



## 2021 Safety Protocols

Effective June 1, 2020

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**Effective Date: June 1, 2020**

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The following protocols have been developed based on national, state and local recommendations and any current restrictions that are in place.

Restrictions may vary by program location and are ever changing. Unless otherwise notified in writing, the following guidelines are current and are mandatory. This document will be updated as restrictions are eased.

Individual Site-Coordinators are responsible for ensuring these guidelines are followed by all staff members, participants, campers, parents/guests.

## **I. General Guidelines**

1. Staff members are prohibited from working if they are exhibiting any of the following symptoms or combination. These symptoms are common symptoms of COVID-19.
  - a. Persistent, untreated coughing
  - b. Shortness of breath or difficulty breathing
  - c. Chills or repeated shaking with chills
  - d. Muscle pain
  - e. Headache
  - f. Sore throat
  - g. Loss of taste or smell
  - h. Diarrhea
  - i. Vomiting
  - j. Feeling feverish or has a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - k. Having known close contact with a person who is lab confirmed to have COVID-19 within a 14-day period.
2. Staff members exhibiting symptoms of COVID-19, may not return to work until the following guidelines have been met.
  - a. In the case of a staff member who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution

- of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or
- b. In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - c. If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the
  - d. individual must obtain a medical professional's note clearing the individual for return based on a negative nucleic-acid COVID-19 test and an alternative diagnosis.
  - e. In the event that a staff member obtains a positive test from a medical professional for COVID-19, the Director of Programming will immediately inform the Executive Director who will make notification to the Director of Golf Operations for the City of Fort Worth.
3. The wearing of masks and gloves by staff members is not mandatory while working outside and will not be provided but is encouraged if you feel it to be necessary for your personal protection. If worn, masks should cover the nose and mouth at all times and gloves should be changed out regularly. The use of gloves does not negate the necessity of regular hand washing.
  4. All persons should maintain a personal distance of at least 6 feet
  5. Staff members are required to wash their hands with soap and water or use hand sanitizer at the following times. Outside of these situations, the frequent use of hand sanitizer and/or hand washing is encouraged.
    - a. Upon arriving at their assigned work location for the day
    - b. Before eating (meals and snacks)
    - c. After using the restroom
    - d. Before putting on gloves and after taking them off

## **II. Camps and Classes**

1. Limitations for classes and camps will be determined based on location. Camper allotments may be expanded as local restrictions are eased.

2. Participants/campers will be dropped off utilizing a designated system specific to each location. Components of each system, regardless of location, will include the following.
  - a. Parents will pull-up or park in a designated area.
  - b. Parents and participants/campers will remain in their vehicle until approached by a staff member.
  - c. Participants/campers will exit the vehicle, retrieve their clubs, and go to their designated meeting place as assigned by the staff member. The parent should remain in their vehicle unless their child requires help removing equipment from the vehicle.
  - d. On the first day of class/camp, the parent will complete or provide the completed Participant Health Acknowledgement Form to the staff member. One form per participant/camper each week for camps. One form per participant/camper at the beginning of each 8-week session.
  - e. Parents may remain on-site during class or camp but should remain inside of their vehicles. Some facilities do allow parents to be out of their vehicle, however, they must remain in designated areas and observe the 30-yard rule away from classes.
3. Participants/campers will remain with the same cohort for the entire session.
4. Participants/campers are allowed to use their own equipment only (clubs and balls). Participants/campers who are given a club(s) or a ball(s) should take it with them once class/camp is over. Sharing of equipment between participants/campers is not allowed. Loaning of equipment, including pencils and yardage books, to participants/campers is not allowed.
5. Staff members should refrain from touching participant/campers equipment. When distributing club sets, staff members should wear gloves. Staff members should have a designated club to use for demonstrations/instructional purposes.
6. Participants/campers should bring their own water bottle for use and should bring enough for the entire class/camp. The use of water fountains or sinks to refill water bottles is not allowed. The use of Igloo style water coolers is not allowed. A limited amount of disposable water bottles will be available at each site for participants who do not bring water or who run out and need more and for staff use.
7. Participants/campers may choose to wear face masks and gloves during classes/camps but it is not required and will not be provided.

8. Participants/campers will be picked up utilizing a designated system specific to each location. Components of each system, regardless of location, will include the following.
  - a. Parents will pull-up or park in a designated area.
  - b. The staff member will call for the participant/camper by name using a hand- held radio.
  - c. The participant/camper will walk to the designated area, place their clubs in the vehicle and get inside. The parent should remain inside of their vehicle.
9. Staff members working in the designated drop-off & pick-up areas are required to wear a traffic safety vest for visibility and safety and are required to use the provided traffic safety equipment and signage specific to their location.
10. If a staff member is made aware of a participant/camper that has COVID-19 or is exhibiting symptoms, the following procedures are to be followed.
  - a. Immediately separate the participant/camper from the entire group.
  - b. Contact the parent/guardian of the participant/camper to pick them up as soon as possible.
  - c. Notify the Director of Programs immediately and provide the name of the camper.
  - d. Complete an Incident Report Form detailing the situation and resolution.
11. Participants or campers confirmed to have COVID-19 may not return to the current session or other sessions until all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. Permission to return must be granted from the Executive Director, Director of Operations or Director of Programs in advance.
12. First Tee - Fort Worth is made aware of a participant/camper who has a positive test for COVID-19 during the current session or who has an immediate family member who obtains a positive test for COVID-19 during the current session, notification will be made to all participants/campers parents attending the same session of the positive test. A decision will be made by the

Executive Director on a case-by-case basis on whether to continue the session or how to proceed further.

13. In the event that First Tee - Fort Worth is notified that a camper or participant who is currently attending a class or camp or who has attended a class or camp within the previous 14 day period obtains a positive test from a medical professional for COVID-19, Director of Programming will immediately inform the Executive Director who will make notification to the Director of Golf Operations for the City of Fort Worth.
14. In the case of inclement weather, programming will be cancelled for that particular day. Inside programming is not allowed at this time.
15. An instructional email outlining the above-mentioned procedures will be sent to parents the Thursday prior to each session/camp beginning.
16. If a participant becomes ill during class or camp, take them to a designated spot away from other participants/campers to wait or rest/recover. Contact a parent if needed per standard operating procedures.

### **III. Ben Hogan Learning Center & Rockwood Program Location**

1. Employees working inside the building or visitors entering the building are required to wear a face covering in accordance with the current Executive Order issued by the Governor of the State of Texas.
2. The library may be used by camp staff for breaks and meals only. The doors must remain open at all times and personnel must leave the area when finished. The table and chairs must be cleaned with a multi-purpose cleaner after each use.
3. Tables, desks, chairs and computer equipment should be wiped clean using a multi-purpose cleaner before and after each use. Do not spray computer equipment directly with cleaning spray.
4. "Touchpoints" located throughout the building should be cleaned with a multi-purpose cleaner using the following schedule. Touchpoints include door handles, sink knobs, toilet handles, front desk counter and kitchen counters.
  - a. In the morning prior to class/camp starting
  - b. In-between class/camp sessions
  - c. At the end of the day prior to leaving
5. The following areas of the learning center are off limits for use at this time.
  - a. Both classrooms (Except for training)
  - b. Museum area

- c. Henry House
  - d. Swing Room
  - e. Locker rooms
6. The following equipment is not to be used at this time.
- a. Refrigerator
  - b. Televisions
  - c. Video Game systems
  - d. Swing Analysis computers
  - e. Putting Green in the Henry House
  - f. Books from the Library
  - g. Igloo style water coolers
  - h. Water fountains
  - i. Showers
7. The Ben Hogan Learning Center is closed to parents during classes/camps, including the bleachers.
8. Restroom facilities may be used by participants/campers and their parents based on the following guidelines.
- a. No more than 2 people inside of the boys restroom at one time.
  - b. No more than 3 people inside of the girls restroom at one time.
  - c. During class/camp, participants/campers must be escorted by a staff member.
  - d. Anyone waiting for the restroom, must wait outside of the front door.
9. Entry into and exit out of the learning center should be made through the main doors by the front desk only.
10. No loitering anywhere by anyone is allowed inside of the building.
11. Staff members will not walk participants/campers to the clubhouse to purchase snacks and/or drinks.
12. Access to the Rivers Edge will be made utilizing the designated pathway, through the bottom parking lot. Groups must be escorted to the course in a line with 1 staff member leading the line and 1 staff member in the back of the line. Groups of more than 10 participants/campers (if allowed) must also have a staff member walking alongside the middle of the line.

#### **IV. Outreach Locations**

1. Access to buildings is determined by each location. Masks must be worn by staff and participants when entering buildings, which should only be for restroom access and emergencies.
2. Upon arrival, contact the center either by phone or at the front door for instructions on where to set up, determine how many participants you will have, and receive any updated policies or restrictions for that center.
3. Staff should maintain 6ft from participants throughout programming and continue following our "no contact" policy. This means we are unable to provide participants with gifts or prizes until further notice. Outreach location staff will be responsible for providing water and any snacks.
4. A minimum of 2 coaches assigned to each group and a max 8:1 ratio.
5. When possible keep groups to 8 participants maximum and have multiple rotations to ensure all have a chance to be included.
6. SNAG Equipment is allowed to be used for outreach programming only and should only be used when following these guidelines.
  - a. Each participant will utilize his/her own club at their own station. Sharing of clubs is not allowed.
  - b. Coaches will use their own club to demonstrate for participants.
  - c. Only coaches will touch SNAG balls. If possible, only pick them up between rotations.
  - d. Coaches will disinfect SNAG clubs in between groups and before packing the equipment up for the day. Once clubs have been cleaned, they should be set up next to the safety cones for use by the next group.

#### **V. PGA Junior League**

1. Participants should follow all guidelines set forth for the course location at which they are playing.
2. Participants will not be provided with range balls or access prior to tournament play at this time.
3. Participants will be dropped off utilizing a designated system specific to each location. Components of each system, regardless of location, will include the following.
  - a. Parents will pull-up in a designated area.
  - b. Parents and participants/campers will remain in their vehicle until approached by a staff member.

- c. Participants/campers will exit the vehicle, retrieve their clubs, and go to their designated meeting place as assigned by the staff member. The parent should remain in their vehicle.
  - d. On the first day of league, the parent will complete or provide the completed Participant Health Acknowledgement Form to the staff member.
  - e. Parents are allowed to remain on-site during the tournament but should remain inside of their vehicles. Spectators are not allowed on the course during play.
4. Participants may be dropped off no more than 30 minutes prior to their tee time and should be picked up within 30 minutes of completing play.
5. Staff members will escort players to the tee box from the staging area at their designated tee time.
6. Staff members will be spread out throughout the course during the tournament to ensure participant safety.
7. Participants will be picked up utilizing a designated system specific to each location. Components of each system, regardless of location, will include the following.
  - a. Parents will pull-up in a designated area.
  - b. The staff member will identify the participant and call for the participant by name using a hand-held radio.
  - c. The participant will walk to the designated area, place their clubs in the vehicle and get inside. The parent should remain inside of their vehicle.
8. Staff members working in the designated drop-off & pick-up areas are required to wear a traffic safety vest for visibility and safety and are required to use the provided traffic safety equipment and signage specific to their location.

## **VI. Resources**

- [Centers for Disease Control and Prevention COVID-19 Resources](#)
- [Office of the Texas Governor COVID-19 Strike Force to Open Texas](#)
- [Open Texas Checklist for Youth Camp Operators](#)
- [Open Texas Checklist for Youth Camp Families](#)
- [City of Fort Worth Business Re-Opening Recommendations](#)
- [Best Health Practices to Avoid COVID-19](#)
- [How to Wash Your Hands](#)