

Meeting Held March 3, 2021**Start Time: 1pm****End Time: 2:30pm****Location: Agronomy Lunchroom****Manager: Connie Rose****Next Meeting: April 7, 2021 @ 1pm in the Agronomy lunchroom****Attendance:****Agronomy – Bill and Gus****Horticulture – Amelia****Tennis – Did not attend****Golf:**

- 1. Golf Shop – Evan - did not attend**
- 2. Golf Services – Jason**
- 3. Course Marshals – Ken – did not attend**
- 4. On Course Service – Summer - did not attend**

Agronomy Updates:

- Implemented first aid logos on Workman vehicles
- Planning to add first aid forms to the first aid kits that are carried in vehicles so they can be filled out on-site at the time of any incident by a certified first aid attendant
- Annual fire inspection will occur on March 8, 2021
- Construction happening on the driving range- employees are instructed to use extra caution around this area as the landscape is constantly evolving and there are often machines present
- Employees reminded to bring hard hats with them on course and put them on as soon as they see golfers
- Employees reminded to wear their seatbelts in all vehicles that have seatbelt/ROPS. The exception to this is when operating equipment near a body of water or cliff- then seatbelt is optional and up to the operator's discretion
- The following incidents occurred in February: An employee injured their shoulder and is currently working light duties- first aid record completed. An employee was bitten by a spider- first aid record completed and employee monitored for symptoms- recovered and returned to work. Employee fell ill and missed work while being tested for COVID-19, returned to work after receiving a negative test result and symptoms subsided. Oil spill occurred in the mechanics bay and employee was soaked in oil- a first aid record was completed, and the employee went home for the day- they returned to work the next day.
- Three back injuries occurred in January and these employees are recovering well and continuing working on light duties, working up to regular duties

- Plan to implement a whiteboard in the mechanic's bay for all employees to check off daily on equipment inspections pre- and post-trip
- Need to install the third bollard back in place at the gas bay and ensure the other two are secure
- Plan to paint lines in the mechanic's bay; create no-parking zone in front of first aid room to ensure constant accessibility; paint red lines to establish a mechanic work-zone where other employees should not enter without permission
- Plan to paint center line on cart path at 16 mountain course to keep drivers on their side of the path, prevent head-on collision

Horticulture Updates:

- One incident in February where an employee knelt on a sharp rock resulting in pain and sensitivity in the knee area. First aid record was completed, and employee returned to work

Golf Shop Update:

- Did not attend
- No incidents in the month of February

Golf Services Update:

- Jason checked his first aid certification and discovered that it is expired in 2019
- Jason familiarized himself with access gates and practiced using his keys to unlock them; he would also like to have his team tour the access gates and familiarize themselves
- Will post an updated version of department emergency protocol plan once complete
- All course services employees complete their daily COVID-19 sign-in at the garage doors to the basement of the hotel. This list may be used in the event of an emergency to conduct rollcall
- Suggested: when the last Golf Services employee is leaving at the end of their evening shift, radio via resort radio to Tennis to inform the concierge that they are now the only employee left on the property

Course Marshals Update:

- Did not attend
- No updates

On Course Service Update:

- Did not attend
- No incidents in the month of February

Tennis Updates:

- Did not attend
- The hand-washing station located inside the bubble does not have potable water. Water bottles should only be filled at the refill station outside the bubble. If there is not already a sign stating that the sink water is not potable, this must be implemented
- We have investigated proper COVID-19 hygiene protocols and found that the CDC website states that water temperature makes no difference for handwashing to prevent the spread of COVID-19. Hot, warm, or cold water may be used and will not compromise the effectiveness of the handwashing
- Still waiting on an update from Tennis regarding their daily COVID-19 check-ins

All Departments:

- Light strand going down to agronomy staff parking in the yard is out- check timer and get this back up and running for visibility
- Concerns have been raised by all departments regarding mountain bikers on the property in recent months. When they are injured, employees on the course are often called to attend to them in emergency situations. This presents employee concerns involving emergency access points as well as potential exposure to COVID-19 when conducting first aid
- Regarding daily COVID-19 check-ins: We are suggested to retain daily covid check ins for 90 days. We are not permitted to collect personal employee information in regards to Covid – 19 check ins, such as temperature.

What information is the employer required to collect?

Employers should not be collecting any personal information about workers, including their responses to health check questions. Employers just need to confirm that a health check was done.

- Departmental inspections – Gus completed the mechanic bay area on Feb. 2, 2021. The tennis bubble inspection will be done firstly when the bubble goes up and secondly when the cover comes down (twice yearly). Golf inspections occur four times a year.