



# KELAB GOLF BINTULU

## STANDARD OPERATING PROCEDURE (SOP)

CORONAVIRUS (COVID-19) SOP FOR REOPENING OF KELAB GOLF

BINTULU ON 1<sup>st</sup> FEBRUARY 2021 (MONDAY)

IN LINE WITH ALL DIRECTIVES ISSUED BY THE NATIONAL SECURITY COUNCIL, MINISTRY OF HEALTH, SOP FROM MGA, LAWS, REGULATIONS, RULES AND SOP THAT ARE APPLICABLE FROM TIME TO TIME FOR CMO/CCMO/RMCO

### 1.0 OBJECTIVE

- 1.1 To ensure zero infection and social distance ready environment within Kelab Golf Bintulu so operations may proceed safely.

### 2.0 DEFINITIONS

The Club	=	Kelab Golf Bintulu
Golfers	=	Members, Guests & Visitors who patronize The Club
CP	=	Club Captain
CM	=	Club Manager
MGA	=	Malaysia Golf Association
MOH	=	Ministry of Health of Malaysia

### 3.0 SCOPE

- 3.1 In view of the enactment of conditional MCO by the Government, Standard Operating Procedure (SOP) on dealing with the Coronavirus (Covid-19) pandemic are to be circulated to all key management personnel offering advice on the post pandemic operations to safeguard the health of the Golfers and the staff.

## **4.0 RESPONSIBILITY**

- 4.1 Key Management Personnel – To communicate the SOP to all Golfers and
- 4.2 CP / CM – To ensure execution, monitoring and effective implementation of this SOP.
- 4.3 All golf rules & regulations set by the Malaysian Golf Association (MGA) and the Ministry of Health of Malaysia (MOH) and all/or other government authority related to the game of golf must be adhered to.

## **5.0 PROCEDURE DETAILS**

### **5.1 Prior To The Game of Golf**

#### **5.1.1 Booking**

- 5.1.1 Prior booking is required by phone.
- 5.1.2 Four (4) players per group are allowed.
- 5.1.3 Jumbo flights (5 or more golfers per flight) are not allowed to avoid crowding.
- 5.1.4 Guests and Reciprocal Members are prohibited to play.
- 5.1.5 The Club will focus on reducing occupancy to avoid crowding on the premises.

#### **5.1.2 Payment**

- 5.1.2.1 Online payment or Sarawak pay is encouraged.  
However, cash payments at the counter is still accepted.

#### **5.1.3 Registration**

- 5.1.3.1 Temperature check and hand sanitizing is compulsory for

each Golfer before entering The Club.

- 5.1.3.2 Golfers with any colds or coughs or any symptoms of COVID-19 are not allowed to play.
- 5.1.3.3 Golfers are required to register 20 minutes before tee time to avoid crowding.
- 5.1.3.4 Registration staff is equipped with face mask/face shields. Hand sanitizer is available at Registration Counter.
- 5.1.3.5 Golfers to bring their own golf bag and put inside the buggy themselves.
- 5.1.3.6 Only one (1) Golfer is allowed to register for their group.
- 5.1.3.7 Only one (1) Golfer is allowed at any one time at the Registration Counter to register.
- 5.1.3.8 One (1) meter social distancing is clearly outlined on the floor at the Registration Counter.
- 5.1.3.9 Interaction will be limited between Golfer and staff.
- 5.1.2.10 Golfers should stay in the car if they arrive early at the Club. (To manage social distancing and crowding).
- 5.1.3.11 Locker, bath towel and bathroom facilities will be closed.
- 5.1.3.12 Sanitizers will be made available in every toilet. Golfers are required to sanitize the toilet seat cover and wipe it dry with toilet paper.
- 5.1.3.13 The Water Dispenser System will be closed.
- 5.1.3.14 All Tables and equipments are to be sanitized and cleaned before and after use.

## **5.2 During The Game of Golf.**

- 5.2.1 Golfers are advised to be ready to play upon arriving at the 1<sup>st</sup> and 10<sup>th</sup> Tee Boxes. No gathering is allowed.
- 5.2.2 Starter cum Marshals are to control the flow of Golfers at the Starter Hut and during tee-off to avoid crowding.
- 5.2.3 **Insist on social distancing (1 meter rule) on teeing grounds, green**

**and throughout the rounds.**

- 5.2.4 **Flag stick should remain in the hole at all times.**
- 5.2.5 Rakes will not be provided.
- 5.2.6 Tee time interval to be increased to **15 minutes.**
- 5.2.7 No divot bucket will be provided.
- 5.2.8 Golfers should only pick their own balls up.
- 5.2.9 Don't shake hands before and after the game.
- 5.2.10 Ball cleaners should not be used. Golfers are required to bring their own towel to clean their own ball.
- 5.2.11 Do not share any equipment, such as golf clubs or rangefinders.
- 5.2.12 The Pro Shop will not rent out golf gears such as clubs, shoes and etc.
- 5.2.13 Trolley
  - 5.2.13.1 Trolleys for walking golfers are to be strictly handled by the golfers themselves.
  - 5.2.13.2 All trolleys and golf sets are not allowed to be stored with the Club's premises subject to Club's procedures.
- 5.2.14 Buggy
  - 5.2.14.1 **One (1) buggy is for one (1) player only. However, twin sharing of buggy is allowed provided that the buggy is equipped with plastic separator.**

### **5.3 After the Game of Golf**

- 5.3.1 Golfers are required to submit their score cards either physically or through whatsapp to 012-8708945 (Salleh).
- 5.3.2 Hand sanitizers will be made available throughout the clubhouse.
- 5.3.3 Separate entry and exit to maximize social distancing.
- 5.3.4 Shoe washing areas are to be sanitized before and after every use.
- 5.3.5 Group gatherings to be avoided at all times before and after play.

### **5.4 Other Outlets**

- 5.4.1 **Driving Range (subject to the rules governing the use of the Driving**

## **Range)**

- 5.4.1.1 Temperature check and hand sanitizing is compulsory for each Golfer before entering the Golf club.
- 5.4.1.2 Golfers with any colds or coughs or any symptoms of COVID-19 are not allowed to play.
- 5.4.1.3 Only one (1) Golfer is allowed at any one time at the Registration Counter to register.
- 5.4.1.4 One (1) meter social distancing markings should be clearly outlined on the floor at the Registration Counter.
- 5.4.1.5 Registration staff should be equipped with face masks/face shields. Hand sanitizer should be available at Registration Counter.
- 5.4.1.6 Online payment or Sarawak Pay is encouraged. However, cash payments at the counter is still accepted.
- 5.4.1.7 Group gatherings to be avoided at all times before and after practice.
- 5.4.1.8 All benches are to be sanitized and cleaned before and after use.
- 5.4.1.9 Usage of one (1) BAY PER Golfer only is compulsory. Each must be sanitized after practice.
- 5.4.1.10 Golf ball distribution is to be strictly handled by the driving range staff only. Staff must wear hand gloves.
- 5.4.1.11 All lessons by Golf Professionals are to be conducted on a one-on-one basis to practice social distancing. Group classes and junior lessons are not allowed.

## **5.4.2 Caddie**

- 5.4.2.1 No caddies to be hired until further notice.

## **5.4.3 Function Room**

- 5.4.3.1 The use of Function hall for dining, meetings, gatherings,

competition and any other functions are not allowed as per the guidelines received from the MOH.

#### **5.4.4 Office and Staff Procedures**

- 5.4.4.1 Temperature check and hand sanitizing is compulsory for each staff before entering the Golf Club. Staff must declare if they are not well.
- 5.4.4.2 Staff with any colds or coughs or any other symptoms of COVID-19 should be advised not to work.
- 5.4.4.3 Hand sanitizers, gloves and face masks are to be provided to staff to use during their daily movement.
- 5.4.4.4 Coordination of minimum staff working at one time is practiced to reduce high number of workers in the office at any one time.
- 5.4.4.5 Gatherings and meetings are to be avoided while online conference meetings should be focused on.
- 5.4.4.6 Staff is to minimize meetings with clients or Golfers.
- 5.4.4.7 Avoid handshakes and the touching of any material that is found not to be sanitized properly.
- 5.4.4.8 No sharing of belonging and any other equipment.
- 5.4.4.9 Staff must sanitize their hands before perform thum print.
- 5.4.4.10 Staff to strictly follow directive, instructions and procedures set by Management.
- 5.4.4.11 Staff must use designated entrance to the office.
- 5.4.4.12 Staff must keep social distance at all time.
- 5.4.4.13 Office, counters and all areas at Club premises must be sanitized at all time.
- 5.4.4.14 Strictly no littering of tissue and used protective gears around the club premises.
- 5.4.4.15 To keep clean and wash hand with soap.
- 5.4.4.16 Staff to report to the Management if they have contact

with Covid-19 patient or if they were infected before.

#### **5.4.5 Golf Course Maintenance Staff**

- 5.4.5.1 Temperature check and hand sanitizing are compulsory for each staff before entering the Golf club. Staff must declare if they are not well.
- 5.4.5.2 Staff with any colds or coughs or any other symptoms of COVID-19 should be advised not to work and must receive immediate medical attention.
- 5.4.5.3 Hand sanitizers, gloves and face masks are to be provided to staff to use during their daily movement.
- 5.4.5.4 Machinery to be sanitized before and after each use.
- 5.4.5.5 Staff are not allowed to have their break in groups.
- 5.4.5.6 Staff must keep social distance at all time.
- 5.4.5.7 Staff must wash their hands with soap before and after use any equipment.
- 5.4.5.8 No sharing of belongings and equipment.

#### **5.4.9 F&B Outlets (Restaurants & Halfway Huts)**

- 5.4.9.1 Temperature check and hand sanitizing are compulsory for each staff before entering the Golf club. Staff must declare if they are not well.
- 5.4.9.2 All F&B Outlets are advised to abide by the recommendations set by the MOH.
- 5.4.9.3 Dine-in customers shall abide by social distancing practices, i.e. only half the seats occupied per table.
- 5.4.9.4 Group meal gatherings are to be avoided.
- 5.4.9.5 Takeaway food and beverages are recommended.
- 5.4.9.6 Staff must sanitize their hands before perform thumb print.
- 5.4.9.7 Strictly no littering around the club Premises and Golf Course.

- 5.4.9.8 Use Mask and Glove to be thrown inside the bin.
  - 5.4.9.9 Staff is to minimize meetings with Golfers.
  - 5.4.9.10 Gatherings and meetings are to be avoided while online conference meetings should be focused on.
- .../end