

COVID19 Prevention Checklist

Industry Guidance

Last updated: *Jun 19, 2020*

The State of Maine has adopted a staged approach, supported by science, public health expertise, and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/decd.

Please note: This document may be updated as additional information and resources become available.

Phase 1: Golf and Disc Golf Courses

General Guidance (Updated 5/27/20)

- Require all staff, vendors, and visitors to maintain 6 feet of physical distance from individuals who are not part of their household group whenever possible.
- Require all staff, vendors, and visitors to wear a face covering where physical distancing is difficult to maintain, per CDC recommendations and pertinent Executive Orders from the Office of the Governor. Face coverings are not required when individuals are alone in personal offices.
- The number of individuals that can gather in a shared space (e.g., a conference room, dining room) must not exceed the limit established by the [Governor's Executive Order](#), currently set at 50 people.
 - Maintaining physical distancing of 6 feet and wearing face coverings are the primary tools to avoid transmission of respiratory droplets between individuals. If an indoor space cannot accommodate the gathering limit without complying with the six-foot distancing requirement, attendance must be limited to allow for such compliance.

Staff (Updated 5/27/20)

- Staff should consider whether they can work safely in a facility if they have any of these conditions and managers should discuss potential risks for individuals with the following:

- People 65 or older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Require employees to practice good hand hygiene with frequent handwashing, especially after contact with visitors and high-touch surfaces.
- Conduct business by phone or internet to the greatest extent practicable.
- Limit in-person gatherings or meetings of employees to the greatest extent practicable.
- Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Adjust seating in break rooms and other common areas to promote physical distancing practices.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Limit interactions between employees and outside vendors or delivery drivers; implement touchless receiving practices if possible.
- Request that vendors accessing the premises direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Adjust training/onboarding practices to limit the number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.
- Provide employees training on:
 - hand hygiene
 - physical distancing guidelines and expectations
 - monitoring personal health
 - proper wear, removal, and disposal of Personal Protective Equipment (PPE)
 - laundering of face coverings and uniforms: [Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)(CDC)
 - cleaning protocols, including how to safely and effectively use cleaning supplies: [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)

- Consider employee training in safe de-escalation techniques.

Golfers and Facility Practices

- Golf courses that provide food service and/or retail sales should refer to the checklist guidance for [restaurants](#) and [retail](#), including restrictions specific to certain counties. Golf courses that host any events should refer to the checklist guidance for [large social gatherings](#). (Updated 5/27/20)
- Out-of-state clients must adhere to the [Keep Maine Healthy](#) plan. (Updated 6/10/20)
- Inform your customers of your COVID policies and procedures in advance, if possible.
- Strongly encourage golfers to pay in advance over the phone with a credit card, or book online, show up to a pre-positioned, sanitized cart, and proceed to the first tee without personal contact. Tee times should be booked in advance. (Updated 5/27/20)
- Use posters and signage to remind customers of physical distancing at entrance and updated rules for play.
- Support physical distance between customer and service staff by taping off 6 feet distance from counter.
- Modify building traffic flow to minimize contact between staff, contractors, and visitors. Use floor decals and/or signage to establish travel patterns. (Updated 5/27/20)
 - Consider one-way entrances and exits, if possible.
 - Consider establishing one-way travel patterns through the building.
- Customers should not be allowed in work areas. (Updated 5/27/20)
- Minimize shared touch surfaces such as tablets, pens, credit cards, receipts and keys.
- Consider increased tee time intervals to enhance physical distancing between parties. (Updated 5/27/20)
- Continue physical distancing while playing and wear face coverings when indoors or when unable to maintain physical distancing.
- Remove all touchable surfaces (bunker rakes, water coolers, ball washers, etc.)
- If you leave the flagstick in, raise the cup 1", turn the cup upside down, or use something to fill the cup to raise the bottom of the cup.
- Members of a single household may share a golf cart. Carts may be shared across households as long as each rider wears a face covering for the duration. The driver should remain the driver for the use of the rental. (Updated 6/19/20)
- Assign staff specific pieces of equipment/carts to avoid sharing between employees.
- Clean and disinfect golf carts after each round.
- Avoid congregation of golf parties in practice and other common areas to the extent possible; physical distancing between parties must be maintained. (Updated 5/27/20)

- Remove bulk scorecard, pencils, markers, and tee holders from starter areas. Encourage golfers to use smart phones for scoring. A single scorecard and pencil may be provided if not offered in shared touch area. (Updated 5/27/20)
- Any items rented by patrons must be cleaned and disinfected between uses. Staff who handle customer items must clean hands after contact with items. (Updated 5/27/20)
- Consider restricting the use of water fountains to refill only with instruction for players to wash or sanitize hands after use. (Updated 6/10/20)