



EDGEWOOD COUNTRY CLUB COVID-19 ACTION PLAN & PROTOCOLS

The health and well-being of the Membership and staff of Edgewood Country Club is of the utmost importance. We have all the necessary equipment including masks, gloves, and cleaning supplies to continue to do our jobs safely. Our housekeeping staff is cleaning and sanitizing the entire property daily. In addition, the club has engaged the company City Wide of Northern NJ to expand the cleaning services. City Wide is a reputable company with many years of experience and follows CDC guidelines to work with the club to intensely sanitize and clean on a weekly basis (on top of the daily cleaning and sanitization our staff is providing). We will be placing hand sanitizer bottles and stations in more areas throughout the Club.

In an effort to deter the spread of the Novel Coronavirus (COVID-19), the below protocols have been implemented. In addition, the Club's procedures in the event a Edgewood member or employee tests positive for COVID-19 are detailed.

Temperature Checks

Upon arriving to the club our staff has their temperature checked prior to starting their work shift and is recorded in a log. Should an employee present a temperature of 99.9 we ask them to go home and monitor for any other symptoms. They may return once temperature is back to normal and no other symptoms are present.

Mask Requirement

All staff are required to wear a mask when unable to socially distance from members, guests, or colleagues. Mask are required when entering any of our buildings.

RESPONSE TO A CONFIRMED CASE AT EDGEWOOD

In the event a Member or employee tests positive for the virus, the following actions will take place in accordance with the Center for Disease Control and Prevention:

Edgewood will utilize SERVPRO Damage & Restoration to properly clean and sanitize all areas of the Club that may have been exposed to the virus

If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

NON-RESIDENTIAL STAFF: All non-residential ECC employees experiencing flu-like symptoms (coughing, fever, shortness of breath) should remain at home and notify their department head to ensure recommended protocols are followed. If these symptoms persist, the employee should seek immediate medical attention and should self-quarantine for a period of 14 days.

RESIDENTIAL CLUBHOUSE STAFF Residential Clubhouse employees experiencing flu-like symptoms should remain in their room and notify their department head to ensure recommended protocols are followed. If these symptoms persist, the employee will be asked to go to a local medical facility for immediate care. If the employee tests positive for the virus and is instructed to self-quarantine, they will be permitted to do so in their room. A food and beverage plan will be established to ensure employees quarantined on the property receive proper nourishment. Any residential employee that wishes to quarantine at an off-site location will be permitted to do so.

Members experiencing flu-like symptoms (coughing, fever, shortness of breath) should remain at home. If these symptoms persist, the Member should seek immediate medical attention and should self-quarantine for a period of 14 days.

Any Member or employee who intends to travel should check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which he or she will travel.

Members and employees returning from an area with widespread or ongoing community spread (e.g., China, South Korea, Iran, most European countries) should stay home for 14 days from the time the employee left the infected area and practice social distancing. Travelers are advised to check their temperature with a thermometer twice a day and watch for symptoms.

Members and employees traveling within the United States should take appropriate caution and should follow the recommended strategies for prevention as detailed by the CDC (listed below). Any employee intending to travel should notify their department head in advance of their trip to ensure recommended protocols are followed.

CLUBHOUSE PROTOCOLS

- To deter the spread of germs, the Club has implemented the following protocols:
- Additional Hand Sanitizer dispensers have been added in all restrooms and various areas of the Clubhouse
- Communal newspapers and magazines are no longer available in Club buildings Custodial staff are frequently cleaning all Clubhouse surfaces with disinfectants
- All staff will be confined (as much as possible) to their primary area of business moving forward (e.g., Golf staff in the Pro Shop, Grounds staff in the Grounds Administration Building) to limit the possible spread of germs.
- Staff who is not scheduled should not be on property without notifying the general manager

STRATEGIES FOR PREVENTION

The Center for Disease Control and Prevention recommends the following everyday preventive actions to combat the spread of respiratory illnesses:

- Wash your hands with soap and water regularly for at least 20 seconds, especially after being in a public place
- Avoid touching your face, especially after touching common surfaces and being exposed to others (e.g., public transportation)
- When you sneeze or cough, cover your nose and mouth with a tissue
- Stay home if you are not feeling well

In addition, the Club will utilize CDC's recommended strategies:

- Actively encourage sick employees to stay home and establish flexible policies to permit employees to stay home consistent with public health guidance
- The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available)
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Use the cleaning agents that are usually used in these areas and follow the directions on the label

For More information you can also call:

1-800-222-1222 or 1800-962-1253

For more information, visit <https://www.cdc.gov/flu/> or call the CDC Flu Information Line at (800) CDC-INFO.

<https://nj.gov/humanservices/coronavirus.html>