COVID-19 PROTOCOL 1
COVID-19 Operational Policy and Safety Program

1.0   POLICY STATEMENT – WORKING THROUGH COVID-19

We are deeply focused on keeping our employees, customers and suppliers safe during the time of COVID-19 when working at our facilities and supporting our business. We have developed a COVID-19 Safety Program based on exposure prevention and control for our employees, suppliers and our customers to ensure safe operations during COVID-19. The COVID-19 Safety Program includes a wide range of topics, including, but not limited to:

- health screening for employees, suppliers and customers;
- prevention protocols – including personal protective equipment (PPE) and physical distancing;
- facility response protocols in the event of a confirmed or suspected COVID-19 case;
- reviewing individual job functions to assess hazards relating to COVID-19 for the purpose of developing appropriate job-specific controls;
- training of employees in the hazards and controls associated with COVID-19;
- regular auditing, tracking and reporting on the effectiveness of the COVID-19 safety program.

This has been a difficult time for everyone, but by following the program outlined in this document we are confident that we can ensure a safe environment where employees, suppliers and customers feel comfortable working around, and enjoying, the great game of golf.

Signed

John Doe
Club Manager
May 15, 2020

2.0   COVID-19 SAFETY PROGRAM

2.1   Overview

Details of our COVID-19 Safety Program are presented in our reference document titled, "**Golf Guidelines to Recovery from COVID-19: Playbook for Canada",** and our club-specific guidelines which cover site-specific issues (insert document title here, if applicable**).** Other work-specific COVID-19 protocols will be created and incorporated into the golf guidelines as they become available. The following sections provide an overview of the golf guidelines at the time of writing.

2.2   COVID-19 Screening for Employees, Suppliers and Customers

All people who may potentially come within 6 feet of our employees must complete a COVID-19 screening questionnaire prior to being allowed access to the facility. Failure to satisfy the requirements of the questionnaire will result in the person being denied access.

Employees who fail to satisfy the requirements of the questionnaire due to heath reasons will not be permitted to return to work for 14 days, or sooner if they have been provided a return-to-work clearance by a medical professional.

2.3   COVID-19 Physical Distancing

The most effective element in our COVID-19 Safety Program is the prevention of infection by implementing physical distancing. We have created recommended physical distancing guidelines for all areas of our facility, which will be implemented by employee training and will be emphasized through the use of signs and communication posters throughout the facility.

2.4   COVID-19 Hand Washing, Hygiene and Cleaning Procedures

The need for following effective hygiene procedures – notably hand washing, use of sanitizers, minimizing touching of the face, and control of sneezes, will be communicated to employees, suppliers and customers. The communication will be emphasized through the use of signs and communication posters throughout the facility.

Employees will be trained in the cleaning, disinfecting and sanitizing standards that have been created for all areas of the facility. Regular and frequent monitoring of cleaning of all areas will be conducted and records will be kept.

2.5   COVID-19 Job-Specific Hazard Assessments, Controls and Evaluations

Job-specific COVID-19 hazard assessments and controls have been completed for the most common job tasks, such as pro-shop, food-service, teaching, course maintenance, cleaners, starters and marshals. All employees will be trained in the COVID-19 hazards and associated controls to ensure that significant risks are recognized, assessed, controlled and that the controls are regularly evaluated to verify that they are effective. Regular monitoring of task areas will be conducted and corrective action will be taken where required.