

General Reopening Checklists for Golf Courses

Recent Updates:

6/1/20:

- Members of a household can share a cart
- Additional section with guidance for employees and staff on site has been added.
- Onsite restaurants and retail stores can open if adhering to public health protocols

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the reopening of businesses and public spaces. Through our collective Safer at Home efforts, we have successfully slowed the number of new COVID-19 cases and hospitalizations, allowing for a phased reopening of many aspects of regular life.

To aid in this transition, Public Health asks all golf courses to take appropriate steps to plan for reopening, in alignment with the Recovery Plan. The following issues are critical and must be addressed to ensure that workers and consumers reduce the risk of spread at golf courses:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These critical areas have been incorporated into the checklist below and must be implemented as required golf course reopening protocols.

All Golf Courses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Golf Course name:

Facility Address:

A. GOLFER CHECK-IN, GOLF PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- All retail areas must comply with public health [retail establishment](#) protocols
- Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- All employees, visitors and golfers must use cloth face coverings at all times when in contact or near other people.
- Payment of green fees is done from an existing outdoor facing starter window or from a

check-in table inside the facility. Six-foot social distancing markings are installed to let customers know where to wait to pay.

- Reservations are required and golfers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- Payment at the golf course is done by gift, debit or credit card only.
- Markings or delineators are set up to create a six-foot barrier around the golf starter area in order to minimize close contact between employees and the public.
- Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to golfers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms.
- Tee time intervals are no less than 10 minutes apart.
- Tee times are limited to no more than 4 players who need not be from the same household or living unit). Each group must be stable (i.e., persons may not substitute in or out of the group)
- Players are not allowed to arrive on any tee box until the previous group has left the teeing ground.
- Score cards and pencils are handed out when requested only, and not placed on the counter.
- Rental clubs are not made available.
- Public counters and service windows are frequently sanitized.
- Club racks are removed or cordoned off.
- Trash cans are touchless. Lids have been removed if present.
- Golf carts must be single rider only, but members of the same household can share a cart.
- Golfers are not allowed to touch, remove or adjust the flag stick during their round.
- Golf carts, riding and hand carts, are sanitized before and after each use.
- All golf course restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- Since bunker rakes are not available, golfers are instructed, as per USGA COVID 19 Rules, to “try their best to smooth the disturbed area with a foot or a golf club after playing their ball.”
- Private lessons are allowed using proper social distancing techniques. Both the student and instructor will be required to wear face masks. No group lessons (2 or more golfers) are allowed.
- No group play or tournaments are allowed.
- Golfers are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.

For Employees or Staff present on site:

- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.

- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others.
- Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employees have been reminded to adhere to personal prevention actions including:
 - Stay home when you are sick. Stay home for at least 3 days (72 hours) after your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
 - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
 - Do not touch your mouth, eyes, nose with unwashed hands.
 - Avoid contact with people who are sick.
 - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
 - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
 - Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- Copies of this Protocol have been distributed to all employees.

B. FOOD AND BEVERAGE

- Any onsite restaurant must comply with the required public health [restaurants protocols](#).
- Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Social Distancing Safety Protocols are observed.

C. GOLF COURSE SET-UP

- Rakes, ball washers, benches, divot boxes and sand bottles have been removed in order to eliminate common touch points.
- Golf course putting green cups are installed in a 'touchless' manner. Foam or another material may be inserted. At no time is the entire ball resting below the putting surface.
- Drinking fountains and water coolers have been removed or covered.

D. PRACTICE FACILITY

- Practice putting and chipping green remain closed.
- No congregating is allowed on the driving range. All golfers must 'practice' and then leave the facility. If necessary, a 1-hour maximum time limit for use of the driving range has been implemented.
- No golfer is allowed to stand behind a hitting station while waiting for another golfer to finish.
- Driving range mat centerlines are no less than 12 feet apart. Driving ranges with fixed partitions use only every other stall.
- Range baskets are regularly sanitized.
- Range balls are washed after each use.
- Ball dispensing machines are frequently sanitized.

E. MAINTANENCE EMPLOYEE PROTOCOLS

- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- The use of time clocks has been discontinued, if possible.
- All employees are required to wash their hands for 20 seconds prior to the start of their shift, before and after the lunch break, after using the restroom and prior to departing for the day. More frequent handwashing is recommended as feasible. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- A secondary break and lunch area has been set up if possible, to allow for greater social distancing.
- No employees other than the golf course mechanic are permitted in mechanics area. Mechanics are instructed to take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (e.g. grinders, workbenches and

commonly used tools). All mechanics are encouraged to always use good hand hygiene and wear protective latex gloves during work hours.

- Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to golf course, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

F. ON COURSE WORK ENVIRONMENT

- A minimum of 6 feet social distancing is maintained at all times.
- Disposable protective gloves are worn and changed out when necessary by staff.
- Equipment such as carts and radios are assigned to staff. Protocols for cleaning all touch points on all equipment are put in place. Staff will be responsible for disinfecting equipment prior to usage and periodically during operation. Disinfectant at key tool stations are available for staff to wipe down tools prior to and after use. (e.g. shovel, rakes, fuel cans, cup cutters etc.).
- Crews will be broken up into pods of a front nine crew and back nine crew and remain in these pods as much as possible in order to reduce interaction of the entire crew.
- Training on various pieces of equipment is done while maintaining social distancing. When possible, equipment training will be executed by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

G. END OF SHIFT PROCEDURES

- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.).
- All staff members are required to leave the property immediately after their shift.
- Each team member is reminded of the importance of social distancing away from the job as well as on the job.

H. MONITORING PROTOCOLS

- The golf course operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that golf course staff and patrons are practice all required Social Distancing Safety Protocols. The Safety Ambassador wears a name tag and the golf cart used shall be clearly marked with 'Safety Ambassador'. The safety monitor always has this document with them to reference the required safety protocols.
- Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Social Distancing Safety Protocols will jeopardize the continued operation of local golf courses.
- Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

Any additional measures not included above should be listed on separate pages,

which the business should attach to this document.

You may contact the following person with any
questions or comments about this protocol:

**Golf Course
Contact Name:**

Phone number:

**Date Last
Revised:**
