

Raspberry Golf Management

August 2020

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

The Covid-19 pandemic has resulted in the Virginia Department of Labor and Industry to issue Temporary Emergency Standards through VA's OSHA laws and which apply to all Virginia employers.

Raspberry Golf Management has developed this policy in response to the Temporary Emergency Standard. This policy is in effect as long as the Emergency Temporary Standard is in effect.

All cleaning and disinfection solutions used will comply with the EPA List N approved solutions in response to Covid-19.

Pro Shop staff and Outside Services staff are responsible for daily or more frequent cleaning and disinfection of high touch surfaces in the pro shop including keyboards, counter tops, tables tops, hard surfaces, door handles, credit card swipe devices, clear plastic barriers, golf carts, range pickers, and associated tools and other equipment used by multiple staff. A cleaning and disinfection Check List will be established and maintained for each separate room, area, or piece of equipment. The Check List will describe the area or piece of equipment, the type of cleaning or disinfection solution to be used, the frequency of cleaning and disinfection, and a place for the date/time/initials of the employee performing the cleaning. The Check List will be retained by the department head for reference and audit by management and health department officials.

Food and Beverage staff are responsible for daily or more frequent cleaning and disinfection of high touch surfaces and equipment used in the Food & Beverage operation including: keyboards, credit card swipe devices, counter tops, table tops, bar top; door handles to coolers, refrigerators, ovens, microwave, equipment drawers; beer draft pulls, soda gun, bar implements, liquor bottles, and other equipment used by multiple staff. A cleaning and disinfection Check List will be established and maintained for each separate room, area, or piece of equipment. The Check List will describe the area or piece of equipment, the type of cleaning or disinfection solution to be used, the frequency of cleaning and disinfection, and a place for the date/time/initials of the employee performing the cleaning. The Check List will be retained by the department head for reference and audit by management and health department officials.

Maintenance staff are responsible for daily or more frequent cleaning and disinfection of high touch surfaces and equipment used in the Maintenance buildings and equipment used by multiple staff. A cleaning and disinfection Check List will be established and maintained for each separate room, area, or equipment. The Check List will describe the area or equipment, the type of cleaning or disinfection solution to be used, the frequency of cleaning and disinfection, and a place for the date/time/initials of the employee performing the cleaning. The Check List will be retained by the department head for reference and audit by management and health department officials.

Administrative staff with individual offices are responsible for daily or more frequent cleaning and disinfection of high touch surfaces in the office including keyboards, door handles, desk tops, and other equipment. A cleaning and disinfection Check List will be established and maintained for each separate office and will describe the type of cleaning or disinfection solution to be used, the frequency of cleaning and disinfection, and a place for the date/time/initials of the employee performing the cleaning. The Check List will be retained by the office occupant for reference and audit by management and health department officials.