



Covid-19 Workplace Safety Plan

Introduction

The Mississippi Golf Club has the obligation to maintain a safe and healthy environment for our employees, members and guests.

To ensure the safety of everyone at the Mississippi during this COVID-19 pandemic, this employee workplace safety plan has been developed and implemented. Everyone working at the Mississippi is required to comply with it in order to protect not only themselves but their fellow workers, Club members and guests.

This workplace safety plan covers the employees of the Mississippi Golf Club and those of the contracted food services provider for the Club.

Other Reference Documentation

The following documents have been developed and support this safety plan. Both course management and employees must be familiar with them as they pertain to their job responsibilities.

- Cleaning, Sanitizing and Disinfecting Protocol
- MGC Protocol for Course Maintenance Area
- MGC Product Guide for Sanitizers and Disinfectants
- Patio and Clubhouse Services During Covid-19
- MGC Covid-19 Protocol

Restricted Access

An employee or Club member volunteer is not permitted to enter any part of the course if they:

- Are currently **experiencing one or more Covid-19 symptoms** (see Appendix A)
- **Have been told** by a doctor, health care provider or public health unit **to isolate** (stay at home)
- In the last 14 days, have been **identified as a “close contact”** of someone who currently has Covid-19
- In the last 14 days, have **travelled outside Canada or live with someone who has**
- In the last 14 days, have **received a COVID Alert exposure notification**
- **Are living with someone** currently experiencing any new symptoms of Covid-19 and/or waiting for test results

Screening for Illness

Every employee or volunteer must, before their shift, be actively screened for Covid-19. They may use the Ontario Government self-assessment site:

<https://covid-19.ontario.ca/screening/worker/approved>

or answer the attached questions when they arrive at work. See Appendix A.

Any employee or volunteer who does not pass the screening must immediately leave the workplace, go home and self-isolate and contact their health care provider or Telehealth Ontario (1-866-797-0000) for further instructions.

Contractors and Suppliers to the Workplace

Anyone who “visits” the workplace, like contractors and suppliers must be actively screened for Covid-19. They may use the Ontario Government self-assessment site:

<https://covid-19.ontario.ca/screening/worker/approved>

or answer the attached questions when they arrive at work. See Appendix A.

Any one who does not pass the screening will not be permitted to enter any part of the course and must immediately leave.

Employees with Covid-19 Symptoms at Home

An employee, **at home, who is feeling sick with Covid-19 symptoms**, must remain at home and contact their health care provider or Telehealth Ontario (1-866-797-0000) for further instructions about testing and self-isolating.

Employees with Covid-19 Symptoms at Work

An employee **at work showing even mild symptoms** of Covid-19 must inform their manager/supervisor and will be sent home immediately, removed from the work schedule and must contact their health care provider or Telehealth Ontario (1-866-797-0000) for further instructions about testing and self-isolating. If the person is very ill and cannot leave, the manager or supervisor must isolate them and call 911.

- The employee’s work area will immediately be closed off, cleaned and disinfected, including any surfaces that they could have potentially infected/touched.
- The responsible manager/supervisor must contact the local health authority (Almonte 613-256-1203) for guidance.
- The local health authority may require co-workers exposed to the employee to be sent home to self isolate, self-monitor and report any possible Covid-19 symptoms.

Employees with Covid-19 Symptoms Who Test Positive

An employee who **tests positive for Covid-19** will not be permitted to return to the workplace until they have completed their self-isolation period as instructed by public health.

Any co-worker who worked closely with an infected employee must be sent home and must self isolate for at least 14 days from their last contact with the infected employee. If they do not develop symptoms they may return to work.

Employees with Covid-19 Symptoms Awaiting Test Results

An employee who **has been tested and is waiting for the results of a Covid-19 test** will not be allowed on any part of the course.

- Other co-workers who may have been exposed will be informed and removed from the workplace for at least 14 days or until the diagnosis of Covid-19 is ruled out by local health authority.

Employees Exposed to Covid-19 Outside the Workplace

An employee who is identified, while at work, as a close contact of someone who has Covid-19, will be removed from the workplace and must self-isolate for at least 14 days or as otherwise directed by the local health authority.

- Their work area will immediately be closed off, cleaned and disinfected including any surfaces that they could have potentially infected/touched.
- Depending on direction from the local public health authority, co-workers who may have come into close contact with the employee may also be required to be removed from the workplace.

Employees Living with Someone with Covid-19 Symptoms

An employee living with someone currently experiencing any new symptoms of Covid-19 and/or waiting for test results must stay home and self-isolate until the individual with symptoms receives a negative Covid-19 test result or an alternative diagnosis by a health care professional.

Managers' and Supervisors' Responsibilities

- Ensure every employee has read this document and signs that they have read it and fully understand it.
- Ensure that every employee and any Club volunteer, before their shift, is actively screened for Covid-19 either using the Ontario Government self-assessment site:

<https://covid-19.ontario.ca/screening/worker/approved>

or by answering the attached Required Screening Questions when they arrive at work. See Appendix A.

- Ensure that anyone who “visits” the workplace, like contractors and suppliers is actively screened for Covid-19. They may use the Ontario Government self-assessment site:

<https://covid-19.ontario.ca/screening/worker/approved>

or answer the attached questions when they arrive at the course. See Appendix A.

- Perform a temperature check on any employee who suspects they may have a fever.
- The responsible supervisor or manager will monitor their team members at least once a day to assess any warning signs as to the status of their health and to touch base on how they are feeling with regard to their personal safety throughout the workday.
- Must let employees know if they have been or may have been exposed to Covid-19 in the workplace.
- If a manager/supervisor has to isolate an employee awaiting medical assistance, consider keeping them outside well away from other workers or golfers. If weather does not permit, consider the maintenance quonset hut with the doors open or the bag storage area with the doors open. Also consider using the lower level of the clubhouse and in particular the ladies' lounge is the employee needs to lie down. Utilize the side entrance (opposite the 18th green) to access the clubhouse.
 - The manager/supervisor must wear PPE, i.e. gloves, mask and face shield.
- To support contact tracing, if required by public health, use available systems to provide necessary information on workers' contacts.
 - For Greens staff use work schedules and time sheets.
 - For Pro Shop and Bar staff use time sheets.
 - For Food Services staff use work schedules and time sheets.
- Managers and supervisors must maintain up-to-date contact information for all employees.
- Must ensure employees are trained on the use of any new cleaning or disinfectant products.
- Upon request, provide an employee a copy of this plan.

Employee Responsibilities

Employees without symptoms of Covid-19 are free to work if they adhere to the following protocol:

- If unsure whether you have a fever ask your supervisor/manager to perform a temperature check.
- Wash your hands with soap and water for at least 20 seconds before and frequently during your shift. After washing your hands use disinfectant spray on sink taps and surface. If soap and water are not available, use an alcohol-based hand sanitizer.
- Practice physical distancing by keeping a minimum distance of at least 2 meters (6 feet) from fellow employees and others (e.g. golfers, suppliers). Do not shake hands with co-workers or others. Follow physical distancing during your shift, breaks and staff meetings.
- Inform your manager or supervisor immediately if, during your shift you experience symptoms such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains.
- Avoid touching your eyes, nose or mouth with unwashed hands or when wearing gloves.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands, or sneeze/cough into your elbow.
- Clean and disinfect frequently touched objects, workstations and equipment.
- Stay informed as information is changing frequently.
- Wear personal protective equipment (PPE) when provided or required by work function.
- Wear a mask whenever it is not possible to maintain a minimum distance of at least 2 meters (6 feet) from fellow employees and others.

General Procedures

- Personal Protective Equipment (PPE) will be provided based on the risk of the operational task.
- Masks are provided to all employees.
- Shifts and breaks will be staggered.
- In-person staff meetings and training sessions will be minimized but if necessary will be done ensuring physical distancing. If hands-on-training is necessary, staff members must prep themselves by washing their hands and putting on PPE.
- The timecard and punch clock will not be used. Staff will communicate hours electronically.
- Minimize the use of lockers; all non-essential items must be removed and disinfected after each use.
- Only one person is allowed in the locker/change room at a time.
- 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.

Posting and Access to the Covid-19 Workplace Safety Plan and Supporting Documentation

- A hard copy of this Workplace Safety Plan will be posted in the clubhouse, clubhouse bar area, Pro Shop, bag room and the maintenance area.
- Hard copies of the supporting documents are available in the Pro Shop and maintenance office.
- Upon request, an employee will be provided with a hard copy or electronic copy of the Workplace Safety Plan or supporting documents.
- The Workplace Safety Plan and supporting documents are posted on the Club's website.

Plan Developed by: Don McLeay, Greens Director

First Issued: As the Employee Covid-19 Policy, dated May 11, 2020

Re-issued: As the Mississippi Golf Club Covid-19 Workplace Safety Plan, dated April 2, 2021 (V3)

Appendix A – Required Screening Questions

1. Are you currently experiencing one or more of the symptoms below that are new or worsening?
Symptoms should not be chronic or related to other known causes or conditions.

For individuals who are 18 years of age and older:

Do you have one or more of the following symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking cough (croup)	Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have
Shortness of breath	Not related to asthma or other known causes or conditions you already have
Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
Difficulty swallowing	Painful swallowing not related to other known causes or conditions you already have
Decrease or Loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Pink eye	Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Digestive issues Like nausea/vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)

	have)
Falling down often	For older people

For individuals who are under 18 years of age:

Do you have one or more of the following symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking cough (croup)	Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
Shortness of breath	Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
Decrease or Loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Sore throat or difficulty swallowing	Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Nausea, vomiting and/or diarrhea	Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
Extreme tiredness or muscle aches	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

☐ Yes

☐ No

3. In the Last 14 days, have you been identified as a "close contact" of someone who currently has COVID-19?

☐ Yes

☐ No

4. In the Last 14 days, have you received a COVID Alert exposure notification on your cell phone?
If you already went for a test and got a negative result, select "No."

☐ Yes

☐ No

5. In the Last 14 days, have you or anyone you Live with travelled outside of Canada? If you or anyone you live with are exempted from federal quarantine as per Group Exemptions. Quarantine Requirements under the Quarantine Act, select "No".

☐ Yes

☐ No

6. Is anyone you Live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

☐ Yes

☐ No