

Procedures for monitors 2021					
	Item #	Item	Description	Equipment	
Entry	1	Entry into facility	Open gate clean gate and lock	Gloves, spray	Entry
	2	Bowls Shed	Open door and clean both sides of the door around the lock and door handle	Gloves, spray	
	3	Clubhouse door	Open door tie open door and clean both sides of the door around the lock and door handle	Gloves, spray	
	4	Open exit door	Open door and clean both sides of the door around the lock and door handle	Gloves, spray	
Form Management	5	First time Members	Welcome each member review wavier ensure the required signatures and initials are in place. (first time attendees are noted on the daily schedule). If not sure ask them and check the list of preivous attendees.		Form Management
	6	First time Members	Explain the practice/game proceduers they are required to follow. One person to always rack at a specific end and the other person to place the mat and jack		
	7	All members	Review their "Daily Sympton Screening" (DSS) form		
	8	Form storage	Place both the waiver and DSS in the completed form folded in the clubhouse.		
	9	First time Members	Check off their name as providing their waiver on the list of attendees		
Equipment	10	Equipment	Place equipment on the assigned rinks (two racks, two mats, two jacks)	Use gloves	Equipment
	11	Between uses	Clean the equipment	Gloves, spray & wipes	
	12	Compromized Equipment	Clean as required		
	13	At the end of the day or last use of the rink	Clean and return the equipment to the clubhouse.	Gloves, spray & wipes	
Closing	14	Close and lock exit door	Close door and clean both sides of the door around the lock and door handle	Gloves, spray	Closing
	15	Close and lock clubhouse	Close door and clean both sides of the door around the lock and door handle	Gloves, spray	
	16	Close and lock Bowls Shed	Close door and clean both sides of the door around the lock and door handle	Gloves, spray	
	17	Close and lock entrace gate	Close gate and clean both sides of the door around the lock and door handle	Gloves, spray	
Visitors	18	Non-playing club members	Welcome each member review wavier ensure the required signatures and initials are in place. (first time attendees are noted on the daily schedule). If not sure ask them and check the list of preivous attendees.		Visitors
	19	Non-playing club members	Have them complete a "Daily Sympton Screening" (DSS) form and file with others. Please indicate that are visitors on the form		
	20	Visiting Bowlers	Follow the non-playing club members (#17 and #18)		
	21	General Public - Visitors	Are not encouraged under the present Return to Play regulations		
General	22	Games & Practice	Ensure three-metre social distancing is maintained on the green at all times.		General
	23	Clubhouse door	Two-metre social distancing is maintained within the clubhouse.		
	24	Equipment Shed	Closed to everybody except monitors and Club Executive		
	25	Bowls Shed	One person at a time permitted in the shed.		