



# Facility and Family Health, Safety, and Cleanliness Protocol

In an effort to keep staff, volunteers, participants, and guests safe and healthy, First Tee GCNKY is instating the following protocol to maintain a safe facility to work, play and volunteer.

## Participants, Parents, and Families Safety Protocols:

- General:
  - Water will NOT be provided. Participants should bring their own water to class.
  - Adults will not be permitted in the building to socialize or wait during class – only to use the restrooms. Specific capacities and facility expectations should be observed at all partner courses.
  - Single-use name tags will be provided to participants each class.
  - Participants, family members and guests are encouraged to wear cloth facial coverings during instruction, check-in and pick up. On course play may not require a facial covering.
- Arrival:
  - Participants should arrive no earlier than 15 minutes prior to the start of their class time.
  - School-style drop off will occur. Vehicles should be lined up at the designated drop-off area and children should stay in cars until the On-Site Chapter Administrator conducts a temperature check and instructs the child to head to the name-tag table. If any individual has a fever of 100 degrees or higher, they may not enter the facility.
  - All participants will sanitize hands upon arrival, then pick up their own name tag from the check-in table and make their way with their water and equipment to their designated cone and safety circle.
  - A cone and safety circle will be provided with the child’s name as a place to leave water and clubs in their designated area for class. Participants should wait in the safety circle until the coach begins class.
- Class:
  - During classes, proper distancing will be followed- contact-less classes will be observed (i.e. no-handshake lessons) and warm-ups/activities will not have shared equipment.
  - Each participant should have their own equipment – sharing is prohibited but may be borrowed from the Chapter. Any borrowed equipment from the chapter will be sanitized after each class.
  - Any golf balls or clubs borrowed will be returned in separate baskets and will be cleaned and sanitized at each facility following class.
- Dismissal:
  - Parents/caretakers should line up at the designated pick-up area and wait until their child is called on.
  - All participants will sanitize hands at the end of each class.

***We have designated an on-site Chapter Administrator for each teaching location who will manage and ensure all protocols are followed, check-in and check-out are handled safely, and serve as a resource for any parent questions. This administrator will ensure class supplies or borrowed equipment are sanitized at the conclusion of each class.***

	Arrival/Dismissal Parents remain in cars for school-style drop off and pick-up.	Inclement Weather Shelter	On-Site Chapter Administrator
<b>Reeves</b>	In front of clubhouse in designated line	Clubhouse, sit on X taped on floor	Alicia Lawrence/ Alex Hill/ Hailey Hice
<b>Legendary Run Neumann</b>	Bottom of Parking Lot by 19 <sup>th</sup> Hole	Clubhouse dining room (back room)	Alex Hill
	Front Circle near small tree, participants meet on back patio area	Under the tent	Hailey Hice
<b>Woodland</b>	Drop-off by putting green, participants should gather in back of the building.	Parent Cars if available, Pro-shop	Alex Hill
<b>Meadow Links</b>	Back left corner of parking lot- check-in with employee at the front of the parking lot	Shelter In-Place	Alex Hill
<b>Kenton County</b>	In drop-off area by putting greens	Patio behind clubhouse	Hailey Hice

### Staff, Coaches and Volunteers Health and Safety protocol:

- If a Staff member, coach or volunteer is feeling ill prior to coming to work, they must stay home until symptom free for 24 hours. Notify your direct report ASAP of your need to miss work/class.
- Staff, coaches, and volunteers will wear facemasks where/when appropriate unless it's unsafe for them to do so.
  - This is the case when in the Clubhouse or observing/assisting with classes. Face masks should be worn during check-in, warm-up, instruction on the range and putting green, and during bridge to life.
  - Face masks are not required if a staff member is working at their individual workspace.
  - Face masks are not required with participants out on the golf course as long as proper social distancing is observed.
- Temperature Checks at Partner Facilities will be conducted by the on-site Chapter Administrator for all coaches, golf instructors, volunteers, and participants daily and kept in a log in the coach binder.
- Staff members will wipe down any surfaces touched between entering the building and washing hands. If a coach spends break time between classes in the building, they should wipe down any surfaces touched and wash hands prior to the next class.
- If at any time a staff member feels ill or is sick at work, the employee will go home right away.

### Reeves Facility Cleanliness protocol:

- Once all staff members arrive, all high touch surfaces will be sanitized once every hour.
- All equipment used for meetings will be cleaned and sanitized immediately afterward.
- Prior to leaving, an individual staff member will do the following:
  - Tidy up their workspace, wipe down any surfaces and high touch areas, empty trash
- Only five participants will be permitted in the building at one time for the restroom. We ask that parents remain in cars or run errands during class, but they may use the restroom. Queuing for the restrooms will be on X's placed on the ground.

These measures have been carefully thought out and make every effort to comply with best practices defined by Responsible Restart Ohio and Back2Golf, specifically the Junior Golf Programming Addendum. Due to the fluid nature of the pandemic, these are subject to evolve with the situation.