

Guide to reducing the risk of COVID-19 – **Country Club Golf**

Risk at your workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at your workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
 - The GSD desk is designed for one employee only. However, if two employees are needed behind the desk, all employees at GSD must be wearing a face mask at all times.
 - Administration Office: Limited to 8 people at any given time.
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
 - None, all positions have been modified to encourage social distancing.
- What tools, machinery, and equipment do people come into contact with in the course of their work?
 - Phone
 - Debit/Credit Machine
 - Laptop Computer
 - Radios
 - Ipads
 - Hoses
 - Sanitizing Bottles
 - Golf Flags
 - Debit/Credit Machine
 - Power Carts
 - Pull Carts

- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?
 - As listed above

Maintaining physical distance

- Reducing the overall number of workers at the workplace at one time.
 - All shift changes need to be approved by Danielle Hill. You can do this by offering your shift up on 7Shifts. All workers must stay within their department. For example, someone working at the Country Club cannot take a shift at the Executive Course.
- Ensuring the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public. This will be done by posting occupancy limits (e.g., on elevators, washrooms, and other small spaces), and limiting the number of workers at one time in break locations.
 - Plexi Glass at GSD to separate guests.
 - There is an outlined area separating the starter from guests.
 - There is an occupancy sign on the wall.
- Maintain a distance of 2 metres (6 feet) between workers and between guests.
 - No guests are permitted to cross the outlined area located on the pavement at the outside starter.
- Westwood Plateau has created pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implement measures to ensure workers can maintain a distance of two metres when serving or working with or near members of the public.
 - The accepted procedure is not allowing guests to cross the outlined area.
 - We have also installed plexi glass barriers at GSD

Cleaning and hygiene

- Having hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Workers must wash their hands, including upon arriving for work, before and after breaks, after handling credit/debit machines or other materials, before and after handling common tools and equipment.
 - People that are posted at the outdoor starter will have hand sanitizer on their station.
 - Wash your hands every 60 minutes.
 - Sanitizer located at the front entrance door and cart staging area.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
 - Golf Flag Poles: Wiped down every four hours
 - Debit/Credit Machine: Every hour
 - Phone: Every hour
 - Computer: Every hour
- Remove any unnecessary tools or equipment that may elevate the risk of transmission.



Sickness

- Anyone who has had symptoms of COVID-19 in the last 14 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 those instructions
- 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
- Prohibit or limit visitors.
- If you start to feel sick at work, immediately notify your manager and go home.

Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
 - Have the golf employee sign off on this safety plan.
- Post signage, including [occupancy limits](#) and effective [handwashing practices](#). Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including [visitors](#) and [workers](#) with symptoms).
 - Sandwich boards are stored outside the building and to be placed by the building before opening to guests.
- Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.
 - Manager on Duty is responsible for employees.

Monitor your workplace and update your plans as needed

- Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, please advise your manager.
- Ensure that workers can raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee. Work with these committees and workers to resolve any identified safety issues.
 - Any Health and Safety concerns can be directed to Danielle Guy, Jeni Wright or any member of the Safety Committee: Heather Hartley, Brendan Ng, Connor Toews, Marie Chantal Vizquez, Jason Morgan or Carson Spooner.

Assess and address risks from resuming operations

- Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.
 - Employees will be trained on Health and Safety as they are on-boarded.
- Will workers need time or training to refresh their skills after having been out of the workplace?
 - Yes, upon bringing back an employee, we will discuss the Covid-19 safety plan together and walk thru all of the procedures we have put in place, as listed above. If you are taking on a new role, we will re-train you on department specific safety procedures.
- Have you changed anything about the way you operate, such as the equipment you use or the products you create?
 - No touching the flag poles
 - No rakes on-course
 - The on-course washrooms have closed down

By signing below, you state that you have been trained on all Covid-19 procedures.

Print Name: _____

Sign Name: _____

Date: _____