

# Ontario Golf Superintendents' Association



**This document was prepared from various sources including superintendents, golf clubs, other associations etc., it has been compiled to assist and is not comprehensive, these are considerations. Always refer to Health Canada postings if you are unsure about what to do in any given situation.**

## **Considerations to Communicate to Pro Shop**

- Delay starting tee time due to reduced staff members
- Extend tee time intervals to create additional golfer separation and to avoid/minimize congestion
- Walk or separate carts (unless from same household)
- Carts must be sanitized after use
- Garbage bag provided in carts, members asked to clean up the cart after use and dispose bag in receptacle at cart drop-off area
- No divot bottles – encourage members to replace divots
- No caddies
- No towel services
- Range/Practice facilities options:
  - Closed
  - Hitting stations set up with pyramids, spaced well apart
  - No holes cut in putting greens, stakes used as targets
- Lessons and league play prohibited
- “Greeter” at front gate to remind golfers of protocols in place as they enter the property
- Require players to play holes in order
- Start on first tee only and control pace of play to eliminate golfer/staff interaction
- Weather delays - When booking players are asked to check email prior to leaving to check for possible delays. Communicate with Pro Shop that weather delays may result in delayed start times due to the necessity of appropriate lead time for maintenance staff and golfers.
- Threatening weather
  - Players required to shelter in their vehicles
  - Play may not be allowed during threat of bad weather

## **Staff Considerations**

- Staff to bring their lunch hot or cold, fridges and microwaves not available
- No use of common dishes, silverware, cups
- Removal of coffee makers
- Clothing (gloves, bumper caps, safety glasses, work boots, any other assigned PPE, change of clothing) to be kept in their vehicle if possible
- One staff member at a time in locker room if required
- Staff to be encouraged to eat on the course, in their vehicle, outside or inside if physical distancing is possible and any touch points would have to be disinfected after use.
- Set max. lunchroom limits
- Washrooms should be cleaned and disinfected throughout the day and after each use – develop policy here

- No outside visitors, including vendor meetings
- Keep doors open so staff do not have to touch doorknobs
- If kitchen implements are to be used, they should be sanitized before and after use
- Staff member assigned to cleaning touch points frequently throughout the day
- Masks and/or face shields for staff members training/being trained where close contact is required
- Employees required to wash/sanitize hands at the start of every shift, as well as any time building is re-entered
- Signage posted to remind staff of social distancing protocols/COVID symptoms/handwashing procedures
- Waivers to be signed by staff to ensure they understand all new policies and protocols as it relates to social distancing/disinfection procedures/stay home when ill, etc.
- Policies drafted to reflect instructions for staff that have been in possible contact with someone who is ill/is being tested
- Sanitization stations readily available throughout building
- Develop policy regarding impending implement weather (staff stay home/where can they shelter safely)
- Staff questioned/monitored daily for symptoms or possible exposure
- Take staff temperatures prior to their shift (touchless thermometers) – develop a policy
- Staff to wear clean clothing daily

#### **Job Assignments**

- If you have a digital job board – Give staff online access from their phones
- Text job assignments to staff
- Post jobs in an area that is not confined, and staff can keep appropriate social distancing.

#### **Timecards – Punching in/out**

- Staff may text punch in / punch out times
- Allow staff to have the ability to punch in/out on their phones if you have appropriate apps/software
- Encourage policies where staff can punch in and out by keeping social distancing
- Do not permit staff to use other staff members punch cards
- Remove any systems that require the use of a common screen/equipment that requires touching by numerous staff members

#### **Operations**

- Consider staggering staff start times
- All equipment should be sanitized before and after each use with an approved disinfectant. Steering wheel, gear shifter, ignition key, mower controls and switches - Note that bleach loses effectiveness after 24 hours once it is mixed with water
- Staff training (read and understand labels, PPE usage) and signoffs for disinfecting solutions
- Designated staff member to move turf equipment outside prior to shift start to prevent multiple staff walking around inside buildings
- Designated staff member to fuel all equipment prior to start of shift (and fill fuel logs)
- Consider leaving keys in equipment if they are usually removed
- Assign equipment to staff and when possible assign the same piece of equipment to the same staff member for the day or the following day.
- No equipment sharing – label carts/equipment with staff names, or disinfect after use
- Issue radios to key staff - no sharing unless disinfected, staff names on their own radio

- Staff member(s) assigned to cleaning equipment at end/beginning of day to ensure it is being done thoroughly and properly
- Gas tracking/equipment logs to be filled out electronically if possible or removed to ensure no sharing of writing utensils or paperwork
- Hole changer to disinfect flagstick before/after touching it

### **Course Set up and Accessories**

- Remove pins from putting green, upside down or no cups – consider using stakes as targets
- No on course accessories:
  - Benches
  - Rakes
  - Ball Washers
  - Coolers/water fountains
  - Tee Markers
  - Fewer/no garbage cans (no lids)
  - Scorecard boxes
  - 150 Stakes
  - Hazard Stakes
  - Ball Retrievers
  - Divot Bottles/boxes
- Post signage to warn golfers of hazards of COVID-19, remind of physical distancing policies
- Possible pin options:
  - 2" PVC cut to 2.5" long to restrict ball going to the bottom of the hole
  - Pool noodle around base of flag cut to a 2" or 2.5" length
  - Turning cup upside down – may not work with all cups as some flagsticks are tapered
  - Putting cup raised above surface
  - Numerous devices available for purchase to stop the ball from going to the bottom of the cup
- On course washrooms:
  - Closed
  - Sanitized on a schedule or after every use

### **Disinfecting Procedures**

- Each staff member has their own spray bottle to disinfect their equipment
- Health Canada hard surface sanitation recommendations - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>
- Install as many hand disinfecting stations as possible. Consider key locations:
  - Washrooms
  - Entry points
  - Fuel Stations
  - Wash stations
  - Cart Barns
- All cleaning/wiping should be done with disposable materials (Sanitizing wipes/paper towels etc.) no re-usable sponges/cloths
- Post proper handwashing procedures
  - Link to proper handwashing procedures - <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>
- Important information on using bleach as a disinfectant:
  - <https://www.canr.msu.edu/news/covid-19-disinfecting-with-bleach>

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