



COVID-19 Safety Plan

Company Details

Business Name: Kapuskasing Golf Club
Date Completed: March 9, 2021
Division/Group: Health & Safety Committee
Date Distributed: March 12, 2021

Revision Date: March 9, 2021
Developed by: Health & Safety Committee
Others consulted: KGC Executive

Purpose:

This Safety Plan outlines the procedures and controls the Kapuskasing Golf Club (KGC) has put in place to make the golf club safer for our employees, members and visitors. In creating this Safety Plan, the KGC has considered current published health and workplace health and safety information and guidance as well as the legal requirements set forth in Ontario's COVID-19 Response Framework. As the COVID-19 pandemic is an evolving situation, this Safety Plan will be reviewed regularly and updated as required.

1. Ensuring all workers know how and are able to keep themselves and others safe from exposure to COVID-19

Actions:

- We have developed detailed Standard Operating Procedures which set out the best practices to be followed to keep all workers and others safe. These procedures set out clear and detailed guidance and requirements on topics including, but not limited to:
 - Mandatory face covering requirements;
 - Hygiene and increased sanitization practices;
 - Social distancing and establishing capacity limits;
 - Active screening of employees, members and visitors; and
 - Procedures to follow in the event of a suspected or confirmed COVID-19 positive case.
- We are monitoring and reviewing Ministry of Health guidance daily to ensure our procedures are up to date, and issuing updates as required.
- We have prepared detailed signage and tracking sheets to provide information and reminders in visual ways that are easy for all workers and visitors to understand.
- We are actively encouraging 2-metre separation between patrons and staff at all times, with social distancing messaging re-inforced through out using signage, floor decals controlling flow of traffic, and verbal reminders.
- All COVID-19 messaging and procedures, including any updates and reminders, are communicated to employees by the Club Manager.



- We continue to train and re-train our employees on our policies and procedures relating to COVID-19 and their safety to ensure awareness of such policies and any changes to their ordinary routine resulting from COVID-19.

2. Screening for COVID-19

Actions:

- We have implemented active screening policies at the KGC for all employees and any other person entering the clubhouse for work purposes.
- Employees are required to complete a daily screening questionnaire containing basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.
- The person who performs such screening has received instructions on how to perform this work safely, and the steps to take if a person does not pass the screening and must be excluded from the workplace.
- Any person that does not pass the screening is advised:
 - that they may not enter the workplace;
 - to go home and self-isolate immediately;
 - to contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions
- We encourage workers to monitor their own symptoms at all times and to inform their superior immediately in case the self-assessment, public health or their healthcare provider suggests they self-isolate, or if they start to experience symptoms at work.
- In accordance with Ministry of Health guideline, we have posted clear signage instructions at all entrances instructing any person entering the clubhouse to review and self-screen based on the questions provided and to not enter the clubhouse in the event they should answer yes to any of the screening questions.

3. Controlling the risk of transmission in our workplace

Actions:

- We have developed detailed Standard Operating Procedures which set out the best practices to be followed and keep all of our workers and others safe, many of which are specifically designed to control the risk of to control the risk of transmission of COVID-19 in our workplaces.
- We have implemented both engineering and administrative controls. The actions we have taken include the following:

Physical distancing and separation

- Installed plastic barriers at all point-of-sale terminals to separate staff from customers.



- Implementing new queuing protocol to increase distance from counter staff and between customers to ensure 2-metre distance is maintained.
- Actively monitoring capacity inside the clubhouse to ensure physical distancing of 2 metres can be maintained and enforcing capacity limits as required.
- Requiring all employees and customers to wear a face covering within the clubhouse as required by Ontario law (subject to exemptions specified therein).
- Requiring all employees to wear safety glasses when needed as required by Ministry of Health guidelines.
- Posting signage controlling movement within the clubhouse to and encourage physical distance between customers.

Cleaning

- Heightened cleaning and sanitization processes including frequent sanitization of all POS terminals;
- Encouraging frequent hand washing and providing hand sanitizer to employees and customers;

Other

- Encouraging cashless transactions.
- Completing active screening of all employees and persons entering the clubhouse for work-purposes and prohibiting any person who does not pass the screening from entering the workplace.
- Re-training and continuing to emphasize proper hand-washing protocols with all employees; and
- Implementing detailed sanitization and closure procedures to follow in the event of a suspected or confirmed COVID-19 positive case.

4. Response to a potential case, or suspected exposure to, COVID-19 in our workplace

Actions:

- We have implemented detailed step-by-step procedures to be followed in the event a member of our staff gets sick at work, is suspected of having COVID-19 or has been confirmed as being COVID-19 positive, which include contact information for key persons (including applicable health authorities), processes to follow for temporary site closure, sanitization requirements and identification of close contacts in the workplace. See below for a brief overview of our detailed procedures:

Suspected Case Notifications / Case Confirmation

- If a staff member has potentially been exposed to COVID-19 or is being tested for COVID-19, the Club Manager is immediately informed.
- If staff member is confirmed to be COVID-19 positive (“confirmed employee”), the executive and applicable health authorities are immediately notified, and closure protocol implemented.



Site Closure and Sanitization

- The clubhouse is immediately closed; any incoming visitors are informed of closure at the entrance (no new guests permitted inside) and visitors already inside the clubhouse are informed of closure due to COVID-19 case and requested to exit as soon as transaction is completed.

Contact Tracing and Notifications

- Based on the date the confirmed employee's symptoms began and the last day this person worked, direct and indirect contacts are identified by completing a review of recent staff schedules as well as asking confirmed employee to identify any close contacts; any impacted staff are not permitted to re-enter the workplace until a quarantine period has passed without symptoms or they receive a negative COVID-19 test.
- Local health department is notified within 24hours of direct contacts and the KGC contact works with local health department to manage post-incident investigation and follow-up.
- Information on impacted site closure is shared with general public via KGC's social media.

Re-Opening and Post-Incident Procedures

- Once all required sanitization, cleaning, notification and staff support procedures are completed, the clubhouse will re-open.
- These procedures have been communicated to all necessary parties and are followed diligently to ensure the health and safety of all customers and staff.

5. Managing any new risks caused by changes to the way we operate our business

Actions:

- We will establish regular check-ins with workers about changes to their workplace to identify any concerns.
- We continue to train and re-train our employees on our policies and procedures relating to COVID-19 and their safety to ensure awareness of such policies and any changes to their ordinary routine resulting from COVID-19.
- We will check-in with our workers who have had to self-isolate to see how they are doing.

6. Ensuring our Safety Plan is working

Actions:

- We are monitoring and reviewing Ministry of Health and other applicable regional health guidance daily to ensure our procedures are up to date.
- Our Health & Safety Committee meets regularly to review and evaluate our policies and procedures.



- We are issuing updates to our Standard Operating Procedures, and this Safety Plan, as required to communicate to all staff and customers any changes to our procedures to reflect the most up-to-date guidance.
- We are responding to all employee and customer concerns and questions to ensure our policies and procedures are understood and actively implemented as required.



Snapshot: The KGC's COVID-19 Safety Plan

Company Details

Business name: Kapuskasing Golf Club
Date completed: March 9, 2021
Division/Group: Health & Safety Committee
Date distributed: March 12, 2021

Revision Date: March 9, 2021
Developed by: Health & Safety Committee
Others consulted: KGC Executive

Measures We're Taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:

- Maintaining up to date COVID-19 procedures, which include detailed step by step guidance on our COVID-19 safety protocols for employees to follow to keep everyone safe.
- Communicating procedures to all staff and ensuring staff are trained on all policies.
- Posting signage throughout the clubhouse on key aspects of COVID-19 procedures, including frequent handwashing and proper face covering procedures.

How we're screening for COVID-19

- Requiring all staff and visitors to complete a health and symptom screening questionnaire before entering the workplace.
- Encouraging self-monitoring of all staff and encouraging staff to stay home if they feel unwell.
- Posting screening signage at all entrances to inform individuals how to screen themselves for COVID-19 before entering the clubhouse

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Actively monitoring capacity inside the clubhouse to ensure physical distancing of 2 meters can be maintained.
- Requiring all employees and customers to wear a face covering within our clubhouse while not seating as required by Ontario law (subject to exemptions specified therein).

Cleaning

- Heightened cleaning and sanitization processes in the clubhouse, including all POS terminals.
- Encouraging frequent hand washing and providing hand sanitizer to employees and customers throughout the clubhouse.



Other

- Installed plastic barriers at point-of-sale terminals to separate staff from customers.
- Encouraging cashless transactions.
- Re-training and continuing to emphasize proper hand-washing protocols with all employees.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Follow our detailed procedure for such instances, which includes immediately informing the Executive and public health authorities, temporary site closure and cleaning requirements and identification of close contacts in the workplace. These procedures have been communicated to all necessary parties and are followed diligently to ensure the health and safety of all customers and staff.

How we're managing any new risks caused by the changes made to the way we operate our business

- We will establish regular check-ins with workers about changes to their workplace to identify any concerns.
- We continue to train and re-train our employees on our policies and procedures relating to COVID-19 and their safety to ensure awareness of such policies and any changes to their ordinary routine resulting from COVID-19.
- We will check-in with our workers who have had to self-isolate to see how they are doing.

How we're making sure our plan is working

- Daily monitoring and review of the Ministry of Health guidance and updating procedures to ensure they reflect the most up-to-date information.
- Responding to all employee and customer concerns and questions to ensure our policies and procedures are understood and actively implemented as required.

For a copy of the KGC's full Safety Plan, please visit our website at the address below:

https://kapgolfclub.ca/wp-content/uploads/2021/03/COVID19_Safety_Plan.pdf