COVID -19 Safety Plan

1. Risk Areas
* Front counter for golf check-in
* Computer terminals
* Phones
* Dishwasher/Fridges/Freezers
* Beverage fridges
* Kitchen utensils
* Staff lunch area
* Bathrooms for staff/customers
1. Measures Taken to Reduce Risk
* All golfer’s check-in at side window where plexiglass has been installed to reduce the contact between employees and customers. Our check-in window is used early mornings until two employees are working at which time, we have customers come inside with masks on. All staff wear masks, and we have plexiglass in front of both check-in areas.
* Dishwasher/Fridges and Freezers are wiped down hourly with an alcohol Quat based sanitary solution.
* Beverage fridges are wiped down regularly with alcohol Quat based solution.
* Masks are worn by all.
* Soap is available at the kitchen sink for handwashing at any time needed throughout the day.
* Alarm keypad is cleaned after each use.

COVID-19 SAFETY PLAN

**First level protection (elimination):**

* Our clubhouse/dine-in/kitchen area is a shared area. We have completely closed our inside dining area. Only staff members are allowed into this area.
* Clubhouse layout has been arranged to allow the required 2 metres of distance between staff while having their break. Workstations have been rearranged to allow the required 2 metre distance between staff while on duty.
* We currently have 3 staff members that share an office space. Masks are always worn while inside the office.
* We have separated the space between the entrance and the exit of the golf course and patio service.
* Proper distancing signage and no social tailgating signage has been implemented around the course and parking lot so we can eliminate the groups hanging around.

**Second level protection (engineering): Barriers and partitions**

* We have installed a plexiglass barrier at our check in window which helps keep the appropriate physical distance between employee and customers.
* We have installed a plexiglass barrier at our check in counter between the staff and customers.

**Third level protection (administrative): Rules and guidelines**

* Computers, phones, mouse, keyboard, and monitor are wiped after each use or when shift change occurs and staff switch workstations.
* Pin pad is wiped down after customer use.
* Gift cards or loyalty cards are not handled by staff members. Patrons swipe cards themselves.
* Paper towel is used to wipe down all surfaces and then discarded appropriately.
* Kleenex is provided for sneezing or coughing and immediately discarded.
* Masks are available to staff and customers for use.
* Power carts and pull carts are sanitized after every use with an alcohol Quat based solution and paper towels.

**Fourth level protection (Using masks)**

* Masks are available to all staff.

**Cleaning protocols**

* We have two sinks available for regular handwashing. One in the kitchen and in the washroom.
* Employees must wash their hands upon arriving at work, after a lunch or dinner break, after using the washroom and after cooking.
* We have implemented cleaning protocols for all common areas and surfaces.
1. Power and pull carts are completely sanitized after every use.
2. Computer terminals are sanitized at the end of every shift and at staff rotation.
3. Alarm pin pad is cleaned upon arrival and departure.
4. Fridge and freezer door handles are cleaned every hour of each day.

**Staff Safety Policies**

* Visitors are prohibited or limited in the workplace.
* Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
* Anyone under the direction of the provincial health officer to self-isolate must follow these instructions.
* Staff temperatures are taken upon arrival for shift.
* Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
* Staff are checked for symptoms of COVID-19 at the start of each shift i.e., temperature checks, cough check.

**Communication Plans and Training**

* All workers have received the policies for staying home when sick.
* We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
* We have a training plan to ensure everyone is trained in workplace policies and procedures.

**Monitor and Update Safety Plans**

* We have a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
* Workers know who to go to with health and safety concerns.