



## COVID-19 Safety Policies & Procedures

### For the sake of this document:

- All First Tee representatives on-site and involved in programming are referred to as **“coaches”**, whether they are full-time staff, part-time staff, adult volunteers, interns, or junior coaches.
- All players engaged in the learning environment are referred to as **“PLAYers”**.
- All procedures are based on the most recent guidelines provided by local government, and in this case for **Kansas**. Guidance is subject to change over time and based on the applicable jurisdiction(s).

### Virus Prevention Procedures

- Wash and/or sanitize hands thoroughly (for a minimum of 20 seconds) and frequently (at least once before and after every class).
- Each coach will be given 2 oz. bottles of hand sanitizer and facial tissues
- Disinfect equipment and learning areas

### Health Screening for Coaches & PLAYers

- Ask if:
  - Medication was used to lower temperature
  - PLAYer has been exposed to anyone with coronavirus
  - PLAYer is awaiting test results in the last 14 days
  - Check temperature – over 100 is considered a fever

### Equipment Use

- Avoid sharing of equipment or materials. Any sharing necessitates sanitization between users.
- Keep track of all equipment and materials used daily so it can be sanitized
- Rotate equipment shared or used during programming so there is adequate time to be cleaned and sanitized between uses.

### Staffing & Training

- Pre-season training is required for all coaches
- Coaches indicate full understanding of importance and details of virus prevention procedures
- Coaches should be in good personal health before the season begins (daily health screenings are also provided).
- One person is assigned to “deep cleaning” each session

## **Group Sizes**

- PLAYers will be split into groups of no more than 12.
- A PLAYer to Coach ratio of no more than 6:1 shall always be maintained
  - Example of sessions with 25 total participants
    - Group 1: 8 PLAYers and 2 coaches
    - Group 2: 8 PLAYers and 2 Coaches
    - Group 3: 9 PLAYers & 2 Coaches

## **Carts**

- One coach will be designated to drive the 6-seater (cart) for each session.
- PLAYers will not be allowed to ride on carts unless absolutely necessary.
- After each use, the cart seats and handles must be sanitized before new PLAYers and/or coaches can ride in the cart.
- Eagle & Ace PLAYers using Colbert Hills carts must have a signed permission form on file to share a cart with other PLAYers.

## **Coach Arrival**

- All coaches will have their temperature taken upon arrival by a member of the lead staff
- Hand sanitizer will be placed next to the clock-in area.
- Clock-in machine will be cleaned with sanitizing wipe before and after each session

## **Coach Departure**

- Coaches will have temperature taken before they leave for the day
- Name tags and sling bags will not be kept in the clubhouse

## **PLAYer Arrival**

- PLAYers should arrive no more than 5 minutes prior to their session start time.
- When PLAYers arrive, they will check in with a designated coach that will give them their nametag and group number for the day.
- After PLAYers check-in they will meet their coach and group at the designated hole sign.
- Hole signs with group numbers will be placed 20 – 30 feet apart around the putting green.
- Coaches will give hand sanitizer to each PLAYer upon arrival.
- Siblings and family members must not encroach on the learning area.

## **Use of First Tee Manhattan Equipment**

- PLAYers that do not have their own golf clubs will be allowed to borrow First Tee Manhattan equipment.
- **Stations:**
  - During set-up, coaches will place necessary clean golf clubs in a golf bag or 55-gallon trash can at each station.
  - PLAYers that need to borrow equipment will select one clean golf club to use during their time at the station.
  - When PLAYers are done using the golf club, they will place it in a 55-gallon trash can labeled “DIRTY GOLF CLUBS. DO NOT USE”.
  - A designated coach will be responsible for sanitizing used clubs with a bleach solution.

- After a golf club has been properly sanitized it can be placed back with the clean golf clubs for use.
- Golf clubs cannot be borrowed by PLAYers unless they have been properly sanitized.
- **On Course:**
  - PLAYers will be given a clean driver, mid-iron, wedge, and putter to use during a lesson on the course.
  - PLAYers will not be allowed to borrow golf bags
  - Golf balls, tees, scorecards, pencils, ball markers, divot repair tools will be distributed by group coaches as necessary. PLAYers will be allowed to keep these items at the end of each lesson.
  - After a PLAYer is done with the borrowed equipment, they will place the golf clubs in a 55-gallon trash can labeled “DIRTY GOLF CLUBS. DO NOT USE.”

### **During Programming**

- Always maintain distancing of 6 feet.
- Maximum of 15 people in a group, including coaches and PLAYers.
- Parents must remain outside the learning environment unless they are a designated coach.
- Physical contact is always to be avoided (e.g., high-fives, handshakes) unless emergency care is necessary.

### **Water & Snacks**

- Bottled water and snacks will be provided for each PLAYer
- PLAYers are not to get their own water or snack out of the provided cooler
- Coaches will wear a plastic glove to distribute water and snacks to PLAYers
- Coaches are required to put PLAYers initials on water bottle before distributing to PLAYer

### **Sanitation Procedures**

#### **Golf Clubs:**

- At the end of every morning session and the last session of the day all borrowed golf clubs must be sanitized.
- Coaches should wear disposable gloves during all sanitization procedures, after which point gloves should be discarded.
- A 5-gallon bucket with bleach solution (1/3 cup bleach per gallon of water) and towels will be used to sanitize golf clubs.
- To sanitize golf clubs, wet towel in bleach solution, clean grip, shaft, and head with towel.
- Once a club is cleaned, place it in a clean 55-gallon trash can labeled “CLEAN GOLF CLUBS”.

#### **Golf Balls:**

- **At Stations:**
  - **Chipping & Pitching**
    - During set-up coaches will place 2 – 3 buckets of clean golf balls (Menards buckets) at the station

- PLAYers will use their golf clubs to move clean golf balls from their designated pile to the hitting zone.
- PLAYers are not to touch the golf balls with their hands prior to hitting.
- PLAYers and coaches will pick up all golf balls used and place in a bucket for dirty golf balls (Home Depot bucket).
- Dirty golf balls will be cleaned using the ball washer behind the cart barn and placed back into a clean bucket (Menards bucket)
- **Putting**
  - A 5-gallon of clean golf balls and an empty 5-gallon bucket labeled “DIRTY GOLF BALLS. DO NOT USE” will be placed at the station.
  - PLAYers will be allowed to touch only their golf ball
  - At the end of their station they will put their golf ball in a separate 5-gallon bucket labeled “DIRTY GOLF BALLS. DO NOT USE”.
- **Driving Range**
  - Driving range balls are cleaned by Colbert Hills staff.
  - PLAYers will use their golf clubs to move clean golf balls from their designated pile to the hitting zone.
  - Coaches will use shag bags at to pick up golf balls on the top deck of the driving range. These can be reused as long as they are not touched by any coaches or PLAYers.

### Supplies Needed

- Spray Bottles
- Bleach
- Water
- 5-Gallon Buckets
- 55-Gallon Trash Cans
- Hand Sanitizer
- Disposable Gloves
- Towels and Rags
- Face Masks
- Touchless Thermometer
- Eye Protection

### FAQ's

- **What if a coach or PLAYer does not pass the screening?**
  - Those who do not pass the screening are not permitted to participate and must return home
- **What if a coach does not comply with the guidelines?**
  - Revisit the expectations and guidelines, and if the coach still does not comply, ask them to go home and/or call the Program Director to report the incident.
- **What if a PLAYer does not comply with the guidelines?**
  - Revisit the expectations and guidelines, and if the PLAYer still does not comply report the incident to the Program Director.
- **How do we provide first aid or medical care while maintaining proper distancing?**
  - In the event that medical care is required, that is the first priority. While the coach should not hesitate to follow First Aid & CPR procedures, including Check, Call & Care, they should first put on a face mask and disposable gloves.

- **What if there's an emergency and evacuation procedures require us to gather in a smaller space or larger group?**
  - In the event of emergency, where evacuation is necessary, the immediate physical safety of individuals and the group is first priority. Coaches should ensure that it is taken care of, and then try to ensure COVID-19 prevention procedures are followed as possible.

Policy and procedure modifications can be made based on new information and best practices from the Center for Disease Control and Prevention and the Riley County Health Department.