First Tee of Cleveland – Facility and Family Health, Safety, and Cleanliness Protocol

In an effort to keep all staff, volunteers, participants, and guests safe and healthy, First Tee of Cleveland is instituting the following protocol to maintain a safe facility to work, play and volunteer. Please note: social distancing of 6 ft. will be followed by all staff, volunteers, participants, and visitors to First Tee facilities and programs. In addition:

**Staff Health and Safety Protocol:**
- If a staff member is feeling ill prior to coming to work, they must stay home until symptom free for 24 hours.
- Once arriving at the facility, staff members will have their temperature taken. If above 99.5, they will be sent home on sick leave and remain home until symptom free for 24 hours.
- When temperature is below 99.4, hands will be washed right away, and masks will be worn when inside the building.
- Staff members will then wipe down any surfaces touched between entering the building and washing hands.
- If at any time a staff member feels ill or is sick at work, the employee will go home right away.

**Facility Cleanliness Protocol:**
- Once all staff members arrive, all high touch surfaces will be sanitized once every hour.
- Any visitors to the facility will be subject to a verbal health screening to identify if symptoms are present, and/or the visitor is a risk to others in the facility.
- All equipment used for meals or meetings will be cleaned and sanitized immediately afterward.
- Prior to leaving, each staff member will do the following:
  - Tidy up their workspace, wipe down any surfaces and high touch areas in their workspace
  - Empty their trash
- Prior to the last staff member leaving, they will do the following:
  - Take trash to the dumpster
  - Mop all hard floors
  - Vacuum all carpeted surfaces and rugs
  - Sanitize all touch surfaces and handles
  - Clean the restrooms

**Program Cleanliness Protocol:**
- Parents/caring adults will check in participants at designated check in areas.
- Participants will have a seat in the pavilion in designated tables with proper distancing.
- Only two participants will be permitted in the building at one time for restroom or water.
- Adults will not be permitted in the building to socialize or wait during classes – only to use the restrooms and the two-person max will be followed.
- During classes, proper distancing will be followed at all times.
- Each participant will have their own equipment – sharing is prohibited.
- Any equipment borrowed will be cleaned and sanitized at the end of each class.
- Any golf balls borrowed will be returned in a separate basket and will be cleaned and sanitized.
• All participants will wash/sanitize hands at the end of each class.
• All coaches and participants will wear masks during programming
• Caring adults will sign out participants and wait in a designated area to pick up children.

Verbal health screening questions for all staff and visitors:
  1. Are you currently experiencing any symptoms of Covid-19; shortness of breath, fever, cough, chills, etc.?
  2. Have you experienced any of these symptoms in the last 24 hours?
  3. To your knowledge, have you come in contact with anyone with COVID-19 in the last three days?
  4. To your knowledge, has anyone in your household come in contact with anyone with COVID-19 in the last three days?
• If “yes” to any of these questions, the individual will not be permitted to visit the facility.