

Coyote Creek Golf Resort - Golf Course Maintenance COVID-19 RELAUNCH GUIDELINES

OVERVIEW

This document has been created to aid you in reducing the risk of transmission of COVID-19 among co-workers and guests of Coyote Creek. These protocols will be adhered to daily during your tenure at Coyote Creek Golf & RV Resort. As the COVID-19 pandemic is an evolving situation, this document and the guidance within are subject to change and will be updated as appropriate.

GENERAL

- Please arrive at work early enough to allow for morning protocols to be proctored. Staff is to not congregate at the main door prior to the start of the day, allowing for social distancing. You may have to remain in your vehicle until safe to do so
- Do not enter the facility until instructed to do so, at which point you are required to have your temperature taken with an infrared sensor. Before the start of your shift, you are also required to complete a self assessment questionnaire
- Upon completing the self assessment and temperature check, please proceed to the washroom to wash your hands. Hand washing procedures have been posted by the sinks in each washroom
- Please understand the symptoms of COVID-19 and know how to act responsibly if you either DETECT or EXHIBIT symptoms
- Any parked equipment is not to be used as a sitting area
- Personal items should be kept in your vehicle and not in the shop to reduce contamination potential
- Limit access to facility to as short of time as possible to reduce contamination potential
- Limit access to equipment technician space to all staff, as much as possible
- When returning from golf course tasks all staff should sanitize/wash hands immediately upon entering the building
- Opening/closing of overhead doors or man doors prior to staff arrival will be done by a senior staff member to reduce the need to touch door handles and openers. This will generally be done by either Marcus or Dan
- Door knobs and handles will be regularly cleaned throughout the day
- Initial disinfection will be done in the morning before your arrival by Marcus or Dan. Further disinfection will be done periodically through the day
- Though not currently used, keep in mind staggered arrival times of staff MAY be implemented to limit interaction. Similar guidelines MAY be implemented on staff returning from tasks during the day and/or during their break times and lunch breaks if DEEMED necessary
- An attempt to have staff work independently will be utilized when possible
- If needed to work in close proximity, ensure that social distancing can be maintained. If social distancing can not be maintained, proper PPE must be used (mask, latex gloves and safety glasses)
- Common areas (lunchroom counters, tables, microwaves) are still available for use. HOWEVER, if you use these, they MUST be cleaned/sanitized immediately after use. Dishes and cutlery MUST be washed immediately and put away (no dishes in the sinks or on counters) while using appropriate PPE and following proper social distancing
- It is preferred that you have your lunch in your vehicle
- Staff washrooms will be regularly cleaned throughout the day. Designated staff will complete a cleaning in the morning. Thereafter, if you use the washroom it is YOUR responsibility to clean/disinfect it afterwards
- You will receive instruction in proper cleaning/disinfecting procedures
- A thorough shop clean should be conducted every few days. Any staff asked to assist with sanitizing/cleaning areas of the shop will require proper PPE
- Please refrain from picking up golf balls or other golfer equipment unless wearing appropriate PPE

EQUIPMENT

- You are responsible for disinfecting your assigned equipment before your shift commences
- Equipment for the day will be assigned to individual staff members
- Only permit one rider per piece of equipment or utility vehicle
- High touch points will be sanitized when someone other than the assigned operator is to use it with approved cleaning solutions (steering wheel, gear shifter, ignition key, mower controls/switches)
- Sanitize tools following use and prior to putting them away
- Sanitize fueling stations prior to use and immediately after filling up
- You are responsible for any garbage you leave in your assigned equipment. Please dispose of any garbage when you are done using it so the next person does not have to come into contact with it

COMMUNICATION

- Signs will be posted at entrances reminding staff of social distancing and to wash hands or use hand sanitizers upon entry into the building
- Utilize cell phones as much as possible between staff members to eliminate use of handheld radios
- If face to face is necessary, perform in area where proper social distance can be maintained

PPE, CLEANING and DISINFECTING

- Appropriate PPE will be used and is determined by the task. COVID-19 specific PPE is listed below
- Mowing greens - latex gloves
- Course Setup - latex gloves, mask, safety glasses
- Pin changing - latex gloves
- Any cleaning of equipment, facilities or tools
- Flagsticks on course will be regularly sanitized and wiped down

OTHER

- The proshop and clubhouse are OFF-LIMITS while on shift to mitigate foot traffic or equipment traffic to minimize congregating of people (unless picking up a lunch order)
- Designated routes will be communicated to you
- If you choose to order food from the clubhouse, please call in your order ahead of time to abide by their protocols
- If you intend to golf after you are done work, you MUST phone ahead to book a tee time. Walk-ins are NOT allowed at this time. Please follow all rules laid out by Coyote Creek Management which are supplementary to this document
- If while on shift we encounter frost or lightning delays, physical distancing, hand hygiene and cleaning/disinfecting will be practiced at all times while in the shop

Dan Layden, Superintendent

May 21, 2020