



COVID-19 Club Rules

11 September 2020

The safety of our staff, all members, their guests and visitors is paramount. We have worked hard to ensure the course, clubhouse and pro-shop are as safe as possible. A full risk assessment has been carried out and the measures in place have been inspected and approved by the East Lothian Environmental Health Department. **The Club requires you to adhere at all times to the rules set out in this document** to help mitigate the potential risk of COVID-19 transmission.

Arrival Time in Car Park

- If you intend to go straight from your car to the first tee, without using the clubhouse or the practice facilities, you must arrive no earlier than 15 minutes before your tee time.
- If you intend to use the clubhouse for food and/or drinks before golf you must arrive no earlier than 45 mins before your tee time, allowing approximately 30 minutes in the clubhouse before play.
- Similarly, if you plan to use the practice/warm-up facilities before golf you must arrive no earlier than 45 mins before your tee time, allowing approximately 30 minutes in the practice area.

Clubhouse Facilities

- Face masks must be worn in the clubhouse at all times **until you are seated at a table** and are awaiting food and/or drinks. In practice that means you must wear a face mask when entering or leaving the clubhouse, or paying a visit to the toilet.
- Clubhouse toilets, both Ladies & Gents, are open from 7.15am each morning and close at 7pm. An increased cleaning regime for these facilities is in place and other changes implemented for your safety.
- Clubhouse lounge areas are open from 8am each morning – food and drink orders from 8am onwards. Last orders for food is 3.30pm and the clubhouse closes at 7pm.
- For safety reasons you cannot use the changing rooms or showers at this time. All members and their guests must continue to change shoes before and after golf in the car park.
- Access to lockers is permitted, but only for dropping off or collecting golf equipment or clothing.

Clubhouse Lounges

- The maximum seated capacity within the clubhouse is now 34, to allow safe social distancing between tables.
- Because of this restricted capacity, please only take seats in the lounges if you intend to order food or drink.
- All tables are set as tables for two, to allow us to maintain the required safe distance. **Tables and chairs must not be moved** from the positions they are set to.
- Two people at a table are permitted to reduce their social distancing to 1m. However, we have tried to maintain a distance of 1.5m.
- Family and household groups must also adhere to the maximum two persons per table.



- Once seated, please stay at your table – do not move unnecessarily around the lounge. If you must move around you are required to wear a face covering.
- Maximum time at a table is 30 minutes.
- Anyone not playing who wishes to use the clubhouse MUST book in advance, and availability will be limited.
- You should be aware that you may have to wait to be seated. Should full capacity be reached, a sign will be placed at the door asking you to wait outside and queue for entry.

Food & Beverage Service

- The menu is more restricted than normal and is displayed on a board in the lounge.
- Service is Table Service only, and the bar is closed.
- Cutlery and disposable condiments are supplied to each table as required.
- Tables and chairs are cleaned and sanitised after each use and a notice is left on each table indicating that this has been done. Do not occupy a table if this notice is not present.
- Staff wear face masks and/or protective visors in the lounge. You are not required to wear a face covering while seated.
- Please pay using your Member's account card or a contactless payment card at all times. Payment can be made at one end of the bar, where a protective screen is in place.

Contact Tracing

- Our track and trace procedures via the bookings tee sheet has been extended to include all hospitality areas inside the clubhouse. We are required to separately record your name and either email address or phone number, and the same details for any guest(s) you may have with you.
- We require you and your guest(s) to enter your details in an easy-to-use system via your smartphone in the clubhouse. A guide to how to do this is can be found in the clubhouse. If you do not have a smartphone then you must let our staff know at your table and they will take your details.
- We are required to keep this data for 21 days. Our system is fully compliant with GDPR guidelines and your personal details will only be used if an NHS Contact Tracing team have reason to get in touch with you.

Respect our Staff

We expect all members at all times to adhere strictly to social distancing and to follow the rules set out in this document whilst in and around the clubhouse, in the Pro-shop and on the course.

Our staff may from time to time feel it necessary to remind members of these rules and they have our full support in doing so. The Club will not tolerate any abusive or otherwise difficult, challenging or disrespectful behaviour towards staff.

Additional Safety Measures in the Clubhouse

- Wall-mounted hand sanitiser stations are available around the clubhouse. Please use these when you enter and as necessary during your visit.



- We have set out 'passing places', marked on the floor, in more space-restricted areas. Please wait in these passing places when corridors are occupied and until they clear.
- Doors and ventilation windows are kept open as much as possible to maximize airflow and minimise the need for handles to be touched.

The Pro-shop

- Face masks are mandatory for all customers in the Pro-shop – you must not enter the shop without a face covering. It remains optional for staff who are on duty.
- The Pro-shop may not always have disposable masks available therefore it is important that you bring your own face covering – keep one in your golf bag.
- A maximum of four customers are allowed in the Pro-shop at any one time.

The Course

We have minimised points of multiple contact on the course to help reduce the risk of transmission for all golfers and for our greens staff:

- All bunker rakes have been removed – please make your best effort to smooth the sand with your club or feet.
- Benches and bins have been removed – please take away all litter
- Ball scoops have been removed from the burns
- Ball washers and water fountains are not available
- Holes are fitted with a ball-retrieving device to allow you to use your putter to recover your ball without touching the cup or the flagstick.

As a temporary measure, in the absence of pin-sheets, coloured flags are in use to indicate pin positions:

- White – back of green
- Yellow – middle
- Red – front of green

Safe Play

To ensure that DGC remains a safe place to play golf, and a safe place for our staff to work, you must strictly observe the following rules when on the course:

- Do not mix with other groups. There should never be a gathering of more than four people together on the course.
- Always keep a safe distance of at least two metres between yourself and your playing partners, and avoid all contact, including handshakes.
- When on the greens do not touch or remove the flagstick. Always use your putter to operate the ball-retrieving device.
- Only pick up your own ball, and only ever handle your own clubs and equipment.