

**Meeting Held April 7, 2021****Start Time: 1pm****End Time: 2:15pm****Location: Agronomy Lunchroom****Manager: Connie Rose****Next Meeting: May 5, 2021 @ 1pm in the Agronomy lunchroom****Attendance:****Agronomy – Matt, Gus****Horticulture – Amelia****Tennis – Fred****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:**

- Have decided against keeping first aid forms inside of the first aid kits; it will be better organized to keep them all in one location and fill them out in the first aid room at the agronomy building
- Not yet completed the task of painting boundary lines in the mechanic's bay or on the golf course
- Construction is now completed at the driving range
- New whiteboard has been installed at the agronomy building for pre- and post-trip vehicle inspections for all employees
- Continuing sanitization of all equipment at the end of every day
- Work vehicle was struck by a golf ball while out on the course; an incident report and investigation were completed
- An employee injured their neck when turning in their chair; applicable first aid report was filled out
- A couple of employees were sick from work; they followed COVID-19 protocols instructed to them after calling 811
- New COVID-19 protocols: Splitting into two teams for morning meetings to reduce the amount of people inside the lunchroom at one time
- All employees on return-to-work programs are now back to regular duties except one. This final employee is continuing to progress on light/medium duties

**Horticulture Updates:**

- One employee with an injured knee is still experiencing some pain. They are using knee pads and avoiding kneeling on the injury while it continues to heal
- One employee sick; followed COVID-19 protocols and returned to work after receiving a negative test result
- New COVID-19 protocols: Conducting all meetings outside where a 6-foot distance can be maintained. Only 2 employees allowed in the office at a time (with masks on)

**Golf Shop Update:**

- No known incidents or accidents in the month of March

**Golf Services Update:**

- No incidents or accidents in the month of March
- Concern with construction occurring at the hotel; constructions workers are present without warning and get in the way of moving carts, and debris often falls to the golf podium from the patio above. Could the podium be temporarily moved?
- Continuing sanitizing all touchpoints approx. every hour

**Course Marshals Update:**

- One PA struck a stick with their leg while driving a cart. They received first aid and did not miss work, but a follow-up and paperwork required

**On Course Service Update:**

- A couple employees missed work due to being sick; followed COVID-19 protocols

**Tennis Updates:**

- Employees use notes and phone messaging to communicate with off-shift workers if there are any important updates
- A sign is posted at the hand-washing station inside the bubble stating that it is non-potable water
- Employees complete their daily COVID-19 sign-in at the kiosk in the bubble
- Maintaining COVID-19 protocols, sanitizing at every shift change
- Employees are provided with flashlights to use before dawn/after dusk

- Employees on the closing-shift are encouraged to park their vehicle close to the bubble to minimize their walking distance alone & in the dark

**All Departments:**

- The key to the tennis bubble is located inside their locked shed next to the bubble. Other departments may need access to the AED in the bubble outside of tennis' operating hours. Is it possible to distribute keys to this shed for access?
- The lighting on the stairwell to staff parking in the agronomy yard was not working last month- needs to be checked
- Concerns have been raised again regarding dog-walkers and mountain bikers on the golf course property. Residents walk their dogs on the cart path and create a risk of collision with workers driving utility vehicles, especially when carrying/towing a heavy load. Bikers often get injured while riding and request first aid assistance from employees. The bike park gate now has a padlock, but bikers are still frequenting the space.