****

**COVID-19 Operational Plan Template**

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: \_\_\_Hillcrest Farm Disc Golf\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Civic Address: \_\_\_17873 Trans Canada Highway, Bonshaw PEI C0A 1C0\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Manager Name:\_\_\_\_Bill Best\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_902 628-7786\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_hillcrestdiscgolf@gmail.com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_commencement: May 2, 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Social Distancing**

|  |  |
| --- | --- |
| Measures used to maintain social distancing | Steps taken to ensure minimal interaction of people. (2 metres separation) |
| Between employees | No employees |
| Owner and family members briefed on the rules |
|  |
|  |
| Between clients | Directional signs on wall to avoid meeting in area behind counter |
| Sign on door to respect social distancing |
| Signs inside clubhouse |
| Sign at entrance to course |
| Between employees and clients | Counter in clubhouse helps keep this distance |
|  |
|  |
|  |

1. **Policy for Exclusion of Employees Requiring Self-Isolation**

We don’t have any employees. Owners and family members have all been briefed on the rules.

1. **Illness/Exclusion Policy**

We don’t have any employees. Owners and family members have all been briefed on the following rules:

* All family members and owner must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
* Any family members and owner developing symptoms of COVID-19 at the disc golf course must immediately perform hand hygiene, report to the owner, avoid contact with others and leave as soon as it is safe to do so. Please call 811 to arrange testing.
* Symptomatic family members and owner will be required to self-isolate until tested for COVID-19 and the results are confirmed.
* If the test results are negative for COVID-19 but the family members and owner remains ill and/or symptomatic, they should remain at home.

*Symptoms of COVID-19 include:*

* cough (new or exacerbated chronic)
* headache
* fever/chills
* sore throat
* marked fatigue
* sneezing
* congestion
* body aches
* runny nose

1. **Enhanced Cleaning and Disinfection of Shared Areas and Surfaces**

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

|  |  |
| --- | --- |
| **Cleaning product** | Mr. Clean |
| **Mixing instructions** | On label (1/2 cup to a bucket) |
| **Disinfecting product** | Disinfectant solution from Walmart  Lysol spray |
| **Mixing instructions** | On label (1/2 cup to a bucket)  Lysol spray – no diluting |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cleaning – Location** | **Frequency** |  | **Disinfecting - Location** | **Frequency** |
| Surfaces – counter, table, chairs, etc | daily |  | Rental bags and discs (see # 6) |  |
| Door handles | daily |  |  |  |
| Bathroom, all surfaces | daily |  |  |  |
| Floors | weekly |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Hand Washing /Sanitizer Stations**

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

* wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
* cough/sneeze into your elbow or tissue and throw away,
* avoid touching your eyes, nose and mouth with your hands,
* use alcohol-based hand sanitizer if soap and water are not readily available.

|  |  |
| --- | --- |
|  |  |
| **Hand Sanitizer Stations** | **Location** |
| **Owner and family members** | Inside clubhouse  Inside bathroom |
| **Public** | Inside clubhouse  Inside bathroom  At every location for bug spray, where an item might be handled more than once |

1. **Special areas**

* Rental bags are available to the general public. Each bag contains three discs
* Lost discs are available to players to return to their owners

|  |  |
| --- | --- |
| **Rental bags** | **Procedure** |
| **Owner and family members** | Gloves worn at all times when touching rental bags  Disinfectant used to clean bags and discs after every use  Note: extra bags have been ordered so that they can be set up on a three day rotation and put in a secure location where they can remain untouched for two full days before going back into circulation |
| **Public** | Signage tells people to put used bags in a separate location for cleaning/sanitizing  Separate area for clean rental bags/discs, away from area for returning used rental bags/discs  Disc bags/discs are on a 3-day rotation; two days off after each use (put in separate area) to properly de-contaminate surfaces as per Canada.ca public health guidelines regarding surfaces. |
|  |  |
| **Lost discs** | **Procedure** |
| **Owner and family members** | Gloves worn at all times when touching lost discs  Minimal contact on these as put in separate area |
| **Public** | Minimal contact on these as put in separate area  Clear signage asking people to only pick up their own, not to touch other discs  Racks to keep discs separated and easily able to be picked up individually without touching other discs  Separate area but close to hand sanitizer station |
|  |  |
| **Bug Spray** | **Procedure** |
| **Owner and family members** | Gloves worn at all times when touching bug spray containers, located every 2nd hole  Hand sanitizer put at same location to ensure proper sanitization occurs. |
| **Public** | Bug spray containers and hand sanitizer available every 2nd hole, to make sure proper sanitation occurs |

**Note:** This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to [envhealth@ihis.org](mailto:envhealth@ihis.org) for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.