

**G.G.C.A.**

**Guam Golf Course Association**

2991 Route 3

Yigo, Guam 96929

Tel.# 632-1111 Fax.# 632-0361

Email:izumi@startsguam.com

**Reopening Plan of Action**

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### **Press release to social media and news media**

We are very excited to start talking about reopening our golf clubs. We are monitoring the Governor's press conf

erences and the sifting through the reopening information coming to us. The guidelines in Chalan Para Hinemlo' have golf courses listed in PCOR2 as activities to be under review and have listed responsibilities, we as businesses, must follow.

If we are allowed to open, we will certainly aim to do so and notify our Guam golfing community. We are also watching what other states are and getting industry guidance formulated by the USGA. As a result, we're planning for multiple scenarios that could include opening in phases, limiting the number of people who can be in the club at the same time, spreading out teetimes, the option of no carts, modified golf rules and services. We will keep you posted via email, social media, and our website as information comes in.

Your safety and the safety of our employees are our highest priorities. We have learned a lot about sanitation, and we are preparing to meet such cleaning standards in this new environment. We will be concentrating our efforts on training all employees throughout the club in proper cleaning practices. Additionally, changes have been made throughout the clubs to properly space and allow for social distancing.

# Back2Golf Operations Playbook for Golf

<p><b>Objective</b></p>	<p>To build a comprehensive and medically approved plan that allows golf to be played as a social distancing compatible recreational activity in the United States as we begin recovering from the COVID-19 pandemic. This plan has been developed to help open golf where it is currently closed and keep golf open responsibly.</p>		
<p><b>Key Strategies</b></p>	<ul style="list-style-type: none"> <li>- Developed the operational underpinnings of the plan off the White House and CDC "Guidelines Opening Up America Again" including a specific, three-phased approach to golf that aligns with the broader plan to reopen the economy and in line with Chalan Para Hinemlo plan.</li> <li>- "Back2Golf Operational Playbook" provides medically reviewed recommended practices for use at facilities across the country.</li> <li>- Adhere to all state/county/local health official's guidelines and regulations</li> <li>- Promote aggressively the necessary social distance guidelines specific to golf that lead to good behavior by golfers in every phase.</li> </ul>		
<p><b>Chalan Para Hinemlo Planned phases</b></p>	<p><b>Phase ONE</b> <b>PCOR2</b></p>	<p><b>Phase Two</b> <b>PCOR3</b></p>	<p><b>Phase Three</b> <b>PCOR4</b></p>
<p><b>Description</b></p>	<p>Individual Play</p>	<p>Restricted Programming</p>	<p>New Normal</p>
<p><b>Reservations</b></p>	<p>Advance booking only. Full guest information including contact number and email address of each guest required. Limited teetimes. Cannot book more than 1 teetime. If off-island visitor need to get country coming from in addition to other hotel info.</p>	<p>Advance booking only. Full guest information including contact number and email address of each guest required. Limited teetimes. If off-island visitor need to get country coming from in addition to other hotel info.</p>	<p>New normal reservation system.</p>
<p><b>Golf Course Setup and Maintenance</b></p>	<p>Minimal Course Set up and Minimal staff. Holes will be filled to allow for easy ball retrieval, no bunker rakes; trash removed by individual players. Flags should not be touched for any reason. No on course amenities. The player should bring their own water and remove trash upon leaving.</p>	<p>Continue to restrict physical touch points for the golfer on the course. Minimal Course Set up and Minimal staff. Holes will be filled to allow for easy ball retrieval, no bunker rakes; trash removed by individual players. Flags should not be touched for any reason. No on course amenities.</p>	<p>Facility is fully operational. No restrictions. Enhanced sanitation protocols.</p>
<p><b>Payment / Cash Handling</b></p>	<p>Cashier station to have Protective screen. Credit card payments only? Online payments accepted prepay?</p>	<p>Online payments accepted and Credit Cards may be used with proper social distancing and sanitation between transactions.</p>	<p>New normal operations.</p>
<p><b>Guidelines for Play</b></p>	<p>Individual play can be permitted with no more than four players per group that either walk or ride alone in properly sanitized golf carts (two four riders from the same family also permissible if clearly identified). All league, clinic, camps and organized activities will remain suspended.</p>	<p>Normal golf groups are permitted; walking or riding in golf carts are permitted. Restrictions apply and will vary by locality. Smaller group activity (outings &amp; league play) may be resumed if kept under 50 people with proper social distancing guidelines being followed.</p>	<p>New normal play, tournament play and league play may resume.</p>
<p><b>Rules</b></p>	<p>Rules of Golf apply with additional guidance and consideration for the Committee; Temporary measures in place for the Rules of Handicapping and the acceptability of scores played under the Phase 1 guidance.</p>	<p>Rules of Golf apply with additional guidance and consideration for the Committee; Temporary measures in place for the Rules of Handicapping and the acceptability of scores played under the Phase 2 guidance.</p>	<p>Rules of Golf and Rules of Handicapping apply.</p>
<p><b>On Course Water</b></p>	<p>Not available. Players must bring own bottled water. No cooler and ice service.</p>	<p>Sealed bottled water. No ice and cooler service.</p>	<p>Normal service of cooler, ice and drinks provided.</p>
<p><b>Trash</b></p>	<p>No trash collection available on site. All players must remove their own trash.</p>	<p>Trash receptacles available at the end of play with strict social distancing required.</p>	<p>New normal trash operations may continue.</p>
<p><b>On Course Restrooms</b></p>	<p>Only one person at a time. Cleaning frequency increased and sanitation items provided.</p>	<p>Enhanced cleaning protocol.</p>	<p>New normal restroom availability.</p>
<p><b>Guest Supplies (Scorecards, Tees, Pencils)</b></p>	<p>Available in sanitized bags upon request. or not available. Upload onto website for customer to download and bring or make pdf fillable online scorecard. No tees/ballmarkers/pencils provided.</p>	<p>Available in sanitized bags upon request.</p>	<p>New normal operations.</p>
<p><b>Cart Operations</b></p>	<p>Walking or single riders in a properly sanitized golf cart (two riders from the same family also permissible if clearly identified).</p>	<p>Approved pairings may ride in properly sanitized golf carts.</p>	<p>New normal operations.</p>

<b>Club Storage and Bag Handling</b>	No club storage and staff will not handle bags.	Club storage not available. Staff will assist under proper CDC guidelines. Staff to continue to use personal protective equipment.	Bag Storage and Outside Service Operation resume.
<b>Golf Staffing</b>	The only employees on site will be a management team, essential golf and maintenance staff. Players are responsible for their own safety while on Club property. Adhere to strict social distancing of 6 feet or more from others. Strict adherence to Personal Protective Equipment.	Moderate number of staff on site to facilitate operations. Some staff allowed to remove protective gear based on local health authority guidelines.	All Staff returned. No protective gear required.
<b>Golf Shop / Retail Operations</b>	Golf Shops should remain closed and remote check in procedures should be enacted.	Golf Shops may open should operate at limited capacity as to adhere to social distancing policies. Credit card payment can be an option with proper social distancing can be achieved. Amplification of social distancing messaging, signage and visual floor decals.	Golf Shop is open with no restrictions. New normal procedures for reservations and check in.
<b>Clubhouse</b>	Clubhouses should remain closed. However, restaurants may provide take out food as per local regulation.	Clubhouses may open but should operate at limited capacity adhering to social distancing, cleaning, and staffing safety protocols. Restaurants and bars may operate with diminished standing-room occupancy, where applicable and appropriate.  Other facility amenities (locker room, tennis, pool, etc.) may open based on adherence to local health authority guidelines.	New normal operations adhering to any limitations or protocols on gathering, etc. as per state and local regulation.
<b>Clubhouse Food and Beverage Operations</b>	Clubhouse is closed with the exception of take-out food adhering to proper social distancing, preparation, cleaning, and sanitizing protocols for food and delivery.	Clubhouse food & beverage operations open at limited capacity adhering to proper social distancing, cleaning, and sanitizing protocols for food preparation and guest service (done every hour at a minimum). Seating and standing- room capacity operates at reduced capacity according to local and state guidelines.	New normal operations adhering to any limitations or protocols on gathering, etc. as per state and local regulation.
<b>Beverage Carts</b>	Beverage carts are not in use.	Beverage Carts are in use for cashless service with proper social distancing, cleaning, and sanitation protocols in place (done every hour at a minimum). All food items are individually wrapped and served to guests. Beverages in cans or other closed containers only. No self-service items are available.	New normal operations.
<b>Locker Rooms</b>	Locker Rooms are closed.	Locker rooms are available for limited use (restrooms, changing clothes, and assigned locker use, etc.) according to local and state guidelines with proper social distancing, cleaning, and sanitation protocols in place (done every hour at a minimum). No towels, amenities provided nor are showers available.	New normal operations.
<b>Golf Events</b>	Individual Play. No organized events. No shotguns.	Smaller group play allowed at the facility. No shotguns. Groups no larger than 50 players may be held as long as tee times are used.	All Groups allowed. No restrictions.
<b>Clubhouse Events</b>	No organized events or gatherings.	Organized activities may resume with strict social distancing, food preparation, food service, sanitation, and cleaning protocols (done every hour at a minimum) in place adhering to state and local guidelines. No buffets, family style, or other self-service food permitted.	Large gatherings (e.g., sit-down dining, charity events, etc.) operate under state and local guidelines for seating and food service.
<b>Signage</b>	Mandatory signage throughout facility outlining Phase 1 CDC Guidelines.	Mandatory signage throughout facility outlining Phase 2 CDC Guidelines.	No additional signage required.
<b>Sanitation Resources</b>	Deep cleaning.	Enhanced cleaning.	New normal cleaning procedures.
<b>Center for Disease Control and Prevention</b>	<a href="#">Click for Link to CDC for Sanitation and Social Distancing Protocols</a>		

Helpful resource links:

ClubCar:	<a href="#">Click for Link for Golf Cart Maintenance</a>
E-Z-GO:	<a href="#">Click for Link to Important Recommendations and Safety Tips for Vehicle Sanitation</a>
Yamaha:	<a href="#">Click for Link to Best Practices on Cart Cleaning</a>
CMAA (Club Management Association of	<a href="#">Click for Link to CMAA Club Reopening Resources</a>
USGA:	<a href="#">Click for Link to Rules &amp; Handicapping Guidance</a>
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**Golf Course Maintenance Plan**

Below is a list of best management practices to ensure our golf course maintenance teams operate safely in the current environment with heightened concerns surrounding COVID-19. As we continue to operate in these challenging times, these practices will ensure a safer work environment for team members. Team members must self-monitor. If a team member feels sick or has any of the symptoms, they are not to report to work and should call a manager on duty.

**Maintenance Facility – Shop Area**

- Staggered start times for staff/split shifts to limit the numbers at arrival, team meetings, at lunch break, and departure times. No one is to congregate in groups.
- To ensure appropriate social distancing rules of 6 feet or more between all employee's, staff meetings to be held in open air space such as parking lot or large storage bays.
- No visitors will be allowed on or within the golf course maintenance facility. This includes outside distributors and manufacturer representatives. Meetings can be held via telephone, hangouts meet, zoom or other platforms.
- Discontinue use of time clock. Time sheets used for all employees.
- All employees required to wash hands for 20 seconds prior to the start of their shift, before and after the lunch break, and prior to departing for the day.
- Locker room facilities to be cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicle on-site. No personal belongings allowed to be stored on-site.
- Breakroom facilities common use items (i.e. coffee pots, vending machines, refrigerators and microwaves) have been suspended. Coolers are suggested for meals and personal beverages and stored in personal vehicle.
- Secondary break and lunch area set up to allow for greater social distancing.
- No employees other than Equipment Managers are permitted in mechanics area. Equipment Managers should take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (i.e. grinders, workbenches and commonly used tools). All mechanics should always use good hand hygiene and wear protective latex gloves during work hours.

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- Management to set guidelines for cleaning facilities three times daily (In morning after staff arrivals and teams depart to golf course, after lunch hour and at the end of the shift once everyone has departed for the day. Focus on all key touch points (door knobs, restrooms, tables, chairs, sinks, computers/keyboards etc.)
- Key staff members who are responsible for specific areas such as Irrigation Foreman and Application Foreman need to be responsible for all inventories and cleanliness of respected areas. Other team members (outside of management) will not be allowed in designated areas without specific permission.

### **On Course Work Environment**

- Maintain social distancing of a minimum of 6 feet at all times.
- Disposable protective gloves worn and changed out when necessary.
- Equipment such as carts and radios will be assigned. Protocols for cleaning all touch points on all equipment put in place immediately. Staff to be responsible for disinfecting equipment prior to and periodically during operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.)
- Break crews up into pods of front nine crew and back nine crew. Remain in these pods as much as possible to reduce interaction of entire crew.
- Training on various equipment will be done with social distancing. When possible equipment training will be done by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

### **End of Shift Procedures**

- Staff to be responsible for disinfecting equipment post operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.)
- Each shift will leave property immediately after their shift.
- Each team member will be reminded of the importance of social distancing away from the job as well as on the job

*Note: The above best practices have been provided by PGA Properties.*

From the Golf Course Superintendents of America (GCSAA): [COVID-19 Pandemic Resources](#)

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## **Cleaning and Disinfecting of Golf Carts**

According to the World Health Organization, cleaning refers to removing germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

**Cleaning and/or disinfecting are both important ways to prevent the spread of COVID-19.**



### **WEAR APPROPRIATE GEAR**

Wear disposable gloves or other protective garments when cleaning or disinfecting cars.



### **CLEAN VISIBLE DIRT**

Clean any visible dirt from any part of the car that a person usually touches with hot soapy water.



### **PREPARE YOUR DISINFECTANT**

Diluted household bleach, alcohol or household disinfectant solutions are effective for killing the coronavirus.



### **USE CAUTION**

Read the instructions of cleaners and disinfectants carefully. Mixing products such as bleach and vinegar, bleach and ammonia, bleach and alcohol, or hydrogen peroxide and vinegar can create deadly substances like mustard gas, chloroform or WIPE DOWN corrosive acid.



### **WIPE DOWN SURFACES**

Disinfect all seats, steering wheels, door handles, keys, seat belts, gear shifts, air vents, mirrors, connectivity units, hand rails or bed door handles.



### **KEEP HAND SANITIZER CLOSE**

Keep hand sanitizer that is at least 60% alcohol based available at consumer applications like golf courses.



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# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

#### **DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

#### **DETERMINE HOW AREAS WILL BE**

**DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

#### **CONSIDER THE RESOURCES AND**

**EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

#### **CLEAN VISIBLY DIRTY SURFACES**

**WITH SOAP AND WATER** prior to disinfection.

#### **USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use

an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

#### **ALWAYS FOLLOW THE DIRECTIONS**

**ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

#### **CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

#### **MAINTAIN SAFE PRACTICES** such as frequent

handwashing, using cloth face coverings, and staying home if you are sick.

#### **CONTINUE PRACTICES THAT REDUCE THE POTENTIAL**

**FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

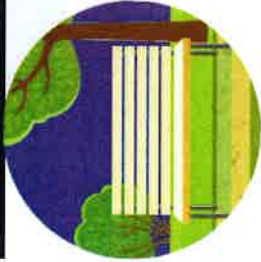


For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)

# MAKING YOUR PLAN TO CLEAN AND DISINFECT

**Cleaning** with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

**Disinfecting** kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

**YES**

It is an indoor area.

**NO**

→

**Maintain existing cleaning practices.**  
Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

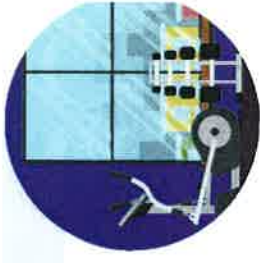
**YES**

Yes, the area has been occupied within the last 7 days.

**NO**

→

**The area has been unoccupied within the last 7 days.**  
The area will need only routine cleaning.



Is it a frequently touched surface or object?

**YES**

Yes, it is a frequently touched surface or object.

**NO**

→

**Thoroughly clean these materials.**  
Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials like glass, metal, or plastic.**

**Soft and porous materials like carpet, rugs, or material in seating areas.**

**Visibly dirty surfaces should be cleaned prior to disinfection.**

**Thoroughly clean or launder materials.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.