

COVID-19 Preparedness Plan for River Oaks Golf Course

River Oaks Golf Course is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. River Oaks Golf Course managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at River Oaks Golf Course. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by addressing concerns and processes to ensure a safe environment. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols;
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. If you are unsure of the symptoms, we have health screening signs (Exhibits A, B, & C) up in the buildings and have given or emailed them out to all employees.

The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All employees are directed to contact their supervisor and stay home if they have symptoms or isolate at work in an outdoor area until talking to a supervisor if symptoms arise. We have infrared thermometers in the golf shop, clubhouse and maintenance facility if needed to take temperatures.

River Oaks Golf Course has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. The city offers Covid-19 leave along with FMLA leave for individuals affected. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been communicated and job duties may be reassigned.

River Oaks Golf Course has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. We will notify an employee in the event that they have been exposed to someone who has tested positive for COVID-19 as soon as we are made aware of the exposure. Your direct supervisor will inform you if you have been exposed. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We are unable to provide with information on who exposed you to the virus, just that you were exposed and should quarantine.

Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: Workspaces have been spread out and we have moved locations for the time being to keep individuals properly spaced. Lunchrooms will limit the number of employees at each time.

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: Customers will see signage (Exhibit D) to direct them around the course and buildings to keep a social distance and floor mats will also be applied on the ground to remind customers of distance protocols. We will also have plexiglass shields stationed where guests check in and check out.

2. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. We have directed staff to wash their hands for at least 20 seconds every 30 minutes along with providing sanitizer at main entrances and throughout the buildings. Facemasks are required for all employees in the restaurant, golf shop, and anybody working an event or handling food. Outdoor staff including starters, rangers, outdoor services staff, and beverage cart drivers have the option of wearing a mask. If any employee does not have a facemask, ask your supervisor for one because we have them available for you.

Proper handwashing signs (Exhibit F) are located near all handwashing sinks.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Our city facility manager will recommend any changes necessary to ensuring we are at code with our building and ventilation.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Sanitizer has been put around the facility to ensure all touch points are disinfected after each use. Golf carts and maintenance equipment are sprayed down and sanitized after each use. Counters, door handles and common areas are cleaned on a regular basis.

After Each Use Cleaning Procedures:

- Carts cleaned and sanitized
- Push carts cleaned and sanitized
- Tables and chairs cleaned and sanitized
- Maintenance equipment

Frequent Sanitization

- High touch areas such as counters and door handles

End of Shift Cleaning:

- Bathrooms cleaned and sanitized
- Tables and chairs cleaned and sanitized
- Bar counter cleaned and sanitized
- iPads cleaned, sanitized, and plugged in

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Gloves are required with the transfer of goods or services and are located throughout the buildings.

5. Drop-off, pick-up and delivery practices and protocols

Delivery of goods must be signed off by a supervisor and delivered to the appropriate department.

6. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated through email and in each department to all workers on 6/22/2020 and necessary training was or will be provided to current employees and those who have not yet returned to work. Department supervisors will go through with each staff member the processes that we take to ensure our practices and protocols are in place and they know how to handle situations. Managers and

supervisors are to monitor how effective the program has been implemented by watching, teaching and readjusting. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by River Oaks Golf Course management and was posted throughout the workplace on 6/22/2020. It will be updated as necessary.

7. What customers and clients can do to minimize transmission of COVID-19

Masks are required for anybody who comes into the building. Signage has been put up on doors to make customers aware of the mask requirement (Exhibit E). Customers have been made aware via an automatic email sent before their tee time to stay home if they are not feeling well. We have sanitizing stations throughout the clubhouse and golf shop and customers have been instructed to use individual carts and to keep their social distance through signage (Exhibit D). We have touchless hand sanitizer stations outside the doors for customers to use. We are also requiring social distancing while at the course and limiting table sizes in the grill, on the patio, and in the event center.

8. Additional protections and protocols for receiving and exchanging payment

Prepayment has been available for all golf rounds to minimize contact. Credit card transactions have been the preferred method and if cash is taken, employees must use gloves and change them after the transaction.

9. Additional protections and protocols for managing occupancy

Tables have been spaced in the facility to manage occupancy. There is a limit of 4 people per table both indoors and outdoors.

10. Additional protections and protocols to limit face-to-face interactions

We have spread out our transaction areas to limit face-to-face interactions and applied glass on counters where necessary.

11. Additional protection and protocols for distancing and barriers

Tables will be distanced, barriers for front line staff and stickers on floors along with signage have been setup.

Certified by:

Dennis Neitz
General Manager
River Oaks Golf Course & Event Center
651-438-2121



Health Screening Checklist

Have you had any of the following symptoms since your last day at work that you cannot attribute to another health condition?

- Fever (100.0°F or higher), or feeling feverish**
- Chills**
- A new cough**
- Shortness of breath**
- A new sore throat**
- New muscle aches**
- New headache**
- New loss of smell or taste**

If you answered "Yes" to any of the screening questions or if you have a measured temperature above 100.0°F, you should go home, notify your supervisor, stay away from other people, and contact your health care provider.

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you are able to manage your symptoms at home, you don't need to seek care or get a COVID-19 test. Contact your medical provider for any symptoms that are severe. For medical emergencies, such as difficulty breathing, call 911.

SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
 Cough	Often	Often	Sometimes	Sometimes
 Fever	Often	Often	Rarely	Never
 Body aches	Often	Often	Rarely	Never
 Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
 Headache	Sometimes	Often	Sometimes	Sometimes
 Fatigue	Sometimes	Often	Sometimes	Sometimes
 Sore throat	Sometimes	Sometimes	Sometimes	Never
 Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
 Diarrhea	Sometimes	Rarely	Never	Never
 Chest pain or pressure	Rarely	Rarely	Never	Never
 Runny nose	Rarely	Sometimes	Often	Often
 Sneezing	Rarely	Sometimes	Often	Often
 Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.



COVID-19

Stay at Home Guidance

Employees with symptoms

- If you begin experiencing symptoms of COVID-19 (which means you have a combination of a fever at or above 100.4 degrees Fahrenheit, coughing, difficulty breathing, sore throat, headache, and/or muscle aches), you should immediately self-isolate and stay home.
- You can return to work after these three things have happened:
 - ✓ You have not had a fever for at least 72 hours (3 full days of no fever *without* the use of fever-reducing medicine) AND
 - ✓ other symptoms have improved AND
 - ✓ at least 7 days have passed since your symptoms first appeared.

Employees without symptoms

- If you have had close contact* with someone who tests positive for COVID-19 or if you are living with someone who develops symptoms of COVID-19, you should stay home for 14 days after the exposure and carefully monitor your own health by taking your temperature twice a day and watching for other symptoms. (*Close contact is defined as: a) being within approximately 6 feet of a person for a prolonged period of time; or b) having unprotected direct contact with infectious secretions (e.g., being coughed on, touching used tissues with a bare hand). Public health officials have insufficient data to precisely define the duration of time that constitutes a prolonged exposure; however, until more is known about transmission risks, it is reasonable to consider being within 6 feet of an infected person without PPE for greater than a few minutes as a prolonged exposure.)

Additional Guidance

If you are sick or if you are staying home for 14 days because you have had close contact with a COVID-19 positive or symptomatic person, contact your immediate supervisor and/or Captain Gwen Martin or Deputy Fire Chief Jon Pritchard. Please let them know the date your symptoms first appeared or when/how the close contact prolonged exposure occurred.

MDH Hotline for health questions:

651-201-3920 or 1-800-657-3903

7 a.m. to 7 p.m.

MDH: <https://www.health.state.mn.us/>

[diseases/coronavirus/index.html](https://www.health.state.mn.us/diseases/coronavirus/index.html)

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>





PER GOVERNOR'S ORDER 20-81

**YOU MUST WEAR A FACE
COVERING WHILE INDOORS!**

**MASKS MAY BE PURCHASED
IN CLUBHOUSE FOR \$1.**

**THANK YOU FOR YOUR
COOPERATION!**

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.