



MGC Protocol for Course Maintenance Area

Workshop, Yard and other Common Maintenance Areas

- Maintenance facility access:
 - No outside visitors are permitted, employees only except for deliveries.
- Where practical, block doors open so handles do not need to be touched.
- Restrict access to certain areas of shop, e.g. only equipment technicians allowed in repair/bay areas.
- Offices
 - Attempt to limit to only 1 employee in an office at a time; if not possible maintain physical distance.
- Washrooms
 - Only 1 employee allowed in washroom at a time;
 - Touch points must be disinfected after use, e.g. sink, toilet, etc.
- Lunchroom
 - During lunch/meal breaks physical distancing must be maintained.
 - The use of the fridge, microwave, and coffee machine should be minimized.
 - After any use, all touch points must be disinfected.
 - All dishes must be immediately cleaned.
 - Each employee must disinfect any surfaces they have come in contact with after each use.
- Locker room
 - Has been closed.
- Maintenance facility cleanliness
 - All door handles, counters, light switches, fuel handles and other high-touch items must be disinfected several times per day depending on the amount of use, with the following minimum:
 - Once staff has left the facility to perform morning maintenance.
 - After lunch.
 - At the end of each shift.
- Bottles of hand sanitizer and disinfectant will be available outside of the main maintenance building. Each employee is to take one bottle of each for use throughout the day.

Equipment and Tool Use / Cleaning / Maintenance

- Vehicles, mowers, equipment (hand or power), tools, etc.:
 - Equipment required for the day will be placed outside, first thing in the morning, for the employee.
 - All vehicles to be single occupancy.
 - Each employee is required to disinfect their own equipment/tools before and after use.
 - During the course of a shift, do not share vehicles, mowers, radios, tools and other hand or power equipment.
 - Equipment will be assigned to avoid sharing between employees.
- Equipment Walk-Around Checklists, Fueling and Cleaning
 - A dedicated staff member will conduct the equipment walk-around checklist, fueling and cleaning either first thing each day or at the end of the day.
 - Fuel usage / hours / mileage will be recorded
 - Disinfect fuel pump handle/nozzle after use.
 - Spray equipment with disinfectant on all touch-point areas including but not limited to the following:
 - steering wheel
 - gear shift
 - key
 - light and other switches
 - seats
 - gas caps/lids