**Bigwin Island Maintenance Department COVID-19 Policies and Procedures**

Bigwin island maintenance has been deemed an essential service for the protection of property and assets.

Below is a list of safe work practices that must be carried out while on duty.

1. No one will be permitted inside the maintenance building except for The Superintendent, Equipment Manager and Assistant Superintendent. Washrooms if needed for outside personnel will be available in the dorm with 1 person allowed in a at time. Please use disinfectant spay both entering and leaving.
2. No outside personal including members should “stop by” the shop, the shop and area around is limited to key staff at this time. If you need something, please call us.
3. Social distancing is the key recommendation to reducing the risk of transmission to another person. The recommendation for our operation is to keep a distance of at least 10 ft. from another person. Employees that do not follow these guidelines will be asked to leave
4. Maintenance utility vehicles will be assigned to each individual person to be operated and used only by the assigned employee. Vehicles such as mowers that must be shared should be sprayed with disinfectant both before and after use. Vehicles will be left outside by staff, only authorized personal will get vehicles from inside the shop. If something you need is inside, please call Kevin or Carol.
5. Employees will work primarily on your own with a distance of at least 10 ft. from other employees. Tasks that require more than one person to complete, will be left to complete when these guidelines are no longer needed.
6. Each employee is encouraged to bring what they need to eat or drink throughout the day and keep it with them.
7. There will be no access to the lunchroom in the maintenance facility for the fridge, freezer, microwaves, dishes, cupboards or coffee machine.
8. Taking your break will be done on your maintenance vehicle or outdoors following all social distancing guidelines.
9. We are implementing a maximum of 3 people at a time in the maintenance building, ideally only 1 person at a time.
10. We will be primarily working during good weather, when inclement weather is forecast, we will avoid working during these periods. Some shifts may shift to later in the day or weekends to avoid being caught in inclement weather conditions.
11. Designated maintenance boats will be solely for the for the Equipment Manager, Superintendent and Assistant Superintend to do essential tasks for the golf course.
12. When using Bigwin island Transportation you must follow all guidelines set fourth by that department.
13. When parking any vehicle or pulling it out in the morning be mindful of the social distancing requirements.
14. No work will be done on equipment that does not belong to Bigwin Island Golf Club unless deemed essential for the health and safety staff or members.
15. Only one rider per vehicle unless you already live together. No giving rides to anyone.
16. Social distancing applies the whole time you are at work, please stay at least 6 feet away from all other people, the only exception is for family who already live together.
17. If contact is needed with any member of staff, please do so via phone not in person. Kevin: 705-788-6500 Carol:705-394-8711. No one is to “stop by” the shop at anytime. Approaching staff on the course is strongly discouraged.
18. Soap, water and paper towels will be provided for hand washing throughout the day for management in the shop and for anyone else in the dorm washrooms.
19. Disinfectant cleaning products will be available for anyone to use for all hard services. Spray bottles will be available by each door of the shop and each door of the dorm. We currently have 2 hand sanitizer stations available one outside the dorm another outside the shop(we will add more as products become available.
20. All frequently touched surfaces will be disinfected throughout the day as they are used.

These are the guidelines as of recommendations on May 1st, 2020, additional guidelines will likely be added as they identify themselves within our operation. Please stay safe and respectful of each other.