

UTR Pro Tennis Series COVID 19 Protocols

The Tournament Organizer must ensure that the tournament(s) are in accordance with all local, state or country laws and guidelines, including any public health ordinances related to COVID-19 (e.g. no fans allowed, social distancing guidelines, masks, sanitization, etc.). The Tournament Organizer agrees to abide by the minimum Health and Safety Protocols set forth in this document. Highlights of the protocols are as follows:

- **Single point of entry and check-in with temperature and COVID assessment checks**
- **Masks to be worn by all people, including staff, officials and players on premises**
- **Each player can have a maximum of 1 support team member with them (e.g. coach, spouse, parent)**
- **All staff, umpires, and players must adhere to social distancing protocols (as defined by local, state and/or national ordinances) at all times (other than on-court)**
- **Benches, court and umpire chairs to be cleaned by designated cleaning personnel in between matches**
- **No spectators allowed**

COVID 19 FREQUENTLY ASKED QUESTIONS

1. When should I book travel?

Players are advised to seek flexible travel options. Players should also seek appropriate travel insurance in the event they contract Covid-19, are required to quarantine, or face any other travel and accommodation disruption while at a tournament.

2. Am I permitted to enter the country where a tournament is located?

There are currently many countries which limit entry to individuals from specific countries; and these restrictions change frequently. It is a player's responsibility to check travel restrictions for where they intend to travel. Players should consult their own government's website as well as that of the intended destination country for any restrictions which might prevent entry, or delay entry in the case of quarantine.

3. Will I get fined if I make a late withdrawal because of travel restrictions?

In general, a player must know by the entry deadline whether they are permitted entry to the country. If they are not permitted entry, they should not enter. Where entry was not permitted at the entry deadline, a late withdrawal penalty/fine will be imposed.

If you are permitted entry to the country but then a change in travel restrictions after the withdrawal deadline prevents your entry, then you will not be penalised with a late withdrawal fine. You must still make the withdrawal in accordance with the applicable regulations and inform UTR by email at pts@universaltennis.com of the change in travel restrictions promptly.

4. What are the UTR's guidelines for traveling safely?

Participants should not travel to tournaments if they have had a positive Covid-19 test within the last 14 days, or if they have or have had any symptoms of Covid-19 within the last 14 days, or if they have been exposed to anyone who has Covid-19 or symptoms of Covid-19 within the last 14 days (fever, new or persistent cough, a change or loss in senses of taste or smell, cold-like symptoms; congestion or runny nose; sore throat).

Players are advised to follow their own government's advice prior to travelling, and follow local requirements on arrival, including maintaining physical distancing and personal hygiene at all times.

Players are advised to pack sufficient face coverings / face masks, sanitiser (conforming to maximum allowable volumes), hand wipes and tissues in their hand luggage, so that these items are available to them at all times. Participants are encouraged to seek appropriate travel and health insurance.

5. How should I travel from the airport or train station to the hotel / my accommodation?

Please plan your local travel arrangements in advance. It is advised that you avoid travelling on public transport for if the journey is longer than 15 minutes.

6. What are the UTR's guidelines in relation to accommodation?

Where possible, players and their support teams are advised to stay in the official tournament hotels, based on the general principle of reducing the number of potential entry points of the Covid-19 virus among the tournament participants.

Where staying in alternative accommodation, players should choose hotel accommodations that have strong COVID safety policies and participants are advised to limit the number of people sharing a room to two. In the event that a participant fails daily screening, larger households risk a greater spread of Covid-19, a greater number of people being required to quarantine (thus potentially raising costs for participants), as well as placing the continuation of an ongoing tournament in jeopardy.

7. When can I access the tournament site for practice?

A tournament will need the required screening procedures in place before admitting any players, support team, tournament supervisor, officials or tournament staff to the site. The factsheet will provide details of the first day when practice onsite is available, which will usually be two days in advance of Main Draw. Players will not be admitted to the tournament site before this day.

8. What is the Covid-19 screening procedure at UTR Pro Tennis Series tournaments?

The minimum screening requirement will see all onsite individuals (players or otherwise) subject to daily screening. The screening is comprised of:

- Daily completion of the [Self-Declaration Form](#) or equivalent digital form to be provided by UTR. The Self-Declaration Form requires the individual to confirm whether or not they have any Covid-19 symptoms (fever, new or persistent cough, a change or loss in senses of taste or smell,

cold- like symptoms; congestion or runny nose; sore throat), as well as whether they have been in close contact (as defined on the form) with anyone with Covid-19 or Covid-19 symptoms in the previous 14 days. An online link or manual form will be provided by the Tournament Director.

- Temperature testing. Players will be tested with a thermometer upon entry to the tournament site to ensure their temperature is below 100.4 degrees Fahrenheit or 38 degree Celsius.

Only if an individual passes both parts of the screening procedure will they be admitted to the tournament site. Temperature testing is expected to take place at the entrance to the site. Players or other individuals in possession of a negative PCR Covid-19 test will still be required to submit to the daily testing procedures.

The Self-Declaration Form must be completed every day that the individual is in the tournament. After players have left a tournament, we strongly advise players to complete the Self-Declaration Form for a period of 7 more days, to take account of the delay between Covid-19 infection and the development of symptoms. Tournaments may undertake additional screening procedures, if appropriate or if required by local government legislation. Any additional screening procedures will be notified to UTR in advance and detailed on the tournament factsheet.

Failure to comply with testing (including any additional testing imposed by the local government) will result in the person concerned being denied entry to the site and not being permitted to participate in any UTR Pro Tennis Series tournament until such time that they comply with those requirements in full.

Participants must not travel to the tournament site if they:

(a) do not want to provide their personal information or undergo daily screening for COVID-19;

or

(b) start to present symptoms of Covid-19 (particularly, fever, new or persistent cough, loss or change in sense of taste and smell) or if they recently have been exposed to Covid-19.

9. A key principle of UTR protocols is having the minimum number of individuals onsite required for a tournament to take place. What does this mean in practice?

The minimum number of participants required for the tournament to operate should be permitted onsite.

- Players should arrive at the site as close to their allotted starting time as is reasonable, unless the locker rooms are in use and physical distancing can be maintained.
- Players should leave as soon as reasonably possible after their match has finished.

- Showers are permitted only after matches and only where physical distancing can be maintained and where the player is competing in more than one match in a day.
- Practice courts should have been booked prior to coming onsite.

10. What are the physical distancing rules?

Face masks (or face covering) must be worn at all times on-site by all personnel including players, except during practice, matches, during gym sessions (assuming physical distancing can be maintained) and when using showers. Face coverings must be worn at all times when indoors and must be worn on the transport between the official hotel and the site. Players should bring with them sufficient face masks/coverings for their trip.

Physical distancing must be respected at all times by all participants and spectators. Individuals must follow the local government distancing rules (which the tournament will publish). Where no minimum is specified by the relevant authorities, or where that minimum is less than 2 metres, the minimum physical distancing shall be 2 metres. For vulnerable participants, the minimum physical distancing is 3 metres. To avoid creating confusion for other participants, physical distancing must be practised by members of the same household.

Tournaments should also have signage, floor markings or one-way systems to control the movement of individuals onsite.

If a shuttle bus is utilized between the official hotel and the tournament site, physical distancing must be observed on the bus and face masks/coverings must be worn.

Offsite, participants must minimise the time spent in locations to which the public has access, and especially locations that are crowded, noisy or in which close contact with the public is required. Ideally, all meals would be taken in the tournament hotel (preferably in-room dining, but alternatively delivery/take-away). Participants must avoid dining in locations to which the general public has access (e.g. local restaurants/bars). If this is not possible, players and their support team are advised to eat outdoors and ensure that physical distancing and personal hygiene are maintained throughout.

11. What are the personal hygiene measures?

Personal hygiene measures must be taken by all participants and include: regular handwashing, not touching your face, coughing into a tissue or your elbow, and wearing a mask and/or face covering.

Tournaments have been instructed to make available for the use of participants an adequate supply of hand sanitiser (at least 60% alcohol content); alcohol-based wipes (at least 70% alcohol); tissues; and face coverings.

Players can expect to see daily cleaning including medical facilities (between treatments), and locker rooms and showers (between uses), as well as toilets, player dining and player lounges.

12. During a tournament, should I stay in a single room in a hotel / my accommodation?

Players are advised where possible to stay in single rooms. Where sleeping accommodation is shared with anyone from outside a household, ventilation using a fresh air supply should be maintained to the greatest reasonable extent.

13. What happens if a player (or other individual present at the tournament) fails the screening?

If a player fails screening onsite, he or she will be ruled ineligible to continue competing at the tournament.

The case will be turned over to the Tournament Doctor for next steps, the player will need to stay in isolation/quarantine, and, where possible, will be subject to an antigen PCR Covid-19 test as soon as possible.

Players who fail screening will need to leave the site immediately and proceed to follow all local government COVID 19 regulations for quarantine, isolation, contact tracing, etc.

If the affected player is sharing a hotel room or other accommodation, the affected individual will be relocated to a single room with en-suite facilities, if possible. The person with whom the room was being shared will also not be allowed onsite and, if it is a player, they will be withdrawn as well. Typical withdrawal prize money policies as found in the UTR Pro Tennis Series Rules and Regulations document will be used.

UTR will be notified of any players who fail screening and will seek to notify those who have come into close contact with the affected individual. All tournaments will be instructed to prevent any affected player from attending onsite while they are deemed ineligible (still serving a period of quarantine).

Players are strongly advised to seek travel insurance that provides cover for additional expenses as a result of a positive Covid-19 test. Depending on the country, which may require additional measures beyond those set out above, a player may be liable for these expenses.

12. Will tournaments be cancelled if a player, support team member, official or member of tournament staff fails screening?

There are different scenarios of when a player might fail screening or might present symptoms of Covid-19, including whether this takes place onsite or offsite, in isolation or in a group. Decisions about whether tournaments can continue in these instances will be taken on a case-by-case basis.

13. If I develop Covid-19 symptoms during a tournament, what should I do?

If you are already at your hotel accommodation, then you should stay there, and you should **not** travel to the site. You should contact the Tournament Director immediately, who will inform the Tournament/Independent Doctor, who will inform you of next steps. The contact details for the Covid-19 Officer can always be found on the Factsheet.

As with wearing face masks or observing physical distancing, everyone should take responsibility to reduce the risk of infection and transmission of Covid-19. If you do come onsite you will be turned away. If UTR is made aware that you deliberately made a false declaration about your symptoms, you may be subject to penalty and suspension under the Code of Conduct.

14. What are the penalties if individuals do not comply with the UTR's COVID protocols?

Failure to comply by players and/or their support personnel may result in a sanction under the Code of Conduct including a fine and/or immediate default, denial of access and/or removal from the tournament. Any serious failure to comply may result in a Major Offence Charge and a period of suspension.

15. How many support team members can I have onsite with me?

Players can have a maximum of one person with them.

16. Can I still see the physio or tournament doctor for an injury?

Non-Covid-19 medical treatment will be limited to the reasonable time necessary for completion. Seeing the Tournament Doctor, physio or massage therapist after or before matches should be done by appointment only. Players must wear masks while obtaining treatment.

17. What are the key protocols on court, during either practice or matches?

- Physical distancing shall be maintained on-court at all times. The only exceptions to this are incidental and unavoidable contact during doubles, and calls for medical assistance;
- Pre-match and post-match handshakes between players must be avoided: a racquet tap is sufficient. Similarly, players must not shake the Chair Umpire's hand;
- Ball numbers and changes shall be maintained as standard set out in the applicable Regulations;
- One person (normally the Chair Umpire) should be responsible for ball changes and should wash or sanitise their hands before and after doing so;
- Where desired, players may mark and divide the balls in use, to allow use of separate balls when serving; but this is not mandatory.
- During changeovers, players are strongly encouraged to cross on different sides;
- Players should only handle their towels and not ball persons (if any) or other tournament staff;
- All personal items must be removed from the court, following use;
- Where a tournament provides disposable (e.g. drinks) or single-use (e.g. towels) items, designated locations to discard these after use will be provided;
- Where on-court supplies (drinks, ice towels, etc.) are made available, these should be disinfected in advance of, and after, matches.

- Each court will be cleaned and all common spaces disinfected between matches

18. Are spectators permitted at UTR Pro Tennis Series tournaments?

Spectators are not permitted except with the approval of UTR and in accordance with local legislation on mass gatherings.

19. Government Resources in EUROPE and USA:

European Centre for Disease Prevention and Control: <https://www.ecdc.europa.eu/en/search?s=covid>

Center for Disease Control (USA): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

COVID-19 HEALTH AND SAFETY PROTOCOLS RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE), HYGIENE AND CLEANING

Personal Protective Equipment (PPE)

Tournaments must make available for the use of relevant staff an adequate supply of:

- Disposable face coverings;
- Single or sessional use fluid-resistant surgical masks;
- Single or sessional use eye/face protection;
- Disposable plastic aprons;
- Disposable gloves.

Hygiene

Tournaments must make available for the use of participants and spectators an adequate supply of:

- Hand sanitiser (at least 60% alcohol content);
- Alcohol-based wipes (at least 70% alcohol);
- Tissues;
- Face coverings.

All participants must:

- Wash or sanitise their hands regularly and frequently;
- Wear a face covering when indoors and in close proximity to others (including when using transport), and at all times on-site, except during practice, matches, during gym sessions (unless physical distancing cannot be maintained) and when using showers;
- Catch coughs and sneezes in tissues and discard them immediately.

Cleaning

Tournaments must ensure regular and frequent cleaning.

PPE

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent a significant time in a particular location on-site), then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local public health authorities can advise on this.

Cleaning and disinfection

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, or a household detergent followed by disinfection at a dilution of 1,000 parts per million available chlorine. (Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants);
- An alternative disinfectant that it is effective against enveloped viruses.

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags.

Laundry

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied when full;
- The plastic bag should then be placed in a second bin bag and tied;
- This should be put in a suitable and secure place and marked for storage until the individual's test results are known.

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If Covid-19 is confirmed, then this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- Keep it separate from your other waste;
- Arrange for collection by a specialist contractor as hazardous waste.

Note: this protocol is subject to change, without notice. Last updated – 21 August 2020.