

April 20, 2020

**Allied Golf Associations of New Jersey**

The Honorable Phil Murphy  
Governor  
State of New Jersey  
225 W State Street  
Trenton, NJ 08625

**C/O NJSGA  
3 Golf Drive  
Kenilworth, NJ 07033  
Kevinp@njsga.org**

Dear Governor Murphy,

Thank you for your leadership during this pandemic. We are grateful for your commitment to public safety, and we understand the decisions and actions taken to protect the citizens of our great state.

While golfers of New Jersey are poised to begin the 2020 season, we in the leadership roles appreciate the difficult decisions around this process. Social distancing is natural to the game of golf; however, we understand and acknowledge there are places on the course and around the facilities that need to be actively managed. There is no better environment than a golf course to manage these concerns as employees are already charged with similar duties. They only need guidance, and we have set forth a plan to provide it.

The Allied Golf Associations of New Jersey have been working with clubs and courses to be ready for the time when golf returns. Clubs and courses across the state are prepared to be safe and welcoming to those who seek the physical and mental benefits of the game. Our associations have prepared specific guidelines for the various constituencies of golf. The Golf Course Superintendents Association of New Jersey prepared best practices for the maintenance area and guidelines for the maintenance staff. The operations side of the game was handled by the PGA Sections, Club Managers and Club Owners Associations. Guidelines for the facilities were created by a joint effort of all. The NJSGA will be distributing an infographic for New Jersey golfers, which will be publicized throughout our communication channels on websites, in newsletters, on social media, in New Jersey Golf magazine, and directly to our member golfers via email. The information will focus on the best practices that are outlined in this letter. All have their part in the responsibility to keep the game properly managed and safe.

The Allied Golf Associations of New Jersey and the golf courses around the state are committed to being part of the solution. Many of the proposed guidelines, included in this letter, were established prior to the suspension of play as facilities took extra precautions to ensure a safe environment for their employees and patrons. The facilities are ready to provide a place where physical exercise and mental wellness can flourish. Golf can and will improve mental health and reduce anxiety for many state residents. With the weather turning warm, the need for outdoor recreation and activity is essential, and golf provides a safe haven for it.

With the appropriate clearance and approval from your team of health and safety experts, we, as a unified group, respectfully request that golf be included among those outdoor activities that are allowed, opening golf facilities in strict accordance with the guidelines provided.

Golf aspires to take a helpful role in our state's recovery from this pandemic, providing meaningful benefits to those who play and serve. We recognize and applaud your leadership, and we want the Allied Golf Associations of New Jersey to be a positive resource. We welcome the opportunity to answer questions and provide information. Thank you in advance for your thoughtful consideration of this request.



Maureen Sharples  
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Kevin Purcell  
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# Guidelines for Golf in New Jersey

## Golf Maintenance Best Practices

Superintendents must take every precaution to keep the maintenance staff and golfers safe by following all CDC protocols.

- Flagsticks and holes should be adjusted (raised cup liner, PVC or foam insert, etc.) so that cup and flagstick are not touched, players should be told not to remove or touch the flagstick.
- Minimize touch points: Ball washers, rakes, benches, water coolers, used tee baskets and other commonly handled items on the golf course that can be removed should be removed.
- Remove water stations.
- Players should also be told not to touch permanent structures such as rain shelters or benches that are permanently fixed.
- Stakes marking penalty areas should not be touched.
- Remove on course trash cans, all trash should be carried out by the golfer.
- No water fountains or coolers.
- Golfers should refrain from interacting with the maintenance staff unless there is an emergency.
- All remaining on course touch points must be cleaned and sanitized regularly.

## Golf Maintenance Employees

- **PRACTICE GOOD HYGIENE** - Regularly wash your hands for at least 20 seconds.
- Avoid touching your face.
- Practice social distancing, remain 6 feet away from others.
- Wear a mask or face covering when interacting with fellow employees and customers.
- Wear gloves at all times.
- Stagger working hours and breaks.
- Assign equipment and tools to minimize exposure.
- Clean and sanitize tools, equipment, and workstation after use.
- Employee meetings should be staggered or held in open spaces.
- Lunch breaks should be taken alone, outdoors, or in one's own workstation, vehicle, or car.
- No shared carts or vehicles and no passengers.
- If you feel sick, stay home, and contact your employer to discuss options, and otherwise follow the company's normal policies regarding sick time, PTO, annual leave, or other applicable leave (such as FMLA leave and ADA leave in the United States). In particular, if you are experiencing fever (100.4°F/ 38°C or higher), cough, shortness of breath, or other symptoms indicative of COVID-19, you should notify your employer and stay home until you are free from symptoms for at least 24 hours (without the use of fever-reducing medicines or cough suppressants) or until otherwise cleared to return to work per company procedures.
- If you are not sick but have a sick family member at home who has been diagnosed with COVID-19 or may have been exposed, you should notify your employer, and refrain from reporting to work until speaking with the company for further instructions. In consultation with public health authorities and/or applicable health authority guidance (such as CDC's risk assessment guidance or the WHO's daily situation reports), your employer will discuss your options with you.

# Guidelines for Golf in New Jersey



## Golf Facility Best Practices

- Clubhouses not open, outside portion of course open only
- Restaurant facilities are closed or limited to take-out service only
- Place appropriate signage in the parking lot and outside the pro shop briefly outlining the social distancing guidelines
  - Maintain social distance of at least 6 feet at all times over the entire property including parking and practice areas
  - Social distancing applies not only to fellow players but also to golf course employees
- Communicate sanitization plan for frequently trafficked areas: doorknobs, counters, etc.
- Consider remote check in. If not possible, customers should manually swipe their own credit cards; employees are instructed not to handle any cards. Restrict the gathering place in the golf shop. Consider a line that keeps six feet between the check in counter and the next guest. Put marks on the floor or the pavement showing patrons where they should stand in high traffic areas
- Manage the line so that no more than 4 people are in the indoor registration queue at any given time - always 6 feet apart
- Eliminate the act of physically holding ID's, Access Passes or other forms of identification. Staff can view these without touching them.
- Increase starting time intervals to spread players out for registration and on the course
- Players waiting to play should not congregate, always maintain social distancing
- Starters no longer handling receipts - golfers are read the receipt number for starters to record
- No distribution of scorecards or pencils
- No caddies, no bag handlers, players handle only their own equipment and should not pick up discarded items such as used tees or stray golf balls
- Golf bag must always remain in the golfer's possession. After play, no staff member should handle bag. Recommend keeping in car or at home. It should not be returned to the bag room.
- Increase tee time interval to eliminating clusters at the beginning of play and on subsequent tees.
- Only one group on or around the starting tee. Manage the separation of other groups.
- If carts are allowed: single riders only
- Provide plenty of space in the cart staging area
- Sanitation of golf carts after use. Frequent cleaning/sanitizing of golf car high touch areas (i.e. steering wheels, cup holders, seats). Consider having sanitizer wipes available for golfers in the golf cars.
- All cart attendants should wear disposable protective gloves and facemasks.
- No bottles of water or snacks on the course. Players should bring their own or get them from the halfway house when open
- No shotgun starts
- Close Practice facilities or limit use to a specific number on putting, chipping greens. Maintain proper distance between stall at range.
- All bathrooms wiped down and cleaned every few hours. Hand sanitizers available in every bathroom.

# Guidelines for Golf in New Jersey



## Golf Administration Employees

- **PRACTICE GOOD HYGIENE** - Regularly wash your hands for at least 20 seconds.
- Don't punch in at time clock, keep a written record of punch times.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Posting signage to encourage compliance of CDC regulations such as no hand shaking, frequent hand washing.
- Having staff always wear protective gloves and face masks following the orders in place and as needed.
- Monitoring parking lots by essential employees to ensure congregation and tailgating does not happen.
- Increasing frequency of HVAC filter changing.
- Educating staff on CDC requirements and proper hygiene and sanitation regulations.
- Keeping up to date on all changes that are happening daily and weekly on the informed plan once determined.

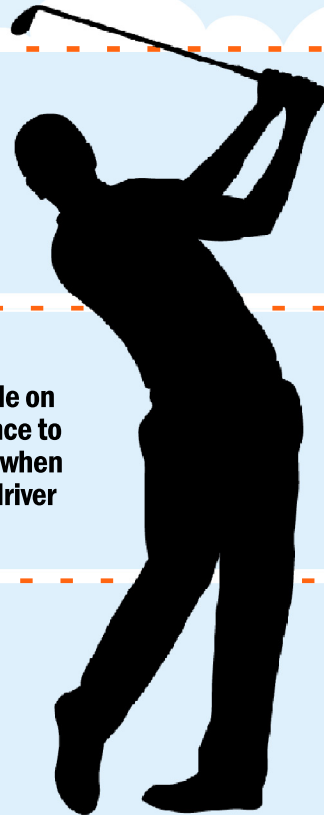
# A GUIDE TO GOLF TODAY

*Be Part of the Solution.*

*Play Safe, Play Well.*



Golf is great for exercise in the great outdoors. It promotes both physical and mental health. When done right it can be enjoyed in a safe environment. PLEASE follow these guidelines and those from the Department of Health and the CDC, so we can all enjoy the game and stay healthy.



## STAY SAFE WASH YOUR HANDS

Washing hands with lots of soap bubbles



## NO CONGREGATION

DO NOT gather in small groups or clusters while on or off the golf course. Maintain strict adherence to social distancing. Be mindful of your position when on the tee and green. Walk an out-stretched driver away from each other.



## NO TOUCH

Minimize touch-points: Ball washers, rakes, benches, water coolers, used tee baskets and other commonly handled items may be removed but if not, don't use them. Do not remove flagstick.



## SICK?

If you do not feel well - STAY HOME!

## PARK & PLAY

Stay at your car until it's your time to pay and play. Handle your own clubs from start to finish. Don't congregate at the clubhouse, pro shop or locker room. Once round is complete, go home.



## YOU'RE TOO CLOSE

If you're standing close enough that it would be considered a gimme....  
YOU'RE TOO CLOSE!



## ENJOY THE GAME, PLAY WELL, BE SAFE

Play well and enjoy the game. Golfers who fail to abide by these guidelines will be asked to leave the facility.

