**Golf Grounds Maintenance**

*Personal Protective Equipment (PPE)*

     PPE will be made available. If the required supplies are not available, employees must notify their supervisor before conducting any work.

    PPE includes:

     Surgical/Cloth Facemasks and Latex Gloves

  Should be replaced on an as needed basis, daily at minimum

  Should be disposed of as directed by Golf Superintendent

     Safety Glasses

  Employees will be given their own glasses daily regular basis with soap and water

*General Employee Requirements*

        Employees working within 6’ of a fellow employee must:

  Wear a surgical/cloth mask

  Avoid contact

  Return to a 6’ separation distance as soon as possible

* Any employee completing a task outside of any vehicle or equipment in a public space shall wear a surgical/cloth mask, gloves (optional), and glasses. Masks maybe worn, but are not required, for employees in a vehicle or on a piece of equipment by themselves.

* Employees should return to the shop building to use the restrooms. No more than two employees are permitted in the locker room and they must maintain a 6’ separation distance.

*Vehicle/Equipment Usage & Cleaning*

* Employees must only operate their assigned vehicles and

 equipment unless otherwise approved by the Golf Superintendent.

* Only one employee is permitted in or on a piece of equipment at a time.

* Disinfectant spray and towels or wipes shall be provided in or near all vehicles and equipment. After each use, employees must wipe down all common touch surfaces of vehicles and equipment including, but not limited to steering wheels, center console, dashboard and all knobs and levers with the disinfectant spray provided.

* Employees shall use the sanitizer prior to beginning, resuming, and after completing operational tasks.

* If an employee becomes ill or develops symptoms while at work, the employee must contact the Golf Superintendent immediately. The employee will be directed to park the vehicle or equipment they used near the shop. The vehicle/equipment will be signed as “out of service” until the Golf Superintendent assures that it is properly cleaned and sanitized.

*Breaks & Lunch Breaks*

* Employees shall maintain the required minimum 6’ separation distance during all breaks and lunch.

* Employees shall wash hands or use hand sanitizer before and after breaks and lunch.

* Employees shall disinfect break and lunch areas before and after use with spray, towels and wipes provided.

* Breaks and lunch can be taken in assigned vehicles or equipment, personal vehicles or outdoors. No more than three employees may use shop areas for breaks or lunches at one time, a 6’ separation distance must be maintained.

*Shop Areas -- Usage & Occupancy*

* No more than three employees are allowed in a Shop area at any time and the employees shall maintain a 6’ separation.

* Prior to entering a shop area, employees shall wash their hands or use hand sanitizer.
* After use, shop areas shall be disinfected by the employee using the area with spray, towel and wipes provided.