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Winter 2021

COVID-19 Operational Plan First Tee Greater Seattle

*Guidelines to ensure the safety & health
of youth, adults, and the community.*



Guiding Principles

Children should only attend programs in their local, geographic area.

The more people interact with others from outside their own household, the closer that interaction, and the longer that interaction, the higher the risk of COVID-19 spread.

Families who are able to keep their children and youth home should continue to do so as much as possible, but the value of positive youth development is significant enough for many to spend some time away from home and in carefully managed learning environments.

Preface

For the sake of this document:

All First Tee representatives on-site and involved in programming are referred to as “**coaches**,” whether they are full-time staff, part-time staff, adult volunteers, interns, or junior coaches.

All player engaged in the learning environment are referred to as “**players**.”

All procedures are based on the most recent guidelines provided by local government and its agencies. This includes, but not limited to: Washington State, King County, and its cities, U.S. Centers for Disease Control, Washington State Department of Health, and the Washington Office of the Superintendent of Public Instruction.

Guidance is subject to change, and based on the applicable jurisdiction(s), so this remains a living document.

Planning & Program Structure

Staffing & Training

Pre-season training provided for all coaches.

Documentation and guidelines are shared with all coaches.

Virtual workshop is held to provide training and preparation, and is recorded for those not able to attend.

In-person trainings are provided for small groups so that coaches can practice all aspects of program management.

Communication throughout the programming season is maintained to respond to questions and provide solutions.

Coaches indicate full understanding of importance and details of virus prevention procedures, and agree to adhere to and execute them.

Coaches should be in good personal health before the season begins, and regular testing is encouraged.

Registration for programs is all online. No paper or in-person registrations are allowed.

Pre-season orientations are conducted online and/or small groups.

Player materials (e.g., yardage book, bag tag, membership card) are made available as a “grab and go” procedure at the end of the first class.

Class times

All class times are one hour (60 minutes), including the higher levels of the program that are typically two, three or four hours in length. *Shorter visit times reduce transmission risk.*

All classes have between 30 and 60 minutes in between, increased from between 0 and 30 minutes. *This ensures that consecutive groups do not overlap, so only one group is present at a time. It is also ample time for coaches to clean, sanitize and disinfect the learning environment and materials as needed, as well as for them to take a break, wash their hands thoroughly, and be prepared for the next class.*

Group characteristics

TARGET level (age 5 & 6) is not available.

Minimum age is 7, and the majority of players are returning from previous seasons. While this limits our ability to introduce new youth to the game and the program, the higher average age and familiarity with the program makes managing behavior more predictable.

Group sizes

Every person counts toward group size, including coaches & players.

Suggested class structures:

- **Scenario 1: groups at 5 or fewer individuals:**
 - **4 players, 1 coach**
- **Scenario 2: groups at 10 or fewer individuals:**
 - **8 players, 2 coaches**
 - 6 players, 3 coaches
- Scenario 3: groups at 50 or fewer individuals:
 - Standard class sizes (12-18)
 - Smaller class sizes (6-10)

Eliminate hard copy materials whenever possible.

Weekly assignments have been made electronic via Google Classroom, so no hard copy assignments will be handed out.

Facilities

Ensure that **adequate space** is available and designated for program use. If space is not reserved and reliable, groups will have more difficulty controlling the safety of their learning environment.

Remove hard-to-clean items from classrooms and learning areas.

Everything that is touched needs to be sanitized, so only have out what you need for the day.

For items not needed on a regular basis, put in cabinets or storage.

Organize materials, supplies and equipment in **secure compartments**, and lock when possible.

Virus Prevention Procedures

Health and safety screening for coaches & players:

Check temperature (over 100.4°F is considered a fever).

Screening questions:

Has medication been used to lower temperature?

Has person recently been exposed to or in close contact with anyone who has confirmed or suspected COVID-19 infection?

Is person awaiting test results from the last 14 days?

Has person had any of the following symptoms in the past 3 days: cough, shortness of breath or difficulty breathing, fever of 100.4°F, sore throat, chills, new loss of taste or smell, muscle or body aches, nausea/vomiting/diarrhea, congestion/runny nose, or unusual fatigue.

If any of the above conditions are true, person cannot participate and must remain inactive until at least 3 days since fever or symptoms were last seen *and* at least 10 days since symptoms first appeared.

Routine Measures:

Hygiene Practices

Hand sanitizer and extra facial coverings are made regularly available.

Coaches will wear facial coverings when in the presence of and in close proximity to others during programming time.

While wearing facial coverings, physical distancing should still be observed.

Facial coverings for players is recommended, but not required.

Adequate handwashing facilities are available on-site.

All coaches and players are encouraged to wash hands thoroughly and frequently.

Hands should be washed with soap and water for at least 20 seconds.

Coaches should wash hands before and after every class.

Coaches and players should avoid touching their eyes, nose and mouth with unwashed hands.

Coughs and sneezes are covered with a tissue, which is then thrown away. If a tissue is not available, one should cover with their clothing, or cough or sneeze into their mask. After coughing or sneezing, hands should be washed or sanitized.

Physical Distancing

Six feet of distance is kept between all individuals, at all times.

Physical contact is avoided at all times, and unless emergency care is necessary.

High-fives and handshakes should be replaced with non-contact alternatives, such as a tip of the hat, wave, or nod.

Utilize outdoor and well-ventilated areas as much as possible.

Where the use of a door is unavoidable, try to leave the door propped in an open position.

Where the use of a door (and room) can be avoided, try to keep door closed and locked.

Program Specifics:

Only disinfected equipment is used, and classes **avoid the sharing** of equipment and materials as much as possible.

Starting with the check-in area, and to include all learning stations, setup allows for and encourages at least **six feet of distance** between players.

Each activity station will typically be **set up for four players:**

Two hitting stations, six feet or more apart, and two safety zones, six feet or more behind each hitting station, OR

Four hitting stations, each six feet or more apart.

Golf instruction should always be given from at least six feet away.

Coaches may use modeling, demonstration, and verbal cues to guide players, but avoid physical contact or close proximity.

Golf balls are not to be shared and touched by multiple players.

Either:

Certain golf balls are designated (e.g., by color) to each player in the group, and are only used by that player, or

Golf balls are shared among the group, but never touched.

All golf balls are soaked in a "bleach bucket" between classes, so that they are fully disinfected before the next use.

Golf clubs shall never be shared by multiple players in the same class.

Golf clubs owned by each player should be their primary club.

If a player does not have the club they need for an activity, they may only borrow from First Tee inventory, and not each other.

Golf clubs in First Tee inventory are disinfected after each use, and only disinfected clubs are made available to borrow.

Golf tees are not to be shared during class. Used tees are either kept by the user or disinfected between classes.

Teeing up golf balls by coaches should be avoided. Players should tee up their own golf balls whenever possible.

Driving range use requires the distribution of golf balls by basket from the machine to trays. Only coaches will distribute golf balls.

If golf cups on the course are not modified for minimal contact, then a “**gimme circle**” should be designated so that putts do not need to be holed.

Maximum **group size** is 10, including coaches and players, but preferred group size is 5.

Group size should never exceed the current guidelines provided by local governmental agencies.

Different groups or individuals shall not be mixed or commingled.

No time is designated for **meals and snacks** during First Tee programming.

If a player chooses or needs to consume snacks during class, they must bring and dispose of those on their own and away from others, but within range of supervision.

Coaches are provided with **one full hour break between classes** to ensure proper pick-up of players, wash their hands, reset and disinfect equipment as necessary, take breaks, and then prepare for next class and ensure proper drop-off of the next group of players.

During breaks, coaches should follow proper distancing and hygiene measures to avoid transmission of the virus.

Parents and Families:

Parents and family members of players **should drop off their children** and either exit the learning environment.

If parents and family members remain on property during class, they must **stay well outside of the learning environment**.

If a parent must be present with their child during programming, due to **special needs** or for medical reasons, then that parent must be designated as a coach and counted toward the group size.

Drop-off & Pick-up:

Youth are **dropped off and picked up curbside**, and parents and families are encouraged to avoid getting out of the car. One coach is assigned to greet families curbside and direct players to their check-in location.

Health screenings are conducted at drop-off, and prior to check-in.

At the end of class, players are directed to the “pick-up” zone, which is curbside and in the same place as “drop-off”.

Check-in process

Upon drop-off, **players are independent of families** and proceed on their own to the check-in table.

Check-in process is brisk and designed for players to pass through quickly on their way to the first learning station.

Check-in table has only the following items to physically interact with: hand sanitizer, masks, and pre-printed nametags for players to peel and stick to their shirt.

Coaches manage the player roster and mark attendance.

Six feet of distance is marked by flags or cones, in the event that a short line forms at the check-in table.

Players should **arrive at or near class start time** and follow instructions from their coaches to the learning area.

Make-up classes are not allowed. Players must only attend the class time they are registered for, to ensure group sizes remain the same.

Equipment use

Avoid sharing of equipment or materials. Any sharing necessitates sanitization between uses.

Players are provided with a golf club of their own at the beginning of the season so that sharing is not necessary.

Keep track of all equipment and materials used on a daily basis, so it can be sanitized after use.

Rotate equipment shared or used during programming, so there is adequate time for equipment to be cleaned and sanitized.

Cleaning and Disinfecting Procedures

Cleaning removes germs, dirt, food, bodily fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.

Sanitizing reduces germs on surfaces to levels that are safe.

Disinfecting kills germs on surfaces of a clean object.

Shared areas and materials should be cleaned, sanitized and disinfected as often as possible. At least once between classes and at the end of each day.

During the cleaning, sanitizing and disinfecting process, players or any **children should not be present.**

Windows and doors should be opened in indoor areas for ventilation.

Bleach solution: 1/3 cup (5 tbsp) bleach per gallon of water.

Coaches should wear **facial covering and gloves** during all sanitization procedures, after which point gloves should be discarded and masks discarded or sanitized.

Disinfecting solution should be left wet on surface for at least 10 minutes.

Coaches should also wear **eye protection** if chemicals are being sprayed.

If masks and eye protection are not available, chemicals should be applied with a rag or towel, rather than being sprayed.

Surfaces (tables, countertops, desks, floors, toilets, sinks):

First, clean with standard soap or detergent and water.

Once cleaned, surface is disinfected with bleach solution.

For porous surfaces (carpets, floors, drapes): vacuum, then clean using a washing machine at the hottest water setting.

Equipment, chairs, office equipment, and any other items:

All items fully sanitized with bleach solution.

Computers wiped down with rubbing alcohol (not Clorox/Lysol).

For porous or cloth/fabric items, use a washing machine at the highest possible setting.

Towels, clothing, linens (and other items that are laundered):

If possible, do not shake laundry, to prevent dispersion of virus.

Launder items at the hottest water setting (within tag instructions).

Clean and disinfect any hampers or laundry baskets as a “surface”.

Troubleshooting

When should someone stay home?

If any of the Health & Screening guidelines above or not met.

If the person is unable to comply with guidelines for any reason.

People who are at a higher risk may choose to stay home, including those: age 60+, with weakened immune systems, who are pregnant, and those with underlying health conditions including cancer, heart disease, lung disease, or diabetes.

What if a coach or player does not pass the screening?

Those who do not pass the screening are not permitted to participate, and must return home. It is recommended to that person or family that they monitor symptoms and see a doctor if serious or infection is suspected.

What if a player passes the health and safety screening, but then shows symptoms during class?

The person should be separated from the group, maintaining at least six feet of space from others and preferably more. They should also be asked to wear a mask if not already wearing one.

If the person is a player, they should be supervised.

If the person is a coach, then another coach should take their place. The coach taking their place should be following all guidelines, including wearing a facial covering and having washed their hands.

When can an individual who exhibited symptoms return to the program?

When at least three full days have passed since recovery (no fever, no use of medication, and improvement in respiratory effects), AND 10 days have passed since symptoms first appeared.

What if a player does not comply with the guidelines?

A "three strike" process will be in place.

- 1) Strike 1: Warning. Revisit the expectations with the player, and obtain their agreement to follow them going forward.*
- 2) Strike 2: Sit out. Ask the player to remove themselves from the learning environment, either still within supervised area of coach or under supervision of another coach or family member. After class, make immediate contact with a parent or guardian in person or by phone. Report the incident to the Program Director.*
- 3) Strike 3: Withdrawal: Follow steps in Strike 2, informing parent or guardian that their season enrollment will be cancelled and fee will be refunded.*

How do we provide first aid or medical care while maintaining proper distancing?

In the event that medical care is required, that is first priority. While the coach should not hesitate to follow First Aid & CPR procedures, including Check, Call & Care, they should first put on a face mask and disposable gloves.

What if there's an emergency, and evacuation procedures require us to gather in a smaller space or larger group?

In the event of emergency, where evacuation is necessary, the immediate physical safety of individuals and the group is first priority. Coaches should ensure that is taken care of, and then try to ensure COVID-19 prevention procedures are followed as possible.

Supplies On-Hand

Disinfectant spray
Spray bottles
Hand sanitizer
Cloth or paper towels
Bleach (and water)
Rubbing alcohol (90%)
Buckets/receptacles
Thermometers

Disposable gloves
Face masks
Eye protection (eye glasses/sunglasses)

Contacts

Public Health Phone Number: (206) 296-4600
King County Health Department: (206) 477-8000
First Tee Greater Seattle Office: (206) 762-2334
Dan Wartelle, Executive Director, First Tee Greater Seattle: (206) 795-0965
Evan Johnsen, Program Director, First Tee Greater Seattle: (425) 503-4851

Resources (COVID-19)

[CDC Guidelines](#)

[OSHA Guidelines](#)

[WA OSPI Guidelines & Resources](#)

[WSDOH Workplace & Employer Resources & Recommendations](#)

[Back2Golf Operations Playbook 2.0 \(PGA of America\)](#)

[Safe Start Washington: A Phased Approach to Recovery](#)

[WSDOH Schools & Child Care Guidance](#)

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