



Raspberry Falls Golf & Hunt Club

Infectious Disease (COVID-19)
Preparedness and Response Plan

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Raspberry Falls Golf & Hunt Club has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Willy Lutz	General Manager	Admin	703-599-3104
Steve Cohoon	Reg Superintendent	Maintenance	703-675-8497
Kyle Hoffman	Food & Bev Supvr	Food & Beverage	703-624-2155
Lisa Honshul	Director of HR	RGM LLC	703-447-2531

For the purpose of ensuring compliance with the most recent safety and health requirements, **Willy Lutz, General Manager**, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.

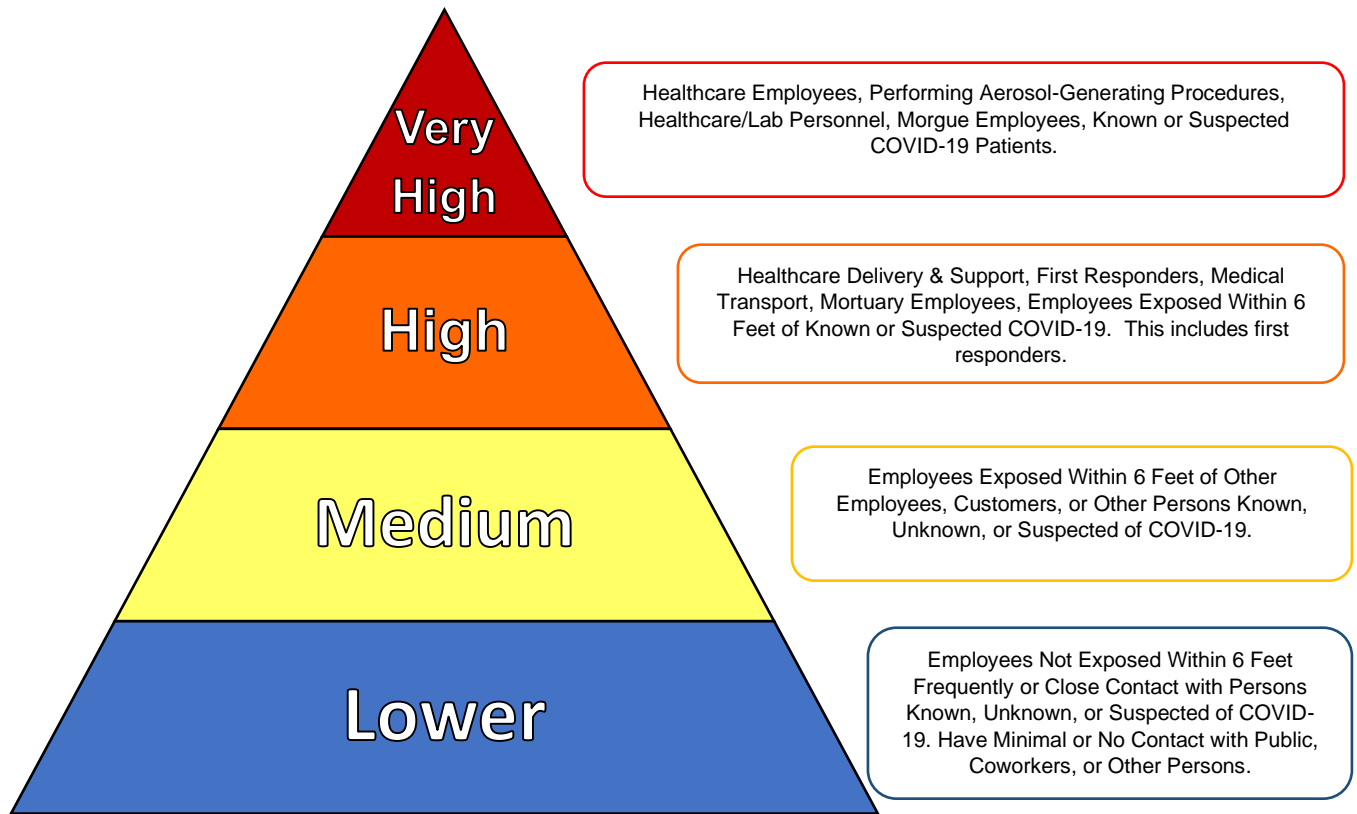
“Very High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

When you have determined the risk level of all your employees and officials, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

Exposure Risks by Job for **Raspberry Falls Golf & Hunt Club**:

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
<i>General Manager</i>	<i>Top executive for facility</i>	<i>Medium</i>	<i>Public contact</i>
<i>Assist Golf Prof</i>	<i>Golf operations</i>	<i>Medium</i>	<i>Pubic contact</i>
<i>Pro Shop Attendant</i>	<i>Retail and customer service</i>	<i>Medium</i>	<i>Public contact</i>
<i>Outside Services Coord</i>	<i>Customer service</i>	<i>Medium</i>	<i>Public contact</i>
<i>Starter/Ranger</i>	<i>Customer service</i>	<i>Medium</i>	<i>Public contact</i>
<i>Cart Attendant</i>	<i>Customer service</i>	<i>Medium</i>	<i>Public contact</i>
<i>Food & Bev Superv</i>	<i>Customer service</i>	<i>Medium</i>	<i>Public contact</i>
<i>Cook</i>	<i>Customer service</i>	<i>Medium</i>	<i>Indoor proximity to staff & customers</i>
<i>Servers – Grille & Bev Cart</i>	<i>Customer service</i>	<i>Medium</i>	<i>Indoor & outdoor proximity to staff & customers</i>
<i>Business Mgmr</i>	<i>Administrative</i>	<i>Lower</i>	<i>Private office</i>
<i>Director of HR</i>	<i>Administrative</i>	<i>Lower</i>	<i>Private office</i>
<i>Marketing/Event Coord</i>	<i>Administrative/sales</i>	<i>Lower</i>	<i>Private office</i>
<i>Reg Superintendent</i>	<i>Golf course agronomy</i>	<i>Lower</i>	<i>Works outside</i>
<i>Superintendent</i>	<i>Golf course agronomy</i>	<i>Lower</i>	<i>Works outside</i>
<i>Mechanic</i>	<i>Equipment maintenance</i>	<i>Lower</i>	<i>Works in shop</i>
<i>Crew Members</i>	<i>Golf course laborers</i>	<i>Lower</i>	<i>Works outside & distanced</i>
<i>Landscape Laborers</i>	<i>Landscaping</i>	<i>Lower</i>	<i>Works outside & distanced</i>

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, **Raspberry Falls Golf & Hunt Club** has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

RGM Policy #6.3 Covid-19: Self-Monitoring for Symptoms, Use of Face Coverings, and Maintaining a 6 Foot Physical Distance

RGM Policy #6.4 Covid-19: Use of Physical Barriers

RGM Policy #6.5 Covid-19: Cleaning and Disinfection of Equipment and High Touch Areas and Recordkeeping

RGM Policy #6.6 Covid-19: Returning to Work and Notification of Positive Case to the VA Dept of Health

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). See attached Cleaning Worksheets addressing cleaning and disinfecting plans for high touch areas of all buildings and facilities.

Following are additional precautions and actions specific to **Raspberry Falls Golf & Hunt Club**:

- Staff meetings are held physically distanced or conducted virtually;
- Face coverings are required when inside buildings and outside if unable to physical distance;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- There is ample signage instructing the general public to wear face coverings, cash registers are distanced 6 feet from cashiers, plastic barriers are in place at all cashier stations, frequent cleaning protocols are in place for all areas of the facility.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

1. *Employee Self-Monitoring*

The following employees should **not** report to work and, upon notification to **Raspberry Falls Golf & Hunt Club**, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

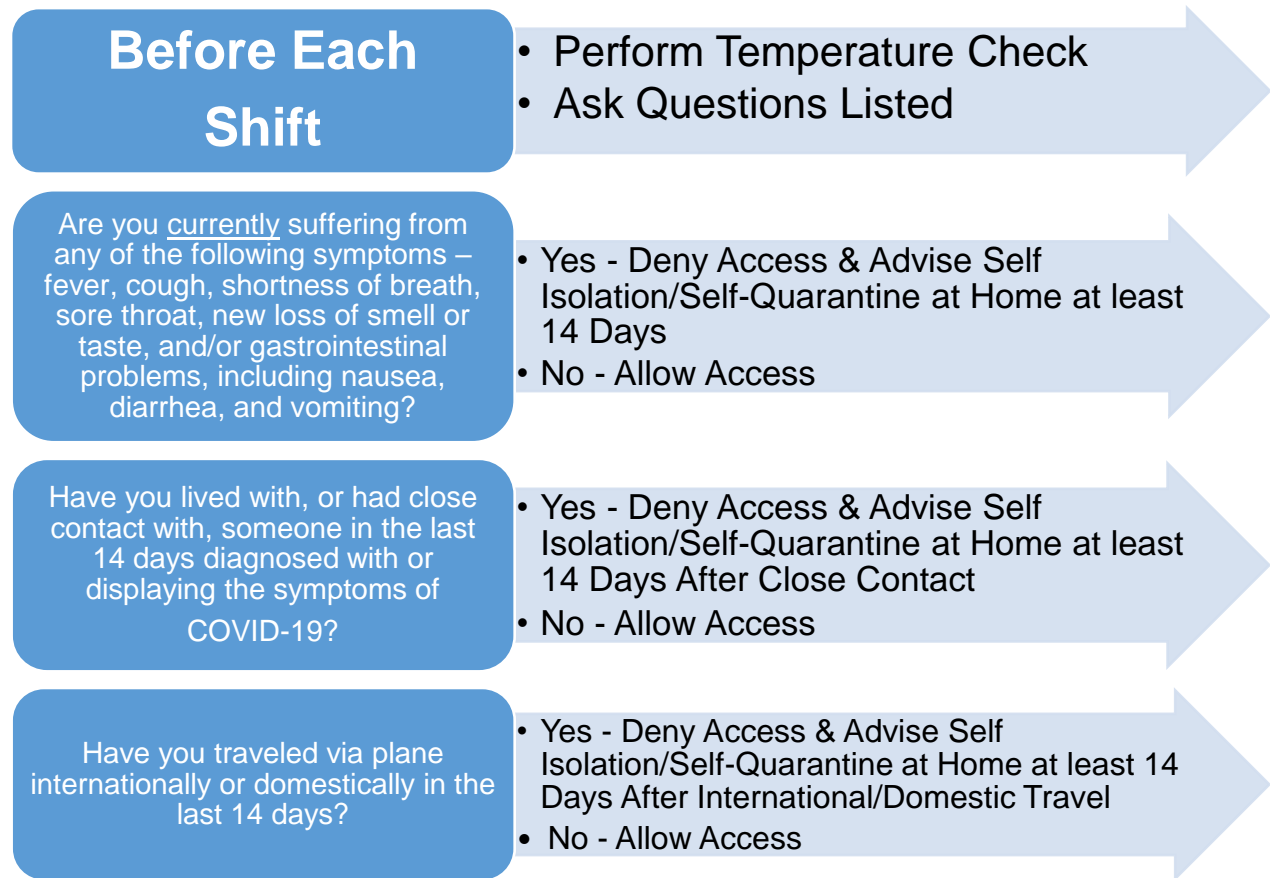
2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Raspberry Falls Golf & Hunt Club** asks employees to self-monitor for symptoms of Covid-19 before reporting to work and directs employees not to come to work if experiencing any of the symptoms. (Ref: RGM Policy #6.3 Covid-19: Self-Monitoring for Symptoms, Use of Face Coverings, and Maintaining a 6 Foot Physical Distance).

Employees are asked to self-monitor using the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting? If yes, please do not report to work, notify your supervisor, seek assistance from your medical provider, and self-isolate/self-quarantine at home, until you are able to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19? If yes, please do not report to work, notify your supervisor, seek assistance from your medical provider, and self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily self-monitoring screening questions is listed below.



Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

3. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, **Raspberry Falls Golf & Hunt Club** may accept written statements from employees confirming all the factors supporting their release.

Actively encourage sick employees to stay home:

- Employees who must stay home to self-isolate/self-quarantine are eligible for paid sick leave in accordance with the Families First Coronavirus Response Act (FFCRA); copies of the FFCRA Employee Paid Leave Rights are posted in English and Spanish in common areas. If employees have questions regarding use of emergency paid sick time, employees should contact Lisa Honshul, Director of Human Resources.
- **Raspberry Falls Golf & Hunt Club** will follow state and federal guidance for return to work guidance. Guidance from the employee's health care provider will also be considered.

VII. Procedures for Minimizing Exposure from Outside of Workplace

Raspberry Falls Golf & Hunt Club's business practices are evaluated to ensure the safety and health of all individuals. As a public place of business, all customers and visitors are reminded with ample signage to wear a face covering and maintain a 6-foot physical distance. Plastic barriers are in place at all cash registers. High touch areas are cleaned frequently during the day. Onsite meetings are held by appointment only with physical distancing, virtual meetings are held where possible, and some administrative positions work telework or partial telework schedules.

- Face coverings and physical distancing practices to be observed
- Tables in the restaurant areas and patios are distanced by 6 feet or more and are within the occupancy appropriate for the current reopening Phase
- In person meetings are to be made by appointments only; some positions telework or semi-telework
- Plastic barriers are used at all cash registers
- High touch areas are cleaned frequently throughout the day

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual exhibiting or complaining of symptoms and entering one of **Raspberry Falls'** facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- All business partners that work within **Raspberry Falls Golf & Hunt Club** facility have been provided this Plan, including Raspberry Golf Academy instructors.
- In accordance with the Governor's emergency orders and current Phase for reopening, **Raspberry Falls Golf & Hunt Club** will limit the occupancy inside the facility, require all visitors to wear face coverings, maintain a 6-foot physical distance, and maintain a daily cleaning schedule (see attached).

- Face coverings may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - Tables and seating areas in the restaurant and patio areas and other areas where individuals might gather/wait are positioned to accommodate a minimum 6-foot distancing.
 - The building occupancy is limited in accordance with the Governor's orders and the Phase of reopening.
 - Face to face contact is minimized.
 - Plastic barriers are in place at all cash registers
- Information to educate individuals on ways to reduce the spread of COVID-19 is posted in common areas along with other employee posters and notification.
- Individuals with symptoms will be asked to leave the workplace.
- Physical barriers between Pro Shop and Food and Beverage cashiers and the public are in place at all cash registers.
- Face coverings may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees of **Raspberry Falls Golf & Hunt Club** will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.

- The company Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

The following table is an example.

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level

Retention of training records must be retained in employee files. These records are located in the Human Resources files. The most recent training records will be maintained.

Industry Specific Guidelines

Industry Specific Guidelines

If your business is in one of the following industries, there may be other regulations to follow and include in your guide. Please see additional content here:

- Construction
- Manufacturing
- Research Laboratories
- Retail – see below
- Office
- Restaurants & Bars – see below
- Outdoor – see below

Retail Store Regulations

Retail stores that are open for in-store sales must:

- a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
- b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines such as allowing customers to wait in their cars for a text message or phone call, enabling social distancing and accommodating seniors or those with disabilities.
- c) Adhere to the following restrictions:
 - Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.

- The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.
- d)** Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
- e)** Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
- f)** Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
- g)** Install physical barriers at checkout or other service points that require interaction including Plexiglas barriers, tape markers, or tables as appropriate.
- h)** Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
- i)** Train employees on:
 - Appropriate cleaning procedures including training for cashiers on cleaning between customer transactions.
 - How to manage symptomatic customers upon entry or in the store.
- j)** Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.
- k)** Limit staffing to the minimum number necessary to operate.

Restaurant & Bar Regulations

- a)** Limit capacity to 50% of normal seating.
- b)** Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).
- c)** Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

- d)** Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- e)** Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- f)** Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- g)** Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
- h)** Post sign(s) instructing customers to wear face coverings until they get to their table.
- i)** Require hosts and servers to wear face coverings in the dining area.
- j)** Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).
- k)** Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).
- l)** Train employees on:
 - Appropriate use of personal protective equipment in conjunction with food safety guidelines.
 - Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
 - How to manage symptomatic customers upon entry or in the restaurant.
- m)** Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
 - Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.
 - Require a doctor’s written release to return to work if an employee has a confirmed case of COVID-19.
- n)** Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

- o)** To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Outdoor:

Businesses or operations whose work is primarily and traditionally performed outdoors must

- a)** Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b)** Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c)** Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d)** Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.