



PGA

Northern Ohio Section

Golf Facility Best Practices

Playbook for Successful Operations During COVID-19

Golf Facility Best Practices

- Place appropriate signage in the parking lot and outside the pro shop briefly outlining the social distancing guidelines.
 - Maintain social distance of at least 6 feet at all times over the entire property including parking and practice areas.
 - Social distancing applies not only to fellow players but also to golf course employees.
- Communicate sanitization plan for frequently trafficked areas: doorknobs, counters, etc.
- Consider remote check in. If not possible, customers should manually swipe their own credit cards; employees should be instructed not to handle any cards. Restrict the gathering place in the golf shop. Consider a line that keeps six feet between the check in counter and the next guest. Put marks on the floor or the pavement showing patrons where they should stand in high traffic areas.
- Eliminate the act of physically holding ID's, Access Passes or other forms of identification. Staff can view these without touching them.
- Increase starting time intervals to spread players out for registration and on the course.
- Players waiting to play should not congregate, always maintain social distancing.
- Starters shouldn't handle receipts - golfers can read the receipt number for starters to record if needed.
- No distribution of scorecards or pencils.
- No caddies, no bag handlers, players handle only their own equipment and should not pick up discarded items such as used tees or stray golf balls.
- Golf bags must always remain in the golfer's possession. After play, no staff member should handle the bags. Recommend keeping in a car or at home. It should not be returned to the bag room.
- Only one group on or around the starting tee. Manage the separation of other groups.
- If carts are allowed: single riders only.
- Provide plenty of space in the cart staging area.



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- Sanitation of golf carts after use. Frequent cleaning/sanitizing of golf car high touch areas (i.e. steering wheels, cup holders, seats). Consider having sanitizer wipes available for golfers in the golf cars.
- All cart attendants should wear disposable protective gloves and facemasks.
- No bottles of water or snacks on the course. Players should bring their own or get them from the halfway house when open.
- Close Practice facilities or limit use to a specific number on putting, chipping greens. Maintain proper distance between stalls at range.
- All bathrooms wiped down and cleaned every few hours. Hand sanitizers available in every bathroom.
- It is strongly recommended that individuals wear face coverings when in close contact with others; this is inclusive of Registration, First Tee, the Clubhouse, Scoring, and common areas such as parking lots.

Golf Administration Employees Best Practices

- PRACTICE GOOD HYGIENE- Regularly wash your hands for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Avoid touching your eyes, nose, and mouth with hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Posting signage to encourage compliance of CDC regulations such as no hand shaking, frequent hand washing.
- Having staff always wear protective gloves and face masks following any orders in place and as needed.
- Monitoring parking lots by essential employees to ensure congregation and tailgating does not happen.
- Increasing frequency of HVAC filter changing.



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- Educate all staff on CDC requirements and proper hygiene and sanitation regulations and keep up to date on all changes that are happening daily and weekly on the informed plan once determined.

Golf Maintenance Best Practices

- Flagsticks and holes should be adjusted (raised cup liner, PVC or foam insert, etc.) so that cup and flagstick are not touched, players should be told not to remove or touch the flagstick.
- Minimize touch points: Ball washers, rakes, benches, water coolers, used tee baskets and other commonly handled items on the golf course that can be removed should be removed.
- Stakes marking penalty areas should not be touched.
- Remove on course trash cans, all trash should be carried out by the golfer.
- No water fountains or coolers.
- Golfers should refrain from interacting with the maintenance staff unless there is an emergency.
- All remaining on course touch points must be cleaned and sanitized regularly.

Golf Maintenance Employees

- PRACTICE GOOD HYGIENE- Regularly wash your hands for at least 20 seconds.
- Practice social distancing by remaining 6 feet away from others.
- Wear a mask or face covering when interacting with fellow employees and customers.
- Wear gloves at all times.
- Assign equipment and tools to minimize exposure.
- Clean and sanitize tools, equipment, and workstation after use.
- Employee meetings should be staggered or held in open spaces.
- Lunch breaks should be taken alone, outdoors, or in one's own workstation, vehicle, or car.
- No shared carts or vehicles and no passengers.
- If you feel sick, stay home, and contact your employer to discuss options, and otherwise follow the company's normal policies regarding sick time, PTO, annual leave, or other applicable leave {such as FMLA leave and ADA leave in the United States}.
- In particular, if you are experiencing a fever (100.4°F/ 38°C or higher, cough, shortness of breath, or other symptoms indicative of COVID-19, notify your employer and stay home until you are free from symptoms for at least 24 hours {without use of fever-reducing medicine or cough suppressants) or until otherwise cleared to return to work per company procedures.
- If you are not sick but have a sick family member at home who has been diagnosed with COVID-19 or may have been exposed, you should notify your employer, and refrain from reporting to work until speaking with the company for further instructions.