**Sky Creek Ranch Golf Club**

**COVID-19 Notice to Employees**

The best strategy to reduce the risk of becoming ill with COVID-19 is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

* Stay home if you are sick.
* Wash your hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
* Avoid touching your nose, mouth and eyes.
* Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
* Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
* Avoid close contact (within 6 feet) with coworkers and customers.
* Avoid shaking hands and always wash your hands after physical contact with others.
* If wearing gloves, always wash your hands after removing them.
* Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
* Try not to use other workers' phones, desks, offices, or other work tools and equipment.
* Minimize group meetings; use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
* Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading.

If you believe you have been exposed on the job, alert your supervisor immediately.

We encourage all employees to monitor the CDC and the World Health Organization websites for the latest information and updates related to the virus. **CDC.gov** **WHO.int**

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**Effective immediately, Sky Creek Ranch Golf Club is Implementing the following Interim Paid Sick Time Policy:**

**If you feel sick, please stay home and consult your doctor**. We will pay up to 5 Days Sick time to those who miss work due to sickness during this outbreak. Please bring a doctor’s note showing you sought medical attention and you are released to return to work.

**If you are Quarantined for 14 days due to testing positive for COVID-19** – We will pay 10 Days Sick time. In order to return to work, please bring your doctor’s documentation showing that you do not have the virus and are released to return to work.

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***We are taking these steps to protect the safety and welfare of our employees and do our part as a responsible Employer in our community. Please be advised that any dishonesty or abuse of this policy will be a direct violation of our Code of Conduct Policy, and grounds for immediate dismissal.***