

SUMMARY OF PROCEDURES

1. Champions Hall/Food Service Protocols

- a) Kitchen procedures are strictly observed as per the Department of Health and OSHA (overseen by Head Chef Matthew Fetchik). Catering staff follow the guidelines of PPE (personal protective equipment) and wear gloves, masks, overalls / aprons at all times.
- b) Meals Times: students are eating in stations of no more than 10 students per station. Three groups eat at a time and as they leave their tables are fully cleaned and sanitized. Students are limited to 30 mins for each sitting.
- c) The process of cleaning and sanitizing takes time (tables and chairs are cleaned with soap and water, then sanitized and allowed to dry). We use the Clorox bleach solution method.
- d) No buffets or self-service are permitted, with all food plated by the Catering staff. Similarly, a member of staff oversees the drink station to ensure no touching of system.
- e) Therefore, no utensils or tongs of any sort. All utensils are disposable and individually wrapped, for one time use only.
- f) Fruit is limited to “self-peel” only so mainly oranges and bananas.
- g) All staff except for residential instructors who are also in lock-down with the students are prohibited from entering Champs Hall. Similarly, any quarantine students are prohibited from entering Champs Hall.
- h) All high traffic surface areas in Champs are cleaned and sanitized every hour throughout the day, including:
 - Door handles
 - Drink dispensers
 - Game room
 - Champs Hall bathroom

2. Student Housing Protocols

- a) Housekeeping staff follow the guidelines of PPE (personal protective equipment) and wear gloves and masks at all times.
- b) Housekeeping clean all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, fridge, oven, microwave, keyboards, tablets, remotes and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them. RI Operations oversee the housekeeping staff with this daily cleaning.
- c) Housekeeping uses a wipe or a spray bottle with the Clorox bleach solution (no aerosols due to risk of spreading germs) rather than regular household cleaning spray.
- d) Golf bags and outdoor shoes are kept in the garage to avoid the spread of germs.
- e) Students keep personal items in bedrooms for clear public areas, easier for cleaning.
- f) Students are required to avoid cross contamination and minimize the sharing of food, drinks, utensils etc. and to maintain a hygienic kitchen environment. However, cooking for fellow students is encouraged.
- g) Cleaning supplies are available in each bathroom so students can disinfect after use.
- h) Wash laundry thoroughly:
 - Students are to immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them, notifying housekeeping who will provide clean linen.
 - Students clean their hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing dirty linen or towels (as they should do frequently during the day).
 - Students to read and follow directions on labels of laundry or clothing items and detergent, generally using a normal laundry detergent according to washing machine instructions. Then dry thoroughly using the warmest temperatures recommended on the clothing label.

3. Common Area Protocols

a) Golf Carts

- Carts are charged, cleaned and disinfected every evening by RIs.
- Carts are designated to each student, minimizing the sharing of golf carts. Quarantine students are allocated their own golf cart which they may not share.

b) Offices

- The IJGA offices (finance, admissions, golf) are cleaned and sanitized twice a day.

c) Gym

- The indoor gym is cleaned and sanitized daily although is largely off bounds to students who get their training outside. However, any equipment handled by students in the outdoor bubble is cleaned between fitness groups.
- Use the Clorox bleach solution is used for all gym equipment, as described above.

d) Education Building

- Classrooms are cleaned and sanitized between attendance by students, again using the Clorox bleach solution method described above.

4. Communication Plan

a) Daily oversight of the Housekeeping staff.

b) Weekly staff and student meetings to ensure all procedures are being observed.

c) Daily COVID-19 management meetings.

d) Awareness touch points such as flyers and posters are displayed throughout campus.

e) Weekly communication with families.

5. Commuting Staff

To minimize risk of exposure, commuting staff will be limited in their access to students.

- Social distancing of ideally 10' to be observed at all times
- Masks and gloves to be worn by golf coaches
- No interaction with students unless deemed essential

“BISHOPS GATE” CONTACT DETAILS

GOLF:	General communication is through the Golf POD leader but issues to Director of Golf			
	Director of Golf	Gary Gilchrist	gary.gilchrist@ijga.com	843-415-3703
	Director Golf Ops	Brad Turner	bradley.turner@ijga.com	407-492-4003
	Asst Director of Golf	Grant Balcke	grant.balcke@ijga.com	407-443-7343
	Asst Director of Golf	Ron Jones	ron.jones@ijga.com	843-816-1288
	Senior Golf Coach	Fred Griffin	fred.griffin@ijga.com	
	Senior Golf Coach	David Louys-Moroney	david.louys-moroney@ijga.com	352-408-2463
	Senior Golf Coach	Bryan Mulry	bryan.mulry@ijga.com	920-716-2770
	Golf Coach	Drake Edmond	drake.edmond@ijga.com	407-590-7445
	Golf Coach	Dave Shenosky	dave.shenosky@ijga.com	330-801-8300
	Golf Coach	Carlos Pasarell	carlos.pasarell@ijga.com	352-978-2613
	Golf Coach	Christian Landau	christian.landau@ijga.com	407-949-8154
	Golf Coach	Gary Wise	gary.wise@ijga.com	850-699-5627
	Assistant Coach	Qiqi Wang	qiqi.wang@ijga.com	828-719-8900
	Club-Fitter	Kris Sirak	kris.sirak@ijga.com	321-438-4383
	Director of Mental	Nick McMillen	nick.mcmillen@ijga.com	404-729-7985
	Director of Fitness	Karen Harrison	karen.harrison@ijga.com	786-241-4942
BOARDING:	General communication through Assistant Directors but issues to Director of Student Life			
	Director Student Care	Andrew Summers	andrew.summers@ijga.com	843-422-5664
	Assistant Director	Holly Lyons	holly.lyons@ijga.com	352-973-9121
	Assistant Director	Christina Savage	christina.savage@ijga.com	724-261-7699
	Senior Tutor	Kit Hudgins	kit.hudgins@ijga.com	352-630-9733
	Senior Educator	Kiyon Benas	kiyon.benas@ijga.com	843-338-2731
	Educator RI	Joshua Resnick	josh.resnick@ijga.com	352-409-5908
	Educator RI	Robert Tree	robert.tree@ijga.com	
	Senior RI	Nick Benas	nick.benas@ijga.com	843-384-2145
	Senior RI	Cindy Jones	cindy.jones@ijga.com	843-816-1696
	Senior RI	Rob Storms	rob.storms@ijga.com	352-988-4055
	Senior RI	Angie Bellas	angie.bellas@ijga.com	352-409-5327
	Senior RI	Nickolas Bellas	nickolas.bellas@ijga.com	352-408-8067
	Senior RI	Nicole		
	Senior RI	Mike Zinni		
COLLEGE:	Communication on Education or College Placement to the respective Directors			
	Director of College	Lee-Anne Misseldine	leeannem@ijsa.com	843-290-7347
	College Guidance	Melissa Spek	melissa.spek@ijga.com	407-617-7735
RECRUIT:	Communication with IJGA is to Admissions Manager, back-up Director Recruitment			
	Director Recruitment	Yegs Ramiah	yegsr@ijsa.com	352-988-4738
	Director Recruitment	Patrick O'Toole	patricko@ijsa.com	843-384-1141
	Director Recruitment	Pedro Fonseca	pedrof@ijsa.com	786-608-5670
	Director Recruitment	Africa Alarcon	africaa@ijsa.com	+55-11-98149-0432
	Director Recruitment	Sunny Jichen	jichens@ijsa.com	352-242-7811
	Director Admissions	Lynda Hughes	lynda.hughes@ijga.com	407-920-6377
FINANCE:	Communication on Invoices / Statements / Payments to Senior Accounts Receivable			
	Senior Accountant	Allison Liston	allisonl@premiercorpservices.com	352-408-0224
	Senior Receivables	Tanya Louys-Moroney	tanyalm@premiercorpservices.com	352-818-8296
	Senior Receivables	Heather Ramirez	heather.ramirez@ijga.com	352-223-6887

COVID-19 EMERGENCY NOTICE
STUDENT UNDERTAKING

I am familiar with the dangers of COVID-19 which is highly contagious and is life-threatening. Therefore, in my own safety and for the safety of others, I commit to the following:

1. To continually wash my hands throughout the day with soap and water.
2. To drink fluid throughout the day, hot liquid wherever possible.
3. To keep 6 to 10 feet distance wherever possible from house mates as the germs from COVID-19 float in the air. ***However, in the case of golf coaches and quarantine students, to keep a minimum of 10' distance from them at all times!***
4. To only use golf carts allocated to you as a student and not borrow another golf cart. ***To not let returning students share a golf cart with you – they will be allocated their own cart. To not sit on a golf cart with a golf coach or other staff member as this is less than 10'.***
5. Quarantine students will not enter Champs Hall catering center, the Fitness centers or the Education center. ***Holdover students must assist in enforcing these rules.*** Food will be taken to the house of quarantine students.
6. Returning students in “quarantine houses” must wear plastic gloves when in public places in their houses, particularly in the kitchen. Other students must assist in enforcing these rules.
7. Returning students may not participate in contact activities, such as tennis, soccer, basketball, volleyball, dodge-ball, where their germs might spread by touching balls or coming into 10' contact of others. Holdover students must assist in enforcing these rules.
8. All students will conduct their academic studies in the Education Center or Champs Hall, sitting at least 10' away from others, in order to have RI Educator support, for structure to the day and for our oversight of students during the day.

I understand the requirements detailed above and agree to abide by them. Failure to do so might result in my being isolated completely, not allowed to leave the house for up to fourteen days.

Accepted:

Date: