



COVID-19 City & County Golf Course Policies & Procedures

Updated: 04/30/2020 per Governor Jay Inslee Proclamation 20-25.2, amending Proclamations 20-05, 20-25, and 20-25.1, Adjusting Stay Home – Stay Healthy to May 4th, 2020.

Head Professionals Role

- The main point of contact for their Golf Course regarding questions or concerns for Covid-19.
- Staff members with flu-like symptoms should not be reporting to work
- Staff that exhibit flu-like symptoms will be encouraged to go home for their health and safety and for that of the other staff and patrons.
- Responsible for notifying and updating the facility employees regarding Covid-19 concerns and actions taken. This include CDC best practices and following all restrictions imposed by federal, state, and local governments.

Actions Specific to Golf Operations to Prevent the Spread of Covid-19

Tee Times, Golf Carts, Course Furnishings & Social Distancing

- Golf Professionals shall strive to limit interactions with patrons by pursuing pre-payment over the phone of tee-time reservations, cart rentals, range balls, and “to go” food orders, on the day of play. Payments will be restricted to credit cards only to eliminate the handling of cash. Club and equipment rentals are prohibited.
- Golf Professionals shall utilize tee time software to maintain a log of all customers, including contact information including, but not limited to first and last name, phone number and email address.
- Tee times will be scheduled for twosomes at 4 to 5 minute intervals (or greater) as needed to maximize opportunities for play while insuring adequate spacing between groups and minimal course congestions.
- Foursomes (Family Play) are only allowed if they are from the same household. Otherwise, no more than two players from separate households per tee time. Single players should be asked if they would like to be paired together.
 - Family Play tee times will be available during designated times and on a case by case basis, at the discretion of Golf Professionals insuring adequate spacing between groups and minimal course congestion.
- Restrict play to one rider per power cart, unless a minor is also playing. Note: One rider per power cart guidelines may result in limited cart availability during peak times of play. All power carts are available on a first come first serve basis.
- Regularly sanitize counter tops, door knobs, other common surfaces, range buckets, golf carts, push carts, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Ensure that the flagstick remains in at all times. Golf Professional will educate Players to avoid touching the flagstick for any reason.

- Steps will be taken by golf course Superintendents to;
 - Avoid having players reaching into the hole to retrieve golf balls, such as installing cups upside down or partly above ground.
 - Eliminate cups and holes will on practice greens
 - Remove or prohibit access to bunker rakes and other on-course furniture like benches, ball washers, water coolers, etc.
 - Remove on-course garbage cans, encourage golfers to carry and properly dispose of their own garbage when leaving the course.
- Driving range station hitting areas shall be modified as necessary to ensure a minimum 10-foot separation between players.
- Driving range and putting green use shall be restricted to those with a tee time within 30 minutes.
- Signage will be installed to discourage group congregation, or to limit numbers of people in a certain area of the club or pro shop. County/City to provide signage.
- Appropriate signage will also be placed and maintained outside the pro shop and clubhouse plus at the first tee entries briefly outlining social distancing guidelines in place. County/City to provide signage.
- Golf Professionals will remind golfers to be especially mindful of social distancing in the parking lot, and around tees and greens.
- COVID-19 Guidelines and requirements issued by Governor Inslee and other local and federal authorities are subject to change. Every effort shall be made by all parties to keep up to date on all such changes that may occur or happen daily.
- In addition to traditional duties, Course Marshals shall work to ensure physical distancing by reminding golfers, and where necessary, warning repeat offenders.
- Golfers shall kindly be advised to leave the golf course immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

General Course Actions to Slow the Spread of Covid-19

- Wash your hands and don't touch your face.
- Provide hand sanitizer stations throughout the facility.
- Every two hours clean high touch areas (i.e. door knobs, light switches, counters, etc.).
- Provide signage educate guests as to the protocols of social distancing, hand washing and other best practice recommendations put forth by the CDC.
- Train and educate and staff as to the protocol of social distance, hand washing and other best practice recommendations put forth by the CDC.
- Actively encourage guests and staff to practice proper social distance of six feet or more from others to limit physical contact such as handshakes.
- Golf Shop staff and outside service must use hand sanitizer between transactions.
- As hand sanitation materials are scarce rubber gloves can be used.
- Restrict access where unauthorized visitors may enter, most specifically "back of the house" doors and entry points.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.

Sanitation, Employee Safety and Health

- Staff levels appropriate to facility activity and additional cleaning and sanitation.
- Ensure operations follow L&I requirements to protect workers, including:
 - Maintain minimum six-foot separation between staff and customers in all interactions. When strict social distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, personal protective equipment or other acceptable protection.
 - Ensure frequent and adequate hand washing. Use gloves when possible (if not disposal, then ensure they are regularly washed).
 - Make sure sick employees stay home or go home if they feel or appear sick, identify and isolate workers who exhibit signs or symptoms of COVID-19 illness, and follow [cleaning guidelines set by the CDC](#) to deep clean after reports of an employee with suspected or confirmed COVID-19 illness.
 - Educate workers in the language they understand best about coronavirus and how to prevent transmission.
 - See the [L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#) for more information.
- Restaurants will remove tables and chairs and be open for take-out only. Customers will be encouraged to pre-order and pay in advance by phone. Golf Professionals, at their discretion may consider offering cart-to-cart delivery if feasible.
- Golf staff should be provided areas where social distancing can be accomplished.
- A line will be created that keeps six feet between the check-in counter and the next guest. Signage or other indicators will be placed six feet apart to maintain social distancing
- All tournaments and/or other group events shall be cancelled. No group lessons. Golf Instruction of one (1) is allowed. Instructors should tell their student that they will have a minimum of 10 feet of social distance or a private area for instruction

It is understood to operate, the golf course shall satisfy and maintain all the requirements in this document, as may be further modified to comply.

- All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSHS). Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with safety practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covidcompliance>.

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Golf Course: _____

Golf Course Head Professional: _____ (Print)

Golf Course Head Professional: _____ (Signature)