

SOP ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19.

General Rules in accordance with government directions on safety measures to be adopted by all members participating in various club activities at Ellisbridge Gymkhana club.

1. **General:** Post Govt. decision to allow opening of operations of hospitality sector in the interests of the members, certain guidelines are imperative to be followed by the members in the interests of their own safety as well as of other members. Following are the principles to be followed.
 - a) No guests will be permitted in the club.
 - b) Sanitize your hands before entering into the club premises. Sanitizers will be provided at various places in the club however member should advise to bring their own masks and sanitizer.
 - c) Club Timings are from 07AM-11AM and 02PM-08.30PM. The club will close at 09PM.
 - d) Maintain safety distance as advised by the govt.
 - e) Wearing of Mask is compulsory in the club premises.
 - f) Before using any activity, the attendant has to enter member's Name, Membership No., Mobile No., time of entry and exit into each activity.
 - g) Members will play at their own risk. Members with comorbidities and senior members must understand that they are a higher risk category susceptible to contracting COVID-19 infection.
 - h) Aarogya Setu App is advisable.
 - i) All rules of safety are to be followed in letter and spirit.
 - j) Thermal screening will be done for all members.
 - k) All washrooms will be allowed, but no change rooms, steam room & bathing facility.
 - l) Preferably use of ACs may be avoided. All the fans in the club (where provided) will be operational. If ACs used the temperature range be between 24-30 Celsius.
 - m) In the lawn maximum 4 persons permitted on one table. No table/chairs to be shifted/joined.

ACCOUNTS DEPARTMENT

- ✓ ALL STAFF HAVE TO WEAR MASK/FACE SHIELD & GLOVES.
- ✓ REQUEST EVERY MEMBER TO SANITIZE THEIR HANDS FIRST.
- ✓ KEEP DISTANCE WHILE DISCUSSING.
- ✓ FREQUENT SANITIZING OF HANDS AFTER RECEIVING CASH/CHEQUE.

BADMINTON

- ✓ DOUBLES GAME WILL BE ALLOWED (30 MIN. DURATION MAX ALLOWED).
- ✓ WAITING MEMBERS TO MAINTAIN SAFETY DISTANCE GUIDELINES AND WAIT IN FOUR DESIGNATED CORNERS OF THE HALL.
- ✓ MEMBERS TO CARRY THEIR RACKETS.
- ✓ NO COACHING.
- ✓ TIMINGS: MORNING: 07 AM-11 AM
EVENING: 05 PM-08.30 PM

BILLIARDS

- ✓ MARKERS TO BE WEARING MASK/FACESHIELD.
- ✓ ONLY TWO PLAYERS PER TABLE WILL BE ALLOWED TO PLAY FOR A DURATION OF MAX 30 MINUTES.
- ✓ WAITING MEMBER TO WAIT OUTSIDE THE BILLIARDS HALL FOR THEIR TURN.
TIMINGS: 02 PM – 08.30 PM

TABLE TENNIS

- ✓ ONLY TWO PLAYERS (SINGLES) CAN PLAY AT A TIME FOR 30 MIN DURATION ON ONE TABLE. BOTH TABLES CAN BE ENGAGED SIMULTANEOUSLY.
- ✓ WAITING MEMBERS TO WAIT OUTSIDE THE PLAYING HALL.
- ✓ ATTENDANT/COACH TO BE WEARING MASK/FACE SHIELD.
- ✓ PLAYER TO CARRY THEIR OWN RACKET.
- ✓ NO COACHING FACILITY.
- ✓ TIMINGS: MORNING: 07 AM - 11 AM
EVENING: 05 PM - 08.30 PM

SQUASH

- ✓ ONLY SINGLES GAME TO BE PLAYED.
- ✓ WAITING MEMBERS TO WAIT OUTSIDE.
- ✓ NO COACHING FACILITY.
- ✓ PLAYERS TO CARRY THEIR OWN RACKET.
- ✓ TIMINGS: MORNING: 07 AM - 10 AM
EVENING: 05 PM – 08.30 PM

RECEPTION

- ✓ EACH EMPLOYEE OF FRONT OFFICE SHOULD HAVE MASK/ FACE SHIELD.
- ✓ SANITIZATION MANDATORY AFTER EVERY VISIT OF MEMBER.
- ✓ KEEP DISTANCE WITH EVERY MEMBER WHILE DISCUSSING.
- ✓ ENTRY IN ANY LEDGER/DOCUMENT TO BE DONE BY SINGLE STAFF ONLY.

CARD ROOM /BRIDGE ROOM

- ✓ MAINTAINING OF SAFETY DISTANCE IS MANDATORY.
- ✓ WEARING OF FACE MASK IS COMPULSORY EVEN WHILE PLAYING THE GAME.
- ✓ RUMMY HALL: 05 MEMBERS ON 07 POCKET TABLE
06 MEMBERS ON 09 POCKET TABLE
- ✓ 04 MEMBER WILL BE PLAYING BRIDGE ON 07 POCKET TABLES WHICH ARE PLACED AS PER SOCIAL DISTANCE NORMS IN BRIDGE ROOM.
- ✓ NO SNACKS, TEA, WATER ETC WILL BE SERVED ON THE TABLES, MEMBERS ARE REQUESTED FOR SELF SERVICE.
TIMINGS: 01 PM – 08.30 PM (NO NIGHT GAME)

SECURITY

- ✓ EACH EMPLOYEE OF SECURITY SHOULD HAVE MASK/ FACE SHIELD.
- ✓ SANITIZATION MANDATORY AFTER EVERY VISIT OF MEMBER.
- ✓ KEEP DISTANCE WITH EVERY MEMBER WHILE DISCUSSING.
- ✓ ENTRY OF EVERY MEMBER ON COMPUTER TO BE DONE BY ONLY ONE SECURITY STAFF.
- ✓ SECURITY PERSON HAVE TO RECORD ALL MEMBER'S TEMPERATURE BY THERMAL GUN WHILE MEMBER ENTRING IN THE CLUB.
- ✓ DESIGNATED SECURITY PERSON ONLY OPERATE ELEVATOR BEHALF OF MEMBER.
- ✓ NO UMBRELLAS TO BE PROVIDED TO ANY MEMBER.
- ✓ NO ONE TO BE ALLOWED BEYOND SECURITY POINT WITHOUT MASK/FACE SHIELD, SANITIZING HANDS AND TEMPERATURE RECORDING.
- ✓ ANY UNUSUAL INCIDENT OF VIOLANT OF PREVENTIVE MEASURES BE REPORTED IMMEDIATELY.

HOUSEKEEPING

- ✓ ALL HOUSEKEEPING STAFF MUST WEAR FACE MASK/ FACE SHIELD AND HAND GLOVES WHILE ON DUTY.
- ✓ WASHROOMS MUST BE SANITIZED ON HOURLY BASIS.
- ✓ CHANGE ROOMS, STEAM ROOMS AND SHOWER ROOMS TO BE KEPT LOCKED.
- ✓ DISPOSAL OF WASTE IN CLOSED CONTAINERS/ DUSTBIN.