

## PROCEDURES FOR REINTRODUCTION TO THE GAME AND BUSINESS OF GOLF

### HAWAII GOLF PHASE 1 (HGP-1M)

The **Hawaii Golf Phase 1 Guidelines (HGP-1M)** have been approved for Hawaii Golf Courses in the designated county of **OAHU**; for immediate implementation to reduce the spread of COVID-19 and ensure the wellness of everyone.

When in effect the **HGP-1M** procedures shall supersede all current operating guidelines in the designated county, including the most current version of the **BACK2GOLF Hawaii** guidelines.

Procedures for **HGP-1M** on based on the PGA of America National Playbook version 4 “Guidelines Opening up America Again” which was recently revised and approved on **June 10, 2020** from the White House and CDC. The Playbook is a specific three-phase approach to help establish guidelines for Hawaii’s golf industry and has been approved by state and county agencies.

Under the Hawaii Golf Phase 1 (HPG-1M) **groups of 10 or less indoors** and **groups of 10 or less outdoors** as approved by state and/or county leaders.

The procedures below address state and county concerns regarding touch points which all golf course operators and players **must** follow. The Hawaii Golf Phase 1 guidelines (HGP-1M) are intended to have a temporary timeline or until there is a significant reduction in the spread of COVID-19 and the flattening of the curve. These modified guidelines will have additional amendments as needed and issued in collaboration with the PGA of America – Aloha Section, Mayor’s office, Governor’s office and local health agencies.

For the purpose of this document the following definitions are provided for clarity.

- **MUST** – means the item, task or activity is a requirement.
- **SHOULD** – is considered a best practice to be followed during COVID operations.
- **RECOMMENDED** – is a suggestion to be followed but no obligated to do so during COVID operations.
- **MAY** – means the action or activity is permissible with proper PPE and CDC social distancing practices.
- **PPE** – refers to Personal Protective Equipment.

### HAWAII GOLF PHASE 1 MODIFIED GUIDLINES (HGP-1M) BY OPERATING AREA

#### GOLF COURSE PROCEDURES

- Tee times **must** be limited to 10-minute intervals during HGP-1M.
- Social distancing of at least 6-feet **must** always be maintained during the round.
- It is **recommended** golfers should walk during HGP-1M with the exception of ADA requirements.
- If golf carts are allowed by the facility (and are available), **one golf cart will be issued per person**. Two riders per cart is allowed for immediate family or from the same household or living unit affiliation. If the cart is shared with immediate family all golfers **must** handle their own equipment and **must wear face mask in the cart and anytime they are within 6-feet of other players**.
- Non-playing riders are permissible during HGP-1M, so long as they are offering assistance or CARE to the player they are accompanying.
- For private courses guest play **should** be determined by a regular Health Risk Assessment of the facility and availability of tee time.
- It is **recommended** facilities modify operational needs while HGP-1M guidelines are in effect.
- Other than maintenance staff or golf course control staff, only golfers should be on the golf course.
- Normal golf groups are permitted during HGP-1M. This would include up to six (6) players in a group.
- Play may be operated as a double tee start while maintaining a controlled common area for safe distancing.
- A member of the golf staff **should** be on the tee or within the controlled space to monitor the start of play. The designated staff person **must** wear a mask and disposable gloves and maintain a social distance of at least six feet or more from the next person and no body contact. The staff person shall continue to remind the golfer(s) of the safety practices during the round and the procedures to follow after the round is completed.

- There shall be no loitering in parking lots after the round. After the round all players should proceed home unless they are dining inside the clubhouse.
- It is recommended players at high risk **should** not be playing during HGP-1M. A complete list of criteria of individuals at high-risk for severe illness from COVID-19 can be found on this [CDC website link](#).
- The flagstick **must** not be removed from the hole for any reason by a golfer
- Hole liners on the putting greens **should** be modified using approved industry products to assist players from removing their ball.
- On the practice putting green hole liners should be modified using approved industry products to assist players removing their ball and hole markers (Flags) **must** be removed from the practice green.
- All rakes **must** be removed, and golf ball washers **should** be covered or taken down from use.
- If the sand in a bunker is disturbed and affects the lie of a golf ball, golfers *may* pick up their golf ball and smooth the sand with their foot or hand. The golf ball **should** be replaced as near as possible to the original lie, in the bunker without penalty.
- All operating guidelines for snack bars or beverage carts **must** comply with county and state food safety regulations. Food service staff **must** wear a mask and disposable gloves and maintain the safe distance and with no bodily contact with the customer.
- Restrooms on the golf course shall remain open for single occupancy. Staff **should** clean and sanitize every two hours while open and sanitize prior to opening and closing daily. A chore sheet in the restroom to show the times of the day the restroom was cleaned is **recommended**.

### **GOLF SHOP AND CLUBHOUSE OPERATIONS**

- Clubhouse Operations **may** be OPEN for service and all food health and safety guidelines **must** be followed. If Clubhouse operations is closed, food and beverage service **shall** be take-away only. The order **should** be placed, with customer name on the item(s) outside the golf shop or at a designated pick up point. Food and beverage **must not** be consumed on property or in the public operations area. Consumption on the golf course is permissible during the round.
- Mandatory signage throughout facility outlining guidelines and mandatory face masks is **required**.
- Locker room and shoe cleaning **must** be limited access and no more than 50% of room capacity.
- Restrooms may be available for use with regular cleaning and sanitizing procedures in place. A chore sheet in the restroom to show the times of the day the restroom was cleaned is **recommended**.
- Golf Shops should determine a responsible limit on the number of golfers that enter or 50% of the room capacity. All golfers **must** wear a facemask inside the golf shop.
- Retail operation **must** follow all state and county guidelines. Golf Course operators **should** refer to Retail Merchants of Hawaii guidelines and National Retail Merchants best practices.
- It is **recommended** facilities send an email the day before the guest arrives notifying them of their golf reservation, facility guidelines and reminding them of the safety and health best practices and expectations when they play golf.
- Staff member(s) should work in their own ten-foot square space from other staff members and **must** wear a facemask and disposable gloves and shall not make any bodily contact with the customer.
- All surfaces **must** be wiped down regularly with disinfectant throughout the day.
- Tables and chairs **must** be removed to prevent golfers from sitting and congregate.
- All seating areas **should** be removed or cordoned off to eliminate gathering and keep the risk of contamination away.
- It is **recommended** to keep the facility website UPDATED with the most current information and expectations for access and safety guidelines.
- Trash receptacles **may** be on course and at the end of the round. Staff **must** follow CDC Guidelines in handling such items while wearing personal protective equipment.
- When a player is off the golf course, they must follow the facility guidelines on when to wear a face mask. It is best to follow all in-door policies which require masks, unless dining at a table or using the locker room facilities.

## TOURNAMENTS AND COMPETITIONS

- Under HGP-1M guidelines shotgun tournaments are not permissible regardless of gathering size for outdoor events and competition guidelines set forth by the PGA of America – Aloha Section and the Hawaii Golf Alliance.
- *Outdoor* gatherings of up to ten (10) individuals (regardless of household or living unit affiliation) are permitted. *Indoor* residential and non-commercial gatherings of up to ten (10) individuals (regardless of household or living unit affiliation) are permitted.
- Organized Club Play is not permitted during HGP-1M.
- Competitive Stroke and Match play events may take place so long as; individual tee times, group size of less than 10, and no award ceremony. All events must follow the competitions guidelines set forth by the PGA of America – Aloha Section and the Hawaii Golf Alliance.
- PGA junior programs **may** resume for skill-building drills and team-based practice sessions. Group are limited to single Sports Program teams, or maximum of 10 players, whichever is less. When multiple groups are present, Sports Program operators must implement measures to ensure that they maintain good physical distance between each other at all times.
- Competitive play conditions of competition should include but not be limited to; no close contact on and off the field, limited to two programs or teams competing at one time, physical distancing is strictly enforced, proactive screening or health checks is **recommended** prior to each match.

## GOLF CART OPERATION PROCEDURES

- Golf carts, *if allowed* by the facility, **must** be disinfected **AFTER** each round. Steering wheels, seats, arm rests, cup holders, ball washers, sand bottles and bottle holders, package openings and baskets gear directional levers and switches, keys and key tags must be disinfected prior to any use.
- Hand carts/trolleys, *if allowed* by the facility, **must** be sanitized with disinfectant and **AFTER** each round.
- Scorecards, pencils, tees, towels and sand bottles **may** be placed or attached on golf carts **or** available on request. Staff **must** wear gloves when handling these items; to players, placing them on carts or prepackaging them before use. All unused scorecards, pencils and tees **must** be discarded from the cart after the round. Sand bottles and towels **must** be sanitized after round and before use by another player. As a reminder, during COVID operations, these items **must** not be available for self-service by player.
- If a golf cart has a cooler or ball washer directly attached, player(s) may use these items during their round. Immediately after the round, staff **must** drain the water from the ball washer and empty the cooler. Both items **must** be sanitized before use by another player.
- On course water **should** be available with regular sanitization procedures.
- Records **should** be maintained regarding the disinfection, sanitizing and proper cleaning of each golf cart. It is **recommended** a sticker be placed, in a visible location, with the date and time the golf cart has been sanitized and disinfected or identifiable by colored tape on front support pillar of the roof.
- A disinfectant station **must** be designated inside the golf cart storage area.
- Should a staff member use a golf cart for a work-related purpose the one person per cart rules will apply.

## OUTSIDE SERVICES STAFF PROCEDURES

- Bag drop stations or locations on site **may** be open.
- All outside service staff **must** wear disposable gloves and safe facial masks or coverings.
- Staff members shall refrain from shaking hands, or any bodily contact, with golfers and visitors.
- Outside services staff **may** assist with handling of golf bags and player equipment, so long as CDC guidelines are followed and **must** wear personal protective equipment. Gloves **must** be worn while handling equipment and **should** be sanitized or replaced after contact. It is still **recommended** golfers place their own golf bags on their golf cart.
- Staff **must** not provide transportation to any golfer or visitor.
- Equipment storage **may** be open.
- Cart Storage, Bag Room and common work areas **should** be cleaned and disinfected throughout the day.

## **PRACTICE RANGE**

- Hitting stations on the practice range **must** be arranged to maintain safe social distancing, approximately 6 to 8 apart from the center of each practice stall. Occupancy on the practice range **must** be limited to 50% of normal capacity.
- While on the range a player may remove their face mask, so long as they remain in their own practice stall and keep a minimum of 6 feet from other players practicing. Anytime a player leaves the practice stall, a face mask **must** be worn.
- Players who are waiting for an open practice stall or spectating, regardless of household affiliation, **must** wear a face mask while at the range. Facilities are responsible to post clear signage.
- The putting green and other practice areas **may** be open for extended practice sessions but **must** be limited to 50% capacity.
- Practice balls **should** be thoroughly cleaned with soap, bleach or disinfectant after being picked from the range.
- Instruction on an individual basis and club fitting by appointment only is approved and strict social distancing is **required**. Anytime a player is within 6 feet of another player, face masks **must** be worn.
- Small Group clinics are approved at the practice facility, space available and instruction must follow CDC social distancing guidelines of group of 10 or less.
- All range staff attendants must wear disposable gloves and facemasks.
- Rental clubs and demo equipment will be available and strong sanitization practices must be taken after each use. balls left behind after the player finishes must be picked up by the attendant and washed and disinfected.
- Golfers are responsible for cleaning their own equipment.
- Practice ball containers must be washed, sanitized and disinfected.

[Department of Health Guidelines | Reopening Food Services – 200521 \(PDF\)](#)

[Retail Merchants of Hawaii | Reopening Retail Service](#)

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