



## **Return to Golf Volunteer Resource Guide**

### **Welcome Statement**

The PGA TOUR's return to competition will require a safe and responsible environment for players, caddies, volunteers, staff and all those involved in conducting a PGA TOUR tournament. This document outlines our recommendations and guiding principles to promote the well-being of everyone on-site.

"The health and safety of all associated with the PGA TOUR and our global community continues to be our No. 1 priority, and our hope is to play a role – responsibly – in the world's return to enjoying the things we love." - PGA TOUR Commissioner Jay Monahan

### **Return to Golf – Guiding Principles**

#### **Safety**

The PGA TOUR will only operate an event when it is deemed safe and responsible to do so by local and state government agencies in the communities in which we play. We will work closely with local health authorities and follow the guidance of the Center for Disease Control and Prevention (CDC) as well as our medical advisory team, and state and local health officials on how to operate as safely as possible.

While we believe we have created an extremely comprehensive health and safety plan, we will not play if we do not feel we can provide a safe and healthy environment for all constituents involved.

#### **Social Distancing**

It is important that EVERYONE practices social distancing in order to help maintain a safe environment.

#### **Screening and Testing**

A comprehensive plan has been developed which includes a mandatory health questionnaire and thermal/temperature readings for EVERYONE on-site each day, as well as COVID-19 testing for players, caddies and personnel working in specific areas.

In implementing our testing plan, we will not do so in a manner that takes away from testing and medical resources in the communities in which we play or for affected groups in those communities.

#### **Sanitizing**

Tournaments will implement enhanced cleaning, sanitizing and disinfecting practices in all areas of tournament operations, and vendors will be required to provide their health and safety protocols for complete transparency. To promote a Safety-First mindset, it is also our responsibility to educate ourselves and others on the proper use of both sanitizing and disinfecting wipes.

#### **Steadfast Participation**

What you do and how you act matters. Lead by example and do your part to keep yourself and others working in the safest environment possible.



## Return to Golf Volunteer Resource Guide

### Top 10 Volunteer Safety Guidelines

To help ensure a culture of safety among our tournaments, it is the responsibility of our tournaments to make sure that proper safety information has been administered for volunteers on each committee. Regardless of committee assignment, ALL registered volunteers are expected to abide by the following safety guidelines in order to prevent injury to themselves or others. Some volunteer committees may require additional safety measures. Volunteers should notify their Committee Chairperson if they are unable to complete volunteer duties due to a physical or health condition.

1. Wear comfortable, close-toed, and slip-resistant shoes
2. Wear sunscreen, hat and other protective clothing
3. Maintain adequate hydration
4. Follow all PGA TOUR Golf Cart, Utility Vehicle, and Vehicle Safety Guidelines
5. Practice proper ergonomics
6. Report unsafe conditions to Tournament Staff and Committee Chair
7. Maintain a clean and orderly environment free of trip hazards
8. Be vigilant to surroundings to prevent being struck by a golf ball or equipment
9. Use proper tools and protective equipment to perform tasks
10. Take breaks and rest when needed

### Volunteer Safety Pledge and Culture

- I am knowledgeable of safety policies and procedures in my role
- I take a proactive approach to safety and know who to contact.

The safety culture for volunteers is founded on the following expectations:

**SEE Something** (Be aware of your surroundings)

- o Pay attention to behavior that can cause injuries
- o Identify unsafe conditions and damage to property
- o Notice suspicious activities or persons



**SAY Something** (Know who to contact)

- o Report injuries to first aid
- o Report unsafe conditions and damage to property to Tournament Staff
- o Report suspicious activities to Security

**DO Something** (Be proactive - Take action as necessary)

- o Ensure unsafe conditions will not harm others
- o Follow safety guidelines for your assigned committee



## Return to Golf Volunteer Resource Guide

### How We Operate

With volunteer safety top of mind, many areas of our volunteer operations are being modified to promote a safe and healthy environment for everyone on-site.

Our focus in the following areas are:

- Ensure Social Distancing is practiced everywhere possible.
- Limit the number of Volunteer/Committees on-site to only those essential for operation.
- Modify our Volunteers roles keeping their safety our number one priority Standard.
- Educate volunteers on how to properly wear masks/face coverings, properly clean/disinfect/sanitize, maintain adequate social distancing and properly wash/sanitize hands safely and effectively.
- Minimize touchpoints wherever possible. There will be no player autographs/handshakes.

### Screening & Acknowledgment

- Volunteers will be provided notice regarding COVID-19 \***Appendix A**
- All volunteers will receive a daily health questionnaire and required thermal scan/daily temperature reading.
- Select volunteer committees will be tested.

### General Cleaning & Disinfecting

**All should be expected to exhibit enhanced cleaning and operating standards as recommended by the CDC:**

**Cleaning:** the removal of foreign material (e.g., soil and organic material) from objects and is normally accomplished using water with detergents or enzymatic products.

**Disinfecting:** a process that eliminates many or all pathogenic microorganisms, except bacterial spores, on inanimate objects and must be registered with EPA or cleared by FDA. Dwell time (or contact time) is the amount of time the surface must remain visibly wet in order to kill pathogenic microorganisms before the disinfectant is wiped off. The surface needs to be left undisturbed. A common problem is that most products require dwell times of up to 10 minutes.

**The PGA TOUR will be providing the following:**

**Sanitizing Wipes** – Individual packs and canisters of antiseptic sanitizing wipes for use in recommended areas. These wipes are primarily for use on hands.

**Disinfecting Wipes** – Rolls and dispensers will be provided for required areas that need to be disinfected throughout the day. Please wash your hands after use. These wipes are primarily for hard surfaces.



## Return to Golf Volunteer Resource Guide

### Hand Washing

#### Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during, but not limited to, these key times when you are likely to get and spread germs:

- **Before** putting on a mask or face covering and **after** removing a mask or face covering
- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick or injured
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage

*\*Information provided by CDC*

#### ***\*Appendix B Safety Resources***

### Hand Sanitizer

#### Use Hand Sanitizer When You Can't Use Soap and Water

CDC recommends washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

#### How to use hand sanitizer

- Apply the solution to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the solution over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



## Return to Golf Volunteer Resource Guide

### Safety Tips for Volunteers

- Follow the Top 10 Safety Guidelines and Return to Golf Guiding Principles.
- Practicing “Safer at Home” behaviors during tournament week. Including social distancing whenever possible, avoiding unnecessary trips and unnecessary interactions during tournament and encouraging mask usage whenever social distancing cannot be maintained.
  - The CDC suggests limiting close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.
- Always adhere to all social distance guidelines and while performing volunteer duties
  - Social distancing is maintaining at least 6 feet of distance between myself and others.
  - If social distancing cannot be maintained, a mask may be required.
  - If unsure how to perform your volunteer role while maintaining social distancing, check with your committee chairman.
- There are specific modifications to all volunteer roles to minimize touchpoints and person-to-person interaction. A few examples are below. Please check with your Volunteer Leaders to understand the specifics of your position and how it may be modified from years past.
  - There will be no Marshals stationed on the tee box.
  - Practice facility volunteers will disinfect and bag balls at a separate location for Player pickup. Access will be restricted and there will be no player name signage.
  - Supply distribution should only refill stations on the tee box and other busy areas when they are vacant. Bottles should be wiped down individually before being placed in coolers, all cooler handles should be disinfected frequently.
  - Walking is highly encouraged in place of golf cart use, however if a golf cart is essential to perform the tasks the following guidelines should be followed:
    - Do not share golf carts until it has been properly cleaned and disinfected.
    - If adequate social distancing cannot be maintained with passenger(s) a mask or face covering is required.
- Always have a mask on-hand, either one provided by the tournament or a cloth face covering from home.



## **Return to Golf Volunteer Resource Guide**

- Cloth face coverings should meet CDC guidelines. Because of tournament broadcast coverage, cloth face coverings should not have outward facing branding.
- Volunteers are required to keep a mask or cloth face covering in case it is needed.
- Volunteers should bring a Ziploc bag from home to store mask or face covering in when it is not in use, keeping it clean and dry.
- Utilize hand sanitizer and wipes as needed and understand the difference between cleaning and disinfecting.
- Know the appropriate person to contact in case of safety/security hazards that need to be reported.
- Remain cognizant of any areas that may need my attention, including but not limited to cleaning and safety.
- Using some sort of barrier is always best when grabbing a door handle or other touchpoint. A barrier can be as simple as a paper towel, sanitization wipe, or any item able to keep a barrier between you and the object.
- Be knowledgeable of nearby handwashing stations, hand sanitizer trees and restrooms in my area to direct anyone on-site that may not be familiar.



## **Return to Golf Volunteer Resource Guide**

### ***Appendix A – Specific Notice COVID-19 Volunteers***

The novel coronavirus known as COVID-19 is a great concern for us all. In particular, the Center for Disease Control (CDC) states that based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. More information about who may be at higher risk may be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>. If you have any questions about whether you should participate in the Tournament, please contact an appropriate health care provider.

While the Tournament has undertaken a number of measures to help mitigate the risk transmission of COVID-19 and other contagious illnesses, elimination of risk of exposure and infection to COVID-19 is not currently possible. Therefore, we understand if you cannot or do not wish to participate this year and hope that we can count on your participation in the future should circumstances change. Whether you are able to join us again this year or in the future, we appreciate you being part of the PGA TOUR volunteer family.

Should you choose to participate in the Tournament, you must follow all safety measures implemented by the Tournament with respect to COVID-19. In particular, you may be required to do the following:

- Submit to screening for symptoms of COVID-19, as identified by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> including temperature checks on a regular basis;
- Submit to possible COVID-19 testing to the extent required by the Tournament;
- Maintain social distancing (staying at least 6 feet - about 2 arms' length - from other people) whenever possible;
- Wash hands with soap and water for at least 20 seconds or use hand sanitizer that contains 60% alcohol including the hand sanitizer provided by the Tournament as often as possible;
- Wear personal protective equipment such as facecloths or masks that meet CDC guidelines, such as those that may be provided to you by the Tournament, in such circumstances when directed by the Tournament;
- Use sanitizing and disinfecting wipes provided by the Tournament as directed by the Tournament; and
- Practice "Safer at Home" behaviors when not at tournament during tournament week including social distancing whenever possible, avoiding unnecessary trips and unnecessary interactions, and wearing masks whenever social distancing is not possible.

Further information about the requirements for each Tournament will be provided once volunteer assignments have been made.

We understand circumstances may impact your ability to volunteer as the Tournament approaches. For instance, if you are ill or are subject to self-quarantine or self-isolation based upon CDC guidelines, state or local government recommendations or requirements, or your physician, please let us know as soon as possible. We want to ensure you are taking all appropriate precautions for your own health and welfare as well as the health and welfare of the other participants.

We greatly appreciate your interest in volunteering at the Tournament and know that you share our concern for the safety of all participants at the Tournament. Working together, we are confident we can make this Tournament a success for the local community.



## Return to Golf Volunteer Resource Guide

### Appendix B – Safety Resources



### SAFETY GUIDELINES

 **KEEP SOCIAL DISTANCING OF AT LEAST 6 FEET**

 **THE CDC RECOMMENDS WEARING A MASK WHEN YOU ARE NOT ABLE TO SOCIAL DISTANCE**

 **WASH HANDS FOR 20 SECONDS OR MORE**

 **USE HAND SANITIZER THAT HAS A MINIMUM OF 60% ALCOHOL**

 **COVER ALL COUGHS AND SNEEZES**

 **STAY HOME IF YOU FEEL ILL**

### PROPER HAND WASHING

 **USE SOAP AND RUNNING WATER**

 **RUB HANDS VIGOROUSLY FOR 20 SECONDS**

 **WASH ALL SURFACES INCLUDING: BACK OF HANDS, WRISTS AND BETWEEN FINGERS**

 **RINSE HANDS WELL UNDER RUNNING WATER**

 **DRY HANDS WITH A PAPER TOWEL OR AIR DRY**