

As of June 26, 2020



**FIRST TEE OF ORANGE COUNTY CHAPTER (FTOC)
SAFETY MEASURES OF REOPENING PROGRAMMING IN RESPONSE TO COVID-19**

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[First Tee Orange County](#)

As the **First Tee of Orange County** prepares to resume programming, the safety of our participants, their families, coaches, and volunteers is our top priority.

From the check-in to the wrap-up, each facet of our programming experience has been analyzed to increase safety and has been adapted to promote the prevention of spreading any illnesses.

Safety begins with being responsible and accountable for one's actions during a First Tee programming activity. In accordance with our discipline outline, dismissive behavior of safety measures may result in dismissal from our program.

FTOC will reference the Operations Playbook that was created by the PGA Tour, PGA, USGA, CMAA, GCSAA, and NGCOA organizations as part of an industry-wide collaboration to lead the responsible return of golf in the time of the COVID-19 pandemic, the game's allied organization have established "Back2Golf," a plan outlining operational guidelines for the golf's 16,000-plus golf facilities which adhere to nationally established protocols and best practices. [*Back2Golf Operations Playbook Version 4.0*](#)

WHAT HAS CHANGED AS WE CONDUCT CLASSES DUE TO THE COVID-19 VIRUS OUTBREAK:

GENERAL CLARIFICATIONS.

- All registrations for classes will continue to occur online at the First Tee of Orange County website. No monies will be exchanged with our coaches during classes.
- Upon arrival at work, coaches and staff must disclose information about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Participants are required to remain at least 6 feet from one another and must refrain from any physical contact with fellow participants, coaches, or volunteers.
- If required, coaches & volunteers will wear face masks for the entirety of assigned program.
- Coaches & volunteers will use hand sanitizer before, after and during class.
- Coaches & volunteers will plan activities that always keep all participants 6 feet apart.
- Classes sizes will be limited 8 participants. (no exceptions)
- Use "tips of the hat" or "waves to replace handshakes.
- Staggered check-in/check-out for classes.
- Participants are required to bring their own water bottle.

- If a parent requires their participant to wear a mask, they must provide the mask for their participant.
- We will no longer be able to accept any snack donations that are not individually wrapped.
- FTOC chapter headquarters at the Dad Miller Golf Course will be cleaned frequently. All staff, volunteers, and visitors will follow social distancing and other policies/procedures as established by local government for health & safety of all parties.

CHECK-IN PROCEDURE:

- Parents will be required to use the restroom at the facility and have their player(s) wash or disinfect hands prior to approaching the check in table.
- Coaches will be awaiting the participants arrival by standing behind a table.
- Families will wait in line with an appropriate physical distance of 6 feet apart
- Participants must remain in safety line until checked in.
- Parents will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- If required, temperature checks will be made with a no-touch thermometer at Check-In.
- There will be hand sanitizer available at check in, throughout the facility, and during classes.
- Once check-in of the participant is completed, all parents/guardians are required to leave the golf course area where classes are being conducted. This will help manage social distancing for the First Tee and overall on the golf course.

AFTER CHECK-IN PROCEDURE:

- After the participant is checked in for the class, they will be assigned a personal station. (example-hula hoop when outside on the ground 6 ft. apart).
- Participants will remain in the hula hoop (see illustration 1 attached).
- Their hula hoop is where their clubs, personal belongings and water bottles will remain throughout the class. **Note:** Participants must bring their own water bottles to each class.
- A sanitized 3- Club-Set (Putter, Short Club & Long Club) will be provided by the chapter to any participant who does not have their own clubs. The participant's parent/guardian will sign out the clubs for the entire class session. **Note:** Clubs **WILL NOT** be shared at any time during class including no coaches will be touching the participants equipment.
- All yardage books (depending on the level of class) will be given to the participant at the beginning of the session and it's their responsibility to bring to and from class. (Recommended they keep in their golf bag)

ACTIVITIES:

- Activity setups are designed to include at least 6 feet between hitting stations (driving range, putting, chipping).
- No more than two students at a time will be collecting their personal golf balls after their turn (chipping, putting).
- After picking up their balls, participants will be asked to use the “exit route” to return to their hitting station to wait for their turn again. (see illustration 2 attached)
- When transitioning from one activity or golf skill to the next, participants will follow exit route and move in a single line with participants 6 feet apart in front and behind.
- Depending on the level of class, if participant moves to golf course play, all distancing will be monitored and must follow the COVID-19 procedures established by the golf course facility.

CROSSING THE STREET (Dad Miller Golf Course):

- For crossing Gilbert Street to use the putting green or to cross to the driving range, the First Tee will continue to follow the same safety process which includes we only cross the street at the marked crosswalk by the traffic light at the corner by the high school. We have a coach/volunteer lead the participants in a single file line across the street when the pedestrian light is on for safe crossing. We also have a coach/volunteer at the end of the line so the eight participants will be between two designated First Tee staff members/volunteers. We also use a hand-held STOP sign when we cross. We encourage our parents/guardians to use the designed cross walk when parking in the Dad Miller golf course parking lots to keep themselves and their families safe when they are checking in and checking out their player.

WRAP-UP/CHECK OUT PROCEDURE:

- The conclusion of each class will be at the group circle in their respective hula hoop.
- Parent’s must check-out each participant before they are dismissed.
- Participants must remain in designated safety check-out area until parent arrival for pick-up.
- Parents are asked to be on time for check out to maintain health and safety procedures prior to the check in process for the next class.

COMMUNICATION:

- Communicate precautionary steps and new program guidelines to staff, volunteers, participants, families and community through various forms of communication. (e.g. social media, email, phone calls, website)
 - Letter from Executive Director reassuring parents of all of the precautionary measures in place
 - First Class Orientation: Parent & Participant Review of Policies & Procedures for Programming
 - COVID-19 information links on the website
- Parents/guardians will sign acknowledgement they have read and accepted the policies/procedures of First Tee programming.

- Signage will be available on new program protocols including the Social Distancing Guidelines established.
- Communication ongoing with program locations (golf courses) to understand needs of both entities of policies /procedures including maintenance of restroom facilities, social distancing markings, and any other policies/procedures impacting First Tee programming in collaboration with the program location (golf course facility).
- Continue to promote the Chapter’s “COVID-19 Etiquette” of respecting our fellow participants and coaches.

COACH & STAFF TRAINING:

- Conduct Coach, staff and volunteer trainings focused on the execution and explanation of the new policies and procedures. This will help them communicate with parents and participants confidently.
- Coaches, staff, and volunteers will sign a First Tee of Orange County acknowledgement that they have successfully completed the training.
- There will be a “mock” class conducted with coaches, staff, and volunteers to prepare for the start of programming.
- Adjustments will be made as necessary to maintain safe and clean programming environments.

ACTION PLAN IF SOMEONE GETS SICK

In preparation for when someone within our program becomes sick from the coronavirus 2019 (COVID-19), we will follow the recommendations from the [Center for Disease Control and Prevention \(CDC\)](#) which strongly recommends implementing several strategies:

- Wendy Cullen, Executive Director is the primary designee and point of contact for communication at the First Tee of Orange County for all things related to COVID-19.
- Advise sick coaches, staff members, volunteers, and participants (families) to stay home until they have met CDC’s [criteria to discontinue home isolation](#).
- Advise sick coaches, staff members, volunteers, and participants (families) to notify chapter official (e.g. chapter COVID-19 point of contact) if they or their families become sick with COVID-19 symptoms or a confirmed or suspected case.
- If sick coaches, staff members, volunteers, and participants with COVID-19 symptoms are at any chapter activity:
 - Immediately separate sick individual(s)
 - Send individual(s) home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others who are sick](#).

- Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised of the following:
 - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
 - Self-monitor for symptoms
- Close off areas used by a sick person, wait at least 24 hours before cleaning and disinfecting, and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - If 24 hours is not feasible, wait as long as possible.
- In accordance with state and local privacy and confidentiality laws and regulations, First Tee of Orange County will notify local health officials, city personnel, First Tee Headquarters, our Board of Directors, coaches, staff members, volunteers, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with [Americans with Disabilities Act \(ADA\)](#) and other applicable laws and regulations.
 - Work with local health officials to develop a reporting system (e.g. letter) to notify health officials and close contacts of cases of COVID-19
 - Advise those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor symptoms, and to follow CDC guidance if symptoms develop.

CONCLUSION

- We acknowledge this plan for FTOC to reopen and conduct programming may change as approvals and decisions are updated/changed according to local authorities and golf course facilities.
- We acknowledge this plan for FTOC is dependent on space available by the golf course where we participate as to number of mats on driving range, size of area for chipping and putting even with no more than 8 participants/class. Days/times of classes to be determined in partnership with each golf facility.
- This plan has been approved by Larry Mastrovich, Board President of the First Tee of Orange County, Chair of the Risk Management/Safety Committee.

Illustration # 1
Warm Up & Wrap Up Area
(6 feet Apart)

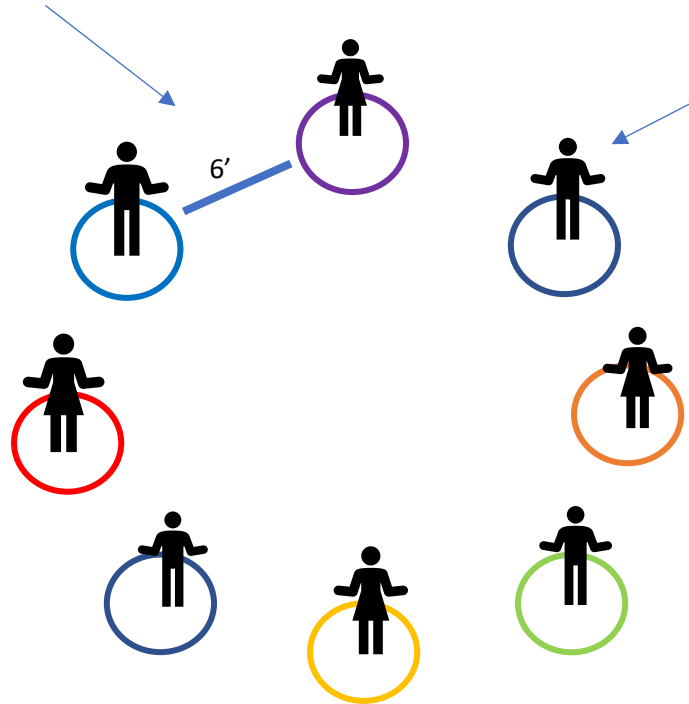


ILLUSTRATION 2 – Practice Area
Example of Flow
(6 ft apart)

