

C O V I D - 1 9

G o l f S a f e t y P l a n



CEsafety
The compliance experts



COVID-19 Golf Safety Plan

Introduction

This safety plan for COVID-19 is designed to provide as much information as possible based on what is currently known. Over time, and as more information becomes available, sections of this plan will need to be updated, amended or even deleted. We recommend checking the webpage of your local Health Unit for up to the minute information and make any changes that are needed for your business in your region; I.E. a change in zone colour from Green to Red.

Standard Protocols Common to all Departments

It is vital that all members of management, supervisors, workers, volunteers, members and guests are made aware of our COVID-19 policies. Signs will be posted around our facility, especially on the doors leading into our buildings detailing what measures are in place and how to follow them. For example, wearing a mask or face covering when entering our Pro Shop, Clubhouse or Maintenance Shop, when they can remove the mask, who can share a golf cart etc.

We will ensure all workers know how to keep themselves safe from exposure to COVID-19 by having an updated COVID-19 policy that is communicated to all team members immediately before returning to work.

Assessment

Team members must review the self-assessment signage located throughout the facility each day before their shift to attest that they are not feeling any of the COVID 19 symptoms and also use the COVID-19 screening chart that each Supervisor will have for their team members. Each Supervisor is expected to ensure that all members of their team have been screened before they start each shift and keep the records of those checks on file.

Refer to the CEsafety Document: COVID-19 Workplace Screening Checklist

Managers will visually monitor team members daily to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday.

If a Team Member is feeling sick with COVID-19 symptoms

Team Members who feel sick with COVID-19 symptoms, such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains, are to remain at home, self isolate and contact

their Health Care provider. They are to get tested, provide a negative test and get cleared by their Doctor or attending physician in order to return to work.

If a Team Member at work is showing even mild symptoms of the previous listed symptoms for COVID-19, they will be sent home immediately, removed from the schedule and be asked to contact their local Health Unit or a doctor for further guidance.

If a Team Member tests positive for COVID-19

The Team Member will not be permitted to return to the workplace until they are free of the COVID-19 virus. Any Team Members who work closely with the infected Team Member will also be removed from the workplace for at least 14 days to ensure the infection does not spread further into the workplace.

Our club will close off, clean and disinfect all impacted work areas immediately and any surfaces that could have potentially be infected/touched. Use the Job Safety Hazard Analysis for sanitizing equipment and also for sanitizing in the kitchen as a guideline.

Refer to the CE safety Documents: Job Safety Hazard Analysis - Sanitizing for COVID-19 and Sanitizing Kitchen & Retail Equipment Operating Procedure

If a Team Member has been tested and is waiting for the results of a COVID-19 Test

As with the confirmed case, the employee will be removed from the workplace. the Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call their public Health Unit.

Other Team Members who may have been exposed will be informed and removed from the workplace for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.

The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

If a Team Member has come in to contact with someone who has COVID-19

Once the contact is confirmed, the Team Member will be removed from the workplace for at least 14 days or as otherwise directed by public health authorities. Co-workers who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.

The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

Team Member Support

If you are directed to stay home or are sick with COVID-19, Human Resources and/or your General Manager will be in touch with you immediately to provide you with guidance and support to assist you throughout your leave process.

Quarantine or Self-Isolate if:

- Any Team Member who has travelled outside of Canada, the province or has spent time in a designated Hot Spot within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the golf facility.

Measures to Control the Risk of Transmission in our Workplace

All Employees and Volunteers

- Wash your hands with soap and water for at least 20 seconds before and frequently during your shift. Use hand sanitizer when hand washing is not possible such as when working outside on the course.
- Practice physical distancing by keeping a minimum distance of at least 2M/6ft from fellow team members and customers. Workers in the Pro Shop, or other areas where plexi glass has been installed, must stay behind the plexi glass when interacting with others. Be empowered to remind co-workers and customers alike if they come within the 2M/6ft personal space!
- Inform your manager immediately if, during your shift, you feel any symptoms of COVID-19 such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains.
- Wear a mask or face covering at all times! Ensure it fits properly and keep a spare mask available if possible.
- Avoid touching your eyes, nose, or mouth with unwashed hands or when wearing gloves.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands, or sneeze/cough into your elbow.
- Clean and disinfect frequently touched objects and workstation surfaces as per our operating procedure for sanitizing.
- Stay informed. Information is changing frequently.
- All departments will be provided with disposable gloves.

Media Interactions

Please do not speak with the media I.E. radio, television stations, newspapers etc. If you are approached by the media regarding COVID-19, be polite but do not comment. The news media will try to engage with you, sometimes aggressively to get information, but do not get angry or careless. Refer them to your Manager. Remember to follow our Social Media Policy statement at all times.

Refer to the CE safety Document: Club Social Media Policy

Customer Interactions

If a customer in the facility has a question or feedback related to the COVID-19 outbreak, please have them email the General Manager. Listen to them and give them the GM's business card including his/her email address. Do not go into specifics or make comments related to their feedback.

Contact Tracing

Our club will employ a system of contact tracing with a variety of methods. Members will be asked to complete a form for contact tracing and also a waiver form each year. Our club will include the use of a scanning app when it becomes available to our club. When members book a tee time online, over the phone or in person, they must provide the names and phone numbers of the other members of their group.

Non-members will follow the same protocol without exception. If there is a tournament, the tournament's organizer will provide our club with all contact tracing information.

Potential Case or Exposure

If a member or customer becomes ill while on the course or inside our facility, we will send them home immediately or offer to call for emergency service, if required. All persons at our club will then be informed of the situation and have them leave our facility in an orderly fashion.

Our local Health Unit will be contacted and informed of the situation and our contact tracing information will be provided to the Health Unit.

We will use social and mainstream media to inform the public of the situation, close and sanitize the facility until the Health Unit allows us to safely reopen.

We encourage customers and staff to download the COVID Alert app. They may be notified if they have been in close contact with someone who test positive for COVID-19.

We will keep a list of the names and contact information of staff and customers by date and time. Any personal information collected is only to be used for COVID-19 contract tracing. Records should be kept in a locked draw/ office for 30 days, and then shredded.

Protocols for Golfers

This information will be made available on our website and through social media

Signage and Waivers

- The club will place COVID-19 protocol signs at the entrance to our parking lot.
- We will also place appropriate signage outside the pro shop and clubhouse plus at the first tee briefly outlining the physical distancing guidelines in place.

- COVID-19 posters for the general public and team members encouraging good handwashing are to be posted in appropriate locations, where they will be most noticed, including washrooms and especially on the workers' safety board(s).
- Physical distance signs should be situated upon reaching the clubhouse, outside the pro shop, at the practice facility, approaching the tee box(es), and on the putting green(s).
- Self-assessment signage for staff will be posted in locker rooms, break rooms and safety boards.
- Signage posted in English may also be posted in other languages if useful for customers.
- Legal waivers will be put in place and required to be mandatory at our club by members and guests.

Tee Time Policy

Tee times will be a recommended spacing of a minimum of 10 minutes and up to 15 minutes depending on the playability of the golf course to permit for physical distancing and aintenance of pace of play.

Reservation formats available:

Twosomes

Threesomes

- Three same-household members
- Two same-household members + 1 other booked together
- Three individuals booked together, however a maximum of two power carts

Foursomes

- Four same-household members
- Two same-household members + two same-household members, booked together, with a maximum of two carts
- Two same-household members + two individuals, booked together, with a maximum of two power carts. ie. one or two must walk
- Four individuals walking

Carts

- Power carts are single rider only, unless you share the same household and have proof of same physical address.
- If our carts have plastic dividers, it may be possible to allow two riders to use that cart who do not live in the same household; our club retains the right to make that decision at any time.
- A maximum of two power carts are available per tee time reservation.
- Coolers and sand bottles have been removed.

- Note that all power carts are thoroughly cleaned and sanitized after each use. Our team members will follow the Job Safety Hazard Analysis for sanitizing golf carts and other equipment.
- If possible, bring your own pull cart.

Check-In Policy

- Golfers without a pre-scheduled tee time are not permitted; they must arrange a reservation prior to arriving at the course. Book online or by phone.
- Please do not arrive at the golf course any earlier than necessary, 20 minutes is generally sufficient. Avoid congregating in the parking lot (physical distancing).
- Change shoes in the parking lot if the clubhouse locker rooms are closed.
- Bag services, club storage and club rentals may not be provided to eliminate touch points where the virus might be transmitted. Be prepared to carry your own bag and, when required, placing it on a pull cart or power cart.
- Be prepared to pay for green fee or other purchases by debit or credit card. Member clubs can institute a procedure whereby guest green fees and purchases can be put on account without the need for touching (signing or otherwise paying), or even entering the Pro Shop (a wave for check in might all that is needed).

PRACTICE PHYSICAL DISTANCING ALWAYS (minimum 6 ft apart) from greetings upon arrival, in and around practice areas, the tee, putting greens, and at conclusion of the round.

Consider continuous putting, 2 ft. gimmes, only one player on the tee box at a time; pay attention to the posters that limit the number of people in the Pro Shop, on the Putting Green, etc.

If you are making a purchase from our beverage cart, remember to maintain a safe social distance and be prepared to pay for your purchase with a non-cash option. I. E. Debit/credit card/chit.

Practice Facility Policy

- The Practice Facility is ONLY for the use of golfers prior to playing golf at this time or if you have booked a practice spot on our reservation system.
- Practice range tees will be spaced at minimum of 12 ft. wide, or every other practice range bay will be closed so as to provide ample physical distance while hitting balls.
- The practice greens may be used by a maximum number based on acceptable physical distancing for the size of the practice green with 4 people at one time.
- There will be no holes or flagsticks on the practice greens.
- There will be no balls on the practice greens as each golfer should use their own.

On-Course Measures

- Ball washers will not be available at this time, so please carry a bottle of water and towel accordingly.
- Bunker rakes will not be available, please smooth sand with your foot or the club, preferred lies are permitted in the bunker or the bunkers are to be played as Ground Under Repair at this time.
- Sand/seed containers may not be provided, please repair divots as best you can.
- Cups will be set so balls will not enter the hole. A putt is to be considered sunk if it hits the cup and comes to rest within 12 inches of the cup.
- The flagstick is to remain in at all times so please refrain from touching the flagstick.
- On course drinking water will not be available. Please ensure you have enough refreshments to keep hydrated.
- Garbage cans will only be available at certain tee boxes as deemed appropriate.
- Golf groups will not be permitted to play through.

After Round Policy

- Please return your power cart to the designated cart drop off area
- Garbage and Recycling bins will be available in the designated cart drop off area, however please consider taking it home with you to minimize potential exposure.
- Please COMPLETELY empty your cart of all personal belongings and GARBAGE.
- Following play, exit the course as promptly as possible and avoid excess socializing in the parking lot after your round.

Golfer Adherence

All policies will be enforced and anyone not in compliance with these policies will be asked to leave the premises and may be suspended from future play.

Our policies for COVID-19 are also part of our Code of Conduct that includes measures for workplace violence, harassment and sexual harassment. Any person in violation of our Code of Conduct will be spoken to by our Manager resulting in any number of potential consequences including removal from the property by authorities, suspension of privileges, termination if it is an employee and civil litigation.

Specific Golf Operations Protocol

- If online booking is permitted, include the five points of the check in policy, along with the measures to control exposure, as part of the general message of the booking conditions or confirmation. Telephone bookings must communicate the same message. Refer to where more

detailed information about the golfer responsibilities and club protocols can be found (website, posted at the club).

- Consider employing a greeter who will inform the golfer of the various protocols that are in place whether in the pro shop, the practice facility, on the course, in the clubhouse, etc.
- Each golfer must be asked if they have returned from travel outside of Canada within the last 14 days, if they have, they will be asked to leave the property immediately as they must be in self-quarantine for 14 days
- Where entry into the Pro Shop/Clubhouse/Washrooms is required and the opening/closing of a door, install hand sanitizing stations accordingly. Increase/promote frequent handwashing, hand sanitizing amongst all team members. Provide each team member with their own personal hand sanitizer and have self-serve hand sanitizer at each Point-of-Sale station. Remind team members to keep their hands away from their face.
- Remind and enforce that employees practice physical distancing at all times and ensure a process to maintain that distance with the positioning of Point-of-Sale stations.
- If more than one employee is working in the pro shop, then only one person is to be assigned to a work station (i.e. a cash system and phone for use during that shift) and at the end of the shift the work station is to be cleaned prior to the next shift.
- Where possible prop open pro shop and washroom entry doors; if frequent cleaning of washrooms (especially on course) cannot be done (recommend hourly), you must close them.
- Do not permit the handling of Pro Shop merchandise until after purchase; close off access to the Pro Shop retail areas and hand purchases to purchaser. Remove bulk scorecards and pencils. Provide disinfected power cart key where appropriate and scorecard as well as pencils upon request.
- Surfaces must be cleaned with sanitizer after each golfer exchange; if possible, do not use re-useable cloths, rather disposable cloths should be used. Surfaces to be sanitized include: counters, door handles, transaction machines, phones, TV changers, anything that either or both golfers and team members touch (keyboards, debit/credit machines, door handles, counters, clubhouse washrooms, etc.). Disposable items must be placed in a lined garbage container.
- Clean and disinfect pull carts and power carts after each use. Remind employees never to spray sanitizer on the equipment in a way that can result in the spray blowing back into the worker's eyes or into the face of a pedestrian walking by.
- Marshall the course to ensure physical distancing, reminding golfers, and where necessary provide warnings to repeat offenders. If repeat violators are not heeding the warnings, request follow up with a member of the senior management team. While an extreme measure may involve calling the police who will respond. Repeat offenders risk endangering the lives of others! Marshall to ensure that the parking lots are frequently visited to ensure that physical distancing is respected coupled with discouraging gatherings, irrespective of physical distancing.

Practice Facility Touch Points (if applicable)

1. Disinfect ball dispenser touch points with disinfectant solution regularly throughout the day
2. Disinfect entire ball basket with disinfectant solution after every use
3. Wash balls after every pick

Takeout Service Clubhouse Procedures

- Identify a designated pick-up area.
- Physical distance between the customers who are waiting for their takeout F&B, such as setting up ropes to organize potential lineups with 2-metre markings on the floor with instructions to stay 2 metres apart and reduce opportunities for interactions among customers.
- Designate parking spaces near a doorway to allow curbside delivery of take-out orders. When an employee brings the take-out order to the customer, the customer can pop open their trunk or a back door for contact free delivery of the order.
- Monitor the amount of people who enter the clubhouse when picking up food and beverages take out. If required maintain a line up outside the building with 2M/6ft spacing if the clubhouse is unable to hold up to 50 people (incl Team Members) safely with physical distancing practices.
- Ensure service areas are properly cleaned and sanitized according to the product manufacturer's instructions after each customer service, employee shift changes, and before, during and after closing.
- Provide single-use containers for takeout foods. Customers must not use their own containers or carrier bags/boxes for take-out food or other food/beverage or grocery products.
- All alcohol sold with takeout food & beverage in a food primary area must be consumed off the premises.
- Do not provide self-serve food or condiments to patrons; have your employees serve all foods and supply single serving take out condiment packages.
- Wear disposable gloves when handling guest food products, and while making to-go beverages for guests if there is no dedicated cashier.

Communicate to your employees proper sanitation operational controls:

- Enhance your premises' sanitation plan and schedule. Review with all employees and post a copy in the staff room and any other areas as deemed relevant.
- Safe transactions, team members accepting payments with credit cards, and debit cards must wash their hands frequently or use hand sanitizer and disposable gloves and be reminded to not touch their face.
- Merchant terminals must be wiped down after every use, please follow manufacturer guidelines or use minimum 70% alcohol wet wipes.

- Service tops must be wiped down after every use, please use EPS registered disinfectant or diluted bleach cleaner to sanitize.
- Doorknobs & handles should be wiped down every day and between staff shift changes, all common guest touch points should be wiped down at minimum once a day.
- Ensure employees practice proper hygiene including frequent hand washing, and proper cough and sneeze etiquette (into elbows rather than hands).

Note: It is important that all employees have access to, and have read the safety data sheets for, any sanitizing product they are expected to use. It is also mandatory that all employees complete (and pass) their WHMIS 2015 training.

On Course Food & Beverage Service

Post social distancing signage on all beverage carts and service kiosks. Communicate to your employees proper sanitation operational controls:

1. Safe transactions, team members accepting payments with credit cards, and debit cards must wash their hands frequently or use hand sanitizer and disposable gloves and be reminded to not touch their face.
2. Merchant terminals must be wiped down after every use, please follow manufacturer guidelines or use 70% alcohol wet wipes.
3. Service tops must be wiped down after every use, please use and EPS registered disinfectant or diluted bleach cleaner to sanitize.
4. Do not provide self-serve food to patrons; have your employees serve all products.
5. Wear disposable gloves when handling guest food or beverage products, and while making to-go beverages for guests if there is no dedicated cashier.
6. Ensure employees practice proper hygiene including frequent hand washing, and proper cough and sneeze etiquette (into elbows rather than hands).

Information for Customers

- All customers are to place orders by telephone.
- Takeout menu should be available online or can be emailed upon request.
- If payment is required at time of collection only credit and debit cards will be accepted.
- Have Members charge purchases to their accounts to minimize interactions.
- Be efficient in operations that encourage customers to pay in advance.
- Customers with COVID-19 symptoms, i.e. sore throat, fever, sneezing, fatigue, coughing, or gastrointestinal symptoms, i.e. nausea, vomiting, diarrhea, stay away from the premises and not order take-out food delivery.
- Please follow signage and collect takeaway orders from designated “Pick up Areas”.

- Have customers wash their hands or use alcohol-based hand sanitizer before entering premises for pick up. Have hand sanitizer available at the entrance, and at multiple stations inside and out.

Kitchen and Back of House Procedures

Ensure employees practice proper hygiene including frequent hand washing, and proper cough and sneeze etiquette (into elbows rather than hands).

Food safety: Normal cooking temperatures for foods will kill COVID-19 and other microbes in food. As with other microbes our advice is to always use a thermometer to check that the internal temperature of the food has reached 74°C.

There is no evidence that COVID-19 is spread through eating or touching raw fruits or vegetables. When preparing fresh fruits and vegetables, wash or scrub them under cold, running, potable tap water prior to consumption.

Prevent cross contamination by:

1. Keeping fruits and vegetables separate from raw foods.
 2. Only handle (touch) the fresh fruits and vegetables that will be washed or cooked immediately to limit any hand transfer of germs.
- Food grade sanitizers are used after cleaning to reduce the level of bacteria to a safe level when following the manufacturer's instruction for concentration and contact time.
 - Sanitizers are used on food contact surfaces. When sanitizers are used at the no-rinse concentration level it does not need to be rinsed off with clean potable water.
 - Increase cleaning and disinfection frequency of high-touch surfaces and high traffic areas to reduce the risk of spreading COVID-19. Increase cleaning and sanitizing frequency of food contact surfaces.
 - Work with all deliveries companies and vendors who come on premise to ensure social distancing is maintained and instruct safe drop off point for deliveries.
 - Loading bay and kitchen entrance protocols are to be kept clear at all times so people are not forced into breaching the physical distancing guidelines.

Protocols for Golf Course Maintenance

Shop, Yard and Other Common Maintenance Areas

Maintenance facility access:

1. No outside visitors are permitted; employees only except for deliveries.
2. Block doors open so handles do not need to be touched where practical.
3. Restrict access to certain areas of shop, e.g. only equipment technicians allowed in repair/bay areas.
4. Washrooms:

- i. Only 1 employee allowed in washroom at a time;
- ii. All touch points must be disinfected after use every time, e.g. sink, toilet, etc.

5. Lunchroom

There is an increased risk of spreading COVID-19 when workers are close together in crowded places while exposed for a longer time without a mask. These factors are important to address during break times.

Create safer spaces

Make sure that shared spaces for eating, taking breaks and changing are well-ventilated and set up to allow workers to maintain physical distance. Some actions you can take include:

- position dining tables, chairs and other furniture in meal and break rooms to help workers keep at least two metres of distance from each other
- remove furniture from break spaces that would lead to overcrowding if used
- provide more locations for eating, changing and taking breaks
- provide visual markings to support physical distancing and control the flow of people
- make sure HVAC systems are properly maintained
- choose spaces with windows that open and keep them open as much as possible use any outdoor spaces available to you

Have strong policies and procedures

Put in place clear policies for using lunchrooms, change rooms and break rooms. Some points to think about include:

- set limits on the number of people allowed to use meal and break areas at one time and on how long they can stay there
- post information and reminders about capacity and time limits, maintaining distance and taking masks off only when eating and drinking
- stagger eating and rest periods
- consider assigning workers to specific meal and break rooms if there are multiple spaces
- ensure standard cleaning and disinfection happens on a frequent schedule and increase cleaning and disinfection of high touch surfaces
- allow masks to be removed indoors only for eating and drinking (and not while waiting for the microwave)

Focus on training and supervision

Make sure everyone knows what to do and how to do it. Observe what workers are doing, including during meal and break times, and provide feedback right away. Some points to think about include:

- lead by example and have supervisors do the same

- post clear instructions and posters in prominent locations, ideally in all the languages spoken by workers
- be consistent and strong in your messaging – point out if people are not following the rules and give positive feedback when they are following them
- remind workers of important policies
 - wear masks at all times when indoors and remove them only to eat and drink
 - stay two metres apart from others even during meal and break periods
- encourage workers to go outside for breaks and meals when the weather allows for it
- ensure workers know how you want them to store source control masks and personal protective equipment (PPE) during breaks
- promote frequent handwashing with soap and water or alcohol-based hand sanitizers

6. Locker room:

- i. Minimize use of lockers, remove all non-essential items, disinfect after each use;
- ii. Only 1 employee allowed in locker/change room at a time.

Maintenance facility cleanliness:

All doors, handles, counters, light switches, fuel handles and other high touch items must be disinfected several times per day depending on the amount of use, with the following suggested at minimum:

- Once staff has left the facility to perform morning maintenance;
- After lunch;
- At the end of each shift.

Note: Place hand sanitizer throughout maintenance area and ensure access to hand washing stations.

On-Course Setup/Service

Signage: Consider posting reminder signage at three locations per nine holes and at all on-course washrooms:

- Physical distancing between players and maintenance personnel;
- Handwashing;
- Flagstick etiquette;
- Others as needed.

High touch items/accessories removed including but not limited to the following:

- water coolers

- ball washers
- benches;
- bunker rakes;
- practice/putting green flagsticks

Flagsticks and cup holes:

- Golfers are to keep flagsticks in the holes
- Disinfect flagstick daily and prior to changing hole locations
- Set cups in a manner that keeps the ball from dropping, e.g. turn cup upside down, utilize a 2” PVC coupler, raise cup lip above putting surface

Practice Facility: (if applicable)

- Increase distance between hitting stalls or close every other hitting bay
- Remove flags from putting greens or set cups
- Remove rakes from practice bunker (if applicable)

On-course washroom cleanliness:

- Disinfect course washrooms every 30-60 min as per Standard Protocol
- If unable to maintain this frequency, on-course washrooms must be closed.

On-course garbage bins:

- Remove lids or make permanently open.
- Emptying of bins to be done separately to all other tasks to minimize exposure.
- Consider removing garbage containers and asking golfers to take garbage home with them.
- Do not sort recyclables.

Sand/seed bottles and on-course bins:

- Consider removal of all common use sand/seed bottles.
- Consider discontinuing use of or limiting sand/seed bottles to individual use containers.
 - All sand/seed bottles are to be disinfected before use;
- On-course sand bins are to be secured open or have lids removed;
 - Scoops in on-course bins are to be removed.

Equipment and Tool Use/Cleaning/Maintenance

Vehicles, mowers, equipment (hand or power), tools, etc:

- All vehicles to be single occupancy.
- Each employee is required to disinfect their own equipment/tools before and after use
- During the course of a shift, do not share vehicles, mowers, radios, tools and other hand or power equipment.
- Consider assigning staff equipment to avoid sharing between employees.

Equipment Cleaning

- Clean and fuel equipment as per usual.
 - Use electronic methods to record fuel usage / hours / mileage
- Disinfect fuel pump handle/nozzle after use.
- Spray equipment with disinfectant on all touch point areas including but not limited to the following:
 - steering wheel
 - gear shift
 - key
 - light and other switches
 - seats
 - gas caps/lids

COVID-19 Safety Plan Review

This plan will be reviewed during the spring and fall every year. If conditions in regard to the pandemic change during the golfing season, we will address those changes and adjust this plan accordingly. The plan will also be part of our employee orientation and their yearly mandatory staff training.

All employees, members of management, volunteers and concerned members will be welcome to add input to our plan in order to keep it as flexible and up to date as possible.

The management team in conjunction with CE safety will evaluate the plan, make changes as needed and communicate those changes immediately to our employees via verbal communication, by sending out emails to our members and by posting those changes on our website and through social media.

Business name:

Date completed:

Revision Date:

Signature:

Print Name:

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