checked in under Z in the SSQ CURRENT accordion folder

Thank you Everyone for your assistance, it is greatly appreciated.