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COVID-19 MAINTENANCE AND FACILITY GUIDELINES

April 16, 2020

CGSA understands that these are unprecedented times and information is changing quickly. We want you to know that we are here to listen, to help and to provide any assistance that we are able to. Each province has different guidelines on whether courses remain open or closed, are able to employ essential maintenance and the definition of what essential is.

We have prepared some guidelines to follow if your course is closed, but you are able to maintain the property along with some suggested guidelines if your course is open. We are sending these as guidelines to implement for the safety of your staff, your families and the public.

COVID-19 MAINTENANCE TEAM and FACILITY GUIDELINES

This document is intended to assist those who are running essential turf maintenance in the time of COVID-19. Please review the government and public health information to ensure that you fully understand the current mandates and procedures in your province.

Here are a couple of pieces of information that can be posted in your work space.

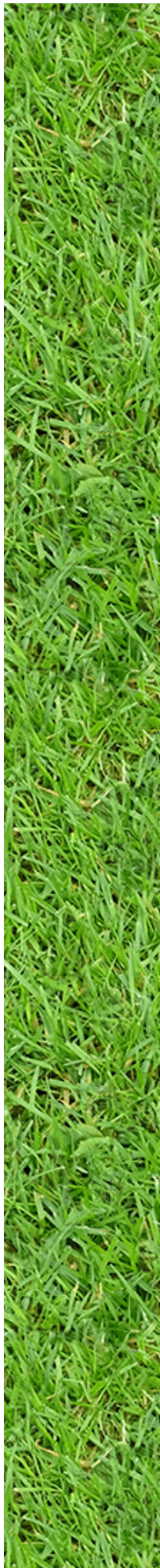
SIGNS OF COVID-19

HANDWASHING SIGNAGE

All members of staff should be well versed in the safety protocol.

GENERAL:

- Staff should be scheduled to begin work at staggered times so that interaction is limited
- Consider having overhead doors and main doors propped open prior to staff arrival and departure; eliminating the need to touch the door handles/openers
- All staff members are required to wash their hands immediately upon entering the maintenance facility for a minimum of 20 seconds (**hand washing guidelines**)
- Personal items should be kept in staff vehicles and not in locker room(s)
- Staff meetings should only be held if necessary and should be held in spaces that allow for proper social distancing (6 feet or 2 metres from each other)

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- Signage should be posted at entrances reminding staff of social distancing and to wash hands or use hand sanitizers upon entry
 - Signage at the course entrance or any adjacent properties that the golf course is closed to members and the public due to the COVID-19 pandemic, anyone who is found to be on property outside of essential maintenance work is subject to trespassing

ON THE COURSE:

- Have staff work independently as much as possible, if able, have two staff members in one area so that there is eye contact between staff members if possible
- Each staff member is provided with their own golf cart or piece of equipment, if course is open maintain appropriate social distance (2m) between staff members and any golfers on the course
- Staff are encouraged to wear gloves whenever possible and to minimize entering and exiting the maintenance building and/or locker room
- Remove and/or close all water filling stations
- Remove benches, ball washers and towels (if course is open)
- On course washrooms closed
- Communications should be done by radio or text messaging, if by radio it should be fully sanitized prior to and following use

PERSONNEL:

- Disinfecting wipes or spray should be provided in restroom and locker room facilities so that each staff member can clean the faucet, sink, toilet, etc.
- Disinfecting wipes and sprays should be provided in the lunchroom or locker room to wipe down fridge handles, counter tops and tables after touch. No communal coffee makers or microwaves should be used and dishes should be washed in hot water immediately following use; or consider using disposable plates and cutlery
- Staff are encouraged to eat in their vehicle or outside; if indoors, proper social distancing should be employed (2m away from others) and any location should be disinfected before and following use
- Assign a staff member to wipe down high traffic areas (i.e. door handles, light switches, etc.) periodically throughout the day
- Staff uniforms should be laundered prior to each shift
- Washrooms are to be cleaned throughout the day with disinfectant solution and staff must wear gloves doing so
- No visitors allowed to the workplace

OPERATIONS:

- If the golf course is closed for play; all pin flags should be removed; if the golf course is open for play alternative methods should be used to limit touch points in the cup; i.e. turning cup so that it is raised, using a pool noodle to raise the height
- All ball washers and rakes should be removed from the course regardless if the course is open or not
- Consider removing the benches from the course to prevent congregation areas
- Assign one cart and/or piece of equipment per person for the day and each cart should be equipped with disinfecting wipes or a disinfectant solution that should be easily accessible
- Sanitize high touch areas of the golf cart/equipment including high touch points (steering wheel, gear shifter, ignition key, mower controls and switches) before and after use
- Only equipment technicians should be in the area assigned for equipment maintenance, all tools should be disinfected prior to and after use
- Fueling stations should be sanitized prior to use and immediately after filling up
- Staff shall only use assigned Personal Protective Equipment (PPE), do not share equipment
- Use existing inventory before ordering and taking delivery of additional products and limit deliveries to avoid minimal contact with staff and delivery persons
- Recommend that all deliveries be wrapped, and weather protected to sit outside for 4 days

ESSENTIAL MAINTENANCE:

In order to follow through with some government mandated closures and to only conduct essential maintenance,

- Courses that are under snow, should include snow removal on certain areas of the golf course in consultation with the superintendent
- Courses that use or require greens tarps or covers; these should be removed when appropriate, the timing of which should be done in consultation with the

superintendent

- For those courses that have active growth:
 - Reduce mowing frequency to bare minimum standards
 - Greens 2 - 3 times per week
 - Tees and Fairways 1 – 2 x per week
 - Rough as needed
 - Planting beds weeded bi-weekly or as minimally as possible to maintain plants
- All irrigation adjusted remotely, if at all possible
- All mowing heights kept with 20% of normal height of cut (HOC)
- Continue fertility and chemical applications to maintain the long-term health of the property
- Minimize uses of nitrogen fertilizer to slow growth (use clipping yield/volume to predict nitrogen use and subsequent application)
- No edging and not trimming of plants or trees (unless required for safety concerns)
- Minimize bunker maintenance to the lowest extent possible

Staff should not come into work if they are feeling ill under any circumstances.

KNOW THE SIGNS OF COVID-19

Adapted from Ladies' Golf Club of Toronto guidelines; Alberta Golf Superintendent's Association Recommended Procedures; BMP – Course Open for Play adapted for Victoria Golf Links – all used with permission.



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