

COVID-19 Preparedness Plan for IFMA MSP 2020 Golf Tournament

IFMA MSP is committed to providing a safe and healthy golf event for all our on-site staff, sponsors, committee volunteers, and event participants. To ensure we have a safe and healthy event, **IFMA MSP** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff members and committee volunteers are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at the event, and that requires full cooperation among our staff and participants. Only through this cooperative effort can we establish and maintain the safety and health of our staff and event participants.

The COVID-19 Preparedness Plan is administered by the IFMA MSP chapter that maintains the overall authority and responsibility for the plan. IFMA MSP staff (MacKenzie McCullum, Mary Pat Nielson, and Jessica Bartram), along with committee volunteers, are responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Furthermore, to ensure the event is safe and all areas are covered, IFMA MSP has consulted with Legends Golf Course and has reviewed their COVID-19 Preparedness plan. This plan is available for any volunteer or attendee to read prior to the tournament.

IFMA MSP's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19.

It addresses:

- Ensuring all participants are healthy, otherwise directing them to stay home.
- Social distancing – encouraging staff and event participants to stay at least six-feet apart prior to the shotgun start of golf and during the post-golf cocktail hour.
- Staff hygiene – requiring all staff, sponsors, committee volunteers, and attendees to wear masks when within six feet of others. Sponsors are required to do so when interacting with golfers while on the course.
- Sanitization – all carts will be disinfected and sanitized prior to the tournament, and each cart will be given hand sanitizer for the duration of the event. Legends does not provide a divider in the golf cart, but golfers can request an individual golf cart during the online registration process at no additional cost. IFMA Staff will also send follow up emails to anyone currently registered with this information.

IFMA MSP, in partnership with Legends Golf Course, has taken additional measures to ensure a safe event.

Golfer Registration

IFMA MSP staff will virtually check in golfers the day prior to the tournament, sending them an email detailing the following:

Arrival -

- Masks – all IFMA MSP staff, committee volunteers, sponsors, and golfers are **required** to wear masks when they are within a six feet distance of anyone outside of their golf foursome. This includes during the symptom check, the purchasing of any raffle tickets, and socializing before the shotgun start and during any post-golf events.
- Symptom Check – All attendees will be required to answer a brief questionnaire asking if they have experienced any of the symptoms the CDC (Center for Disease Control) has determined are in relation to COVID-19. If it is determined that any attendee may be experiencing symptoms, they will be asked to leave and not participate in the tournament.

- Carts – Golfers will then be able to move directly to their carts, where all the materials needed for the tournament will be. This includes: *Golfer name badge, rule sheet, lunch & drink tickets, water provided by Allied Blacktop, a copy of this COVID preparedness plan, and individual sanitizer bottles provided by IFMA MSP* will be placed on all carts to minimize contact during registration.
- Golfers will be able to grab a complimentary Bloody Mary provided by **Prescription Landscape** at the grill on the lower patio.
- Pre-Shotgun Start - Golfers can proceed to the upper level patio area next to the club house where the carts will be stationed. Social distancing will be required while continuing to wear masks.
 - Golfers can pick up their boxed lunch & Bloody Mary on the lower level patio by the grill.
 - Golfers can buy raffle and wine & whiskey tickets to win prizes. All proceeds benefit a student scholarship which includes sending a student to World Workplace later this year.
 - Golfers can purchase Mulligans and/or Pipe Cleaners for your group.
 - *Pipe cleaners will be individually wrapped prior to minimize contact.*
 - Golfers can practice at the Putting Green sponsored by **ServiceMaster Recovery Management**.

IFMA MSP staff will still be able to accommodate any walk-in registrations or name changes at a registration table located near the parking lot and the upper patio. In the event of inclement weather & raffle sales will occur within the club house. Two tables will be used for the check-in process to provide 6-ft social distancing.

Shot-Gun Start/Golf

- We will hold a brief shotgun start announcement at 11:00am with IFMA MSP President Jon Heaton
 - ***Hand sanitizer and disinfecting wipes will be used on the microphone used for announcements.***
- All golfers are required to follow safe social-distancing guidelines while on the course with anyone outside of their foursome. When greeting sponsors, masks are *highly* recommended. Sponsors will be required to wear masks on the golf course.
- When golfing with just their foursome, golfers are not required to wear masks.
- Box lunches will be available for all attendees to pick up at the lower level patio before they start golfing and will also be available throughout the day if they wish to wait.
 - We encourage golfers to eat at their golf carts, however, lunch will be distributed outside only, and seating will be spread out on the lower patio.

Event Wrap-up/Announcements

- The grill on the lower level patio will be open for individual beverages and a light snack will be provided by **Inspec**.
- Announcements will occur for golf winners and raffle/wine & whiskey prizes winners. Winners will be directed to retrieve award/prize from table that can be sanitized by an IFMA MSP staff member.
 - Staff will sanitize all bottles before the giveaway begins
- As digital scoring has been implemented, winners will be announced shortly after and we do not anticipate a long wait to announce the scores.

Clubhouse

- Per Gov. Walz's Executive Order, all event participants will be mandated to wear a mask while indoors.
- Legends has limited the number of people allowed into the Pro Shop, located in the club house, to 25 people at one time.

Sponsor Check-In

After sponsors do a symptom check upon arrival, IFMA MSP staff will have a separate table, that will be at least 6ft in distance of golfer registration, where sponsors can check-in and grab their necessary items. As sponsors approach the registration area, they will be asked to wear a mask and will be asked if they have experienced any symptoms in relation to COVID-19. Any sponsor experiencing symptoms will be asked to leave.

IFMA MSP staff will prepare sponsor packets that will include:

- Name badges for any sponsors attending the tournament
- Golf cart key, if applicable and included in their sponsorship
- Any lunch tickets that were purchased during the sponsorship registration process
- Sponsor golf carts will also include individual sanitizer bottles and a copy of this COVID preparedness plan

After sponsors check-in, they can grab their cart and head to their designated area/sponsored hole. Masks will be required at each sponsor hole for the duration of the tournament.

- Sponsors will have a table and two chairs at their sponsored hole.
- For sponsors who will be having any sort of activity at their hole, we require disinfect/sanitize between golfer interactions. This includes any prizes or items that sponsors choose to give away.
- Hole sponsors **can** provide non-alcoholic beverages (no alcoholic beverages), and Legends has asked that inventory be kept around 50 items as they will not be charging us to bring in outside refreshments
 - Hole sponsors **must** provide their own cooler and own bag of ice to hold beverages
- Hole sponsors **can** hand out pre-packaged, non-perishable snack items (shared/open food item, i.e. candy dishes, are not permitted).
- Hole sponsors **can** give out merch items from their organization.

Please Note: in bringing any of the above items, sponsors must agree to supply their own bottle of hand sanitizer at their station