

Covid-19 Procedures - Sample Checklists

Each location will need to adapt for local government order
(these were developed for a Club in Harrisonburg, VA)

Golf Carts

- ✓ Document process for staff (Posters, SOP book, etc.)
- ✓ PPE must be worn (see PPE checklist)
- ✓ All carts must be disinfected before use – In between rounds
 - Move cart from staging area
 - Remove trash
 - Remove personal items and put in plastic bag with member's name
 - Spray down surface areas with CDC approved disinfectant
 - Let dry
 - Replace scorecard & pencil
 - Move to staging area
- ✓ End of day care
 - Move cart from staging area
 - Remove trash
 - Remove personal items and put in plastic bag with member's name
 - Pressure wash with detergent/quat cleaner
 - Move to charging station
 - Spray down entire cart with CDC approved disinfectant
 - Hand pump sprayer with adjustable nozzle
 - Write dilution ratio on sprayer
 - Train to fill & use
 - Let dry
 - Replace scorecard & pencil
- ✓ Notice to members on new cart etiquette
 - Remove your own tissues, cigarette/cigar butts, trash, cans/bottles, apple cores
 - Check for personal items and remove
 - Single rider only unless with someone living in the same house
- ✓ Staging area - have members go to carts one at a time (social distancing)
 - Social distancing signage
- ✓ Well-marked cart drop off area
- ✓ Make sure all supplies are available

PPE

- ✓ Document process for staff (Posters, SOP book, etc.)
- ✓ Gloves
 - single-use
 - heavy-duty (these need to be sanitized inside and out after use & marked for the individual employee)
 - No rings on fingers (may hold virus)
- ✓ Masks – washable or throw-away
- ✓ For Cart Cleaning
 - Glasses or face shield
 - Muck boots
 - Long rubber aprons
 - See gloves above
 - Paper towels, shop rags, washable towels
 - Teach no cross contamination
 - CDC approved disinfectant spray
 - “Target” plastic bags for garbage or other needs - members forgotten items
- ✓ Handwashing station - follow CDC guidelines
- ✓ Hand sanitizer - not a substitute for proper handwashing

Restrooms

- ✓ Document process for staff (Posters, SOP book, etc.)
- ✓ PPE
- ✓ Post and record cleaning & disinfecting activities
 - Deep clean thoroughly twice a day - assign, set a timer and record
 - Include mopping the floors
 - Clean & disinfect every hour - assign, set a timer and record
 - light switches, door pushes/pulls, stall latches, towel and toilet paper dispensers, any touch surfaces
- ✓ Retrain the team on restroom cleaning
- ✓ Paper towels out of wall-mounted dispensers only – remove countertop towels
- ✓ Clean with CDC approved cleaners and disinfectant
- ✓ Remove reading materials
- ✓ Remove mouthwash and other touchable/common use amenities
- ✓ Signage for social distancing

Bag Room & Club Cleaning

- ✓ Document process for staff (Posters, SOP book, etc.)
- ✓ PPE (face shield)
- ✓ Staff training
- ✓ Dip bucket for clubs
- ✓ CDC approved disinfectant (non bleach for clubs, grips & golf bags)
- ✓ Staging area
- ✓ Spray and let sit for a short period of time
- ✓ Put away
- ✓ Bags & clubs are handled with gloves always

Driving Range

- ✓ Document process for staff (Posters, SOP book, etc.)
- ✓ PPE for attendants
- ✓ Spread stalls out 8-10'
- ✓ Fresh golf balls every time
- ✓ CDC approved disinfectant for bag stands after each use
- ✓ Garbage receptacles
- ✓ Disinfect range balls every night
- ✓ Wash & disinfect ball caddies every night
- ✓ Social distancing signs and practices at the range
- ✓ Marked parking stalls for social distancing (Park golf cart here dummy!)