

**Mt. Lebanon Recreation Department  
Indoor Golf Instruction at Mt. Lebanon Golf Course  
Return to Play Plan  
COVID-19 Health and Safety Guidelines**

**October 28, 2020**

The Mt. Lebanon Recreation Department will resume the programs listed above under strict guidelines to protect the health and safety of our patrons and staff.

**Advance registration is required-** Advance registration for indoor golf lessons is required at all times in order to control numbers, prevent crowding and to enable distancing. Only one-on-one lessons are permitted and the lessons must be scheduled through the contracted instructors.

**Dates and times-** Lessons may be scheduled through the golf instructors during the normal posted hours of daily operation at the golf course for the Winter season. These hours are Monday through Saturday (Sunday lessons are not permitted) 8:30 a.m. until 5 p.m. No lessons may start after 4 p.m. The golf course manager must be provided with a lesson schedule no later than 48 hours in advance to ensure that the golf course is properly staffed.

**Arrival instructions-** Participants will arrive no earlier than 5 minutes prior to their scheduled lesson and must leave the building at the conclusion of the lesson. Participants should enter and exit the building through the golf shop doors which are located on the second floor of the clubhouse building.

**Younger children-** Golf lessons will only be scheduled for children 11 years of age and older. Parents will be asked to remain in their vehicle while dropping off and picking up their child.

**Mask requirements-** Participants, instructors and staff will be required to wear masks at all times in and around the golf course clubhouse, including while giving or taking a golf lesson.

**Practice Social Distancing.** Physical distancing among participants, instructors and employees will be enforced at all times. Please stay 6 feet apart from others at all times. No handshakes or high fives.

**Shared equipment-** Golf clubs and other equipment must not be shared. Every participant must have their own golf clubs, training aids and personal equipment such as golf gloves, etc.

**No group lessons-** Lessons shall be one-on-one. Group lessons are prohibited.

**Elimination of touch points-** Participants may only enter through the golf shop doors. These doors will be propped open when practical. Tables, chairs, vending machines and the drinking fountain will be closed and marked with caution tape.

**Maintain cleanliness-** We will clean and disinfect high touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC).

**Signage-** Appropriate signage will be in place to direct participants and inform them of the proper procedures, as well as to remind them of distancing, masking and other requirements.

**Protection for Employees-** Employees will be provided access to regular handwashing with soap, hand sanitizer and disinfectant wipes. Masks and gloves will also be provided to employees.

**Restroom-** A single restroom (first floor of the golf course clubhouse building) will be provided for emergency use and will be sanitized regularly. All other restrooms will remain closed.

**Sanitization-** In addition to cleaning and sanitizing the facilities, a hand sanitization station, with hand sanitizer and sanitizing wipes will be provided.

**Non-essential visitors are prohibited-** To help prevent crowding, all non-essential visitors, including spectators, to the golf course clubhouse building are prohibited.

**Water, drinks and snacks-** No food or drinks are permitted to be brought to lessons, with the exception of water. Each participant should bring a spill-proof water bottle (filled at home).

**Departure instructions-** Make sure your mask is in place and leave through the designated golf shop doors immediately at the conclusion of the lesson.

**COVID-19 symptoms and monitoring-** Please note any fever (temperature of 100.4 or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea. Stay at home if you have these symptoms. Notify your instructor immediately if you experience these symptoms during your lesson. Parents will be notified immediately if a child is sick. **Parents must monitor for these symptoms and take their child's temperature each day prior to their lesson. Do not send your child to their lesson with any of these symptoms.**

Instructors will also check their own temperature before each lesson starts and monitor participants' symptoms during lessons.

Instructors will be required to self-report any symptoms should they experience symptoms during the lesson.

**Hand sanitizing-** Instructors and participants will be required to use hand sanitizer, containing at least 60% alcohol, during any breaks and after using the restrooms. Hand sanitizing will be enforced by the instructors.

**In general, protect yourself and others-** Don't come to the golf course if you feel sick or are otherwise at risk. Bring hand sanitizer with you and use it often. Practice good hygiene by covering coughs or sneezes with a sleeve or elbow. Avoid any other activities that increases the risk of saliva, such as chewing gum, spitting, licking your fingers, etc.

**Lesson operations:**

- Adequate time will be scheduled between lessons to allow for cleaning and disinfection and to minimize interaction between participants.
- Participants will be asked to wait in their vehicles until just before their lesson time and go directly back to their vehicles when the lesson is over.
- Failure to follow these rules or directives from instructors is grounds for loss of golf lesson privileges.

**Mt. Lebanon Recreation Department Plan of Action for COVID-19 Related Illnesses**

- Should a program participant, employee, instructor, visitor or volunteer display COVID-19 symptoms during a recreation program, he/she will be immediately removed from the group, masked if not already, and isolated. If the person who is ill is a minor, the parent or guardian will be notified immediately and they will need to pick up their child as soon as possible. Testing for COVID-19 will be recommended for the person who is ill.
- The COVID-19 point person for the recreation Department will contact the Allegheny County Health Department, get their determination about isolation or quarantine needs, and comply with those recommendations.
- The ill person who demonstrates COVID-19 symptoms will be required to have a release from their health provider and the Allegheny County Health Department before they can return to activities.

- Employees or instructors who are uncomfortable or unable to return will be directed to the Human Resources Manager.
- A Municipal communication to the community will occur should a recreation department program participant, employee, instructor, visitor or volunteer be confirmed with COVID-19, and any subsequent adjustments to the Health and Safety Plan would be included in that communication.
- Areas used by the sick person will be closed and not used until they have been cleaned and disinfected (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- Those who have had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop.

**COVID Point of Contact-** Dave Boal is the recreation staff person responsible for responding to COVID-19 concerns. You may contact him at (412) 343-3754 or [dboal@mtlebanon.org](mailto:dboal@mtlebanon.org). If you or someone in your household has been exposed to a probable or confirmed case of COVID-19, please contact him immediately.

**Questions?** If you have any questions, you may call the golf course at (412) 343-3754.

**All rules and policies are subject to change. Failure to follow these instructions will be grounds for revoking program privileges.**