

RELAUNCH CONSIDERATIONS

To open your business to the public, you must complete a plan to reduce the risk of transmission of COVID-19 among your staff and customers. The completed template must be posted in your place of business or online within 7 days of the public being able to attend your business.

The following template includes considerations to help guide you as you plan to open your business. This should be completed using Alberta Health's [Workplace Guidance for Business Owners](#), sector-specific guidelines, and any additional requirements your business or industry association provides.

Guidelines:

Distancing Measures

Considerations: How will you ensure people maintain 2 metres between each other? Do you need to maintain directional traffic flow? Can staff stagger their breaks to limit congregating in break rooms? How will you limit the number of people in your space? Have you considered installing physical barriers (e.g., Plexiglas window or high-walled cubicle) to reduce exposure when 2-metre distancing is hard to maintain?

- Markings are on the floor to ensure patrons are not too close to staff or any counter
- Only one-person will be behind the pro shop counter at one time and same accounts for the bar. In the kitchen, staff are staggered through the line to ensure social distancing
- We have signage to enforce only 4 people in the pro shop at one time and in the restaurant, we have removed chairs and tables to ensure we remain at 50% capacity or less
- We are going to determine if plexiglass dividers will be a benefit on the pro shop counter.

Cleaning

Considerations: How will you manage frequent cleaning on high touch surfaces (e.g., bathroom, chairs, door knobs, break rooms)? How will you train and ensure staff keep their work surfaces, order screens, debit machines, cash registers, and equipment clean?

- High touch surfaces will be cleaned on a regular basis. Counters and debit machines will be cleaner after each use. High touch points like door handles and bathrooms hardware will be cleaned every 30 minutes
- Each staff member is instructed and provided with the appropriate cleaning resources to wipe down all touch areas after they are used ie: debit machines, computers and counters.
- All golf carts and pull carts are cleaned and disinfected after each use.

Screening for Symptoms

Considerations: How will you monitor staff and customers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing? Have you educated your staff to do self-monitoring of symptoms? Have you identified a space where staff members can be separated from others if they develop symptoms while at work? Are you prepared for increases in absenteeism due to illness or isolation requirements? Have you considered absenteeism policies to enable staff members to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of staff attendance? What is your response plan for staff who come to work with symptoms?

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- Staff has been instructed to notify management anytime they see or recognize an unhealthy individual who may be displaying signs of illness.
- Additionally, all staff has been instructed to remain at home and self isolate should they feel any symptoms.

Personal Protective Equipment (PPE) – where distancing measures cannot be maintained

Considerations: How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? If 2 metres cannot be maintained and PPE is necessary, where will your staff obtain it? Will customers require their own PPE such as masks, or will you supply them? How will you inform customers before they enter your business that PPE such as masks are required?

- We have masks and gloves available to all staff
- All patrons will need to supply their own PPE
- Signage is present around the entire facility

Responsibilities

Considerations: Who will be responsible for ensuring staff and customers are following your precautions? Have you updated contact information for staff members so that they can be notified in the event of a known exposure?

- Each department manger/supervisor is responsible for ensuring the correct precautions are being followed
- The General Manager will meet often with the supervisors to address any questions or concerns regarding the protocols and/or policies.

Owner/Manager: Kirk Williscroft

Date: May 16, 2020