



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**

**Club Intramuros Golf Course**

Anda Circle, Bonifacio Drive, Port Area, Manila

Tel. Nos. (02) 527-66-14 / 527-66-13 Telefax Nos. (02) 526-12-91 / 527-28-87



**GUIDELINES AND SAFETY PROTOCOL  
DURING GENERAL COMMUNITY QUARANTINE**

**I. RATIONALE**

These guidelines shall be supplementary to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 43 series 2020, Department of Trade and Industry and Department of Health Interim Guidelines on Workplace Prevention and Control of COVID-19 and other directives issued by the National Government and the City of Manila. The Resident Manager/Officer-in-Charge shall ensure smooth operation of the golf course and efficient delivery of service. These guidelines shall:

- aim to contain and mitigate the spread of the virus at the CIGC while at the same time continuing golf course operation and allowing golf enthusiast to enjoy the sport; and
- ensure that the Club Intramuros Golf Course (CIGC) is a safe place to play golf with reduced risk and fear of acquiring the COVID-19 virus.

**II. GENERAL INFORMATION**

1. The golf course operation shall be from 5:00 am until 5:30 in the afternoon, Tuesday to Sunday. First tee off shall start at 5:30 in the morning while the last tee off shall be at 2:00 in the afternoon. Operation of night golf shall be suspended.
2. The main gate along Bonifacio Drive, Port Area shall be designated as the single entry point. In this area, all incoming guests, players and employees shall be asked to go through thermal scanner as well as disinfecting foot mat. Vehicles entering the premises shall pass through a tire bath for disinfection.
3. Mandatory wearing of face mask shall be strictly implemented. **“NO FACE MASK, NO ENTRY”** shall be observed.
4. General cleaning and disinfection of the entire CIGC shall be conducted every Monday. During days of operation, cleaning and disinfection shall be done before and after operating hours on a daily basis. All high-touch surfaces, countertops, door knobs and doors, restrooms, chairs tables and other similar areas shall be wiped with disinfecting solution every hour.
5. Alcohol or alcohol-based hand rub or sanitizers shall be placed in conspicuous spaces at CIGC including offices, driving range, locker rooms and rest rooms.
6. Locker room facilities shall be suspended.
7. Restaurant shall be closed. Players are encouraged to bring their own food and drinks.
8. Function rooms shall be closed. There shall be no indoor activities or group gatherings.
9. Clubhouse and Golf Shop shall remain closed.
10. Physical distancing (6 feet or 2 meters) shall be strictly enforced in the premises at all times.
11. No tournaments shall be allowed.

**III. PLAYER GUIDELINES**

**A. RESERVATIONS**

1. Players shall book/reserve time slots in advance via phone call or email.

Archival Dela Cruz	:	(02) 8526-1291 (landline)
	:	0939 244 3887 (smart)
Ping Ramos	:	0917 794 7531 (globe)
Email	:	<a href="mailto:cigcreervations@yahoo.com">cigcreervations@yahoo.com</a>

This is to allow CIGC to make appropriate preparations in advance as well as lessen personal contact. The Reservations Officer shall furnish copy of tee time schedule to the Cashier, Caddie Master, Starter and the Main Gate for reference.



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2. Tee time reservation shall be made at least three (3) days prior schedule of play.
3. Players who are late for their reserved tee time shall automatically lose their slot. This shall be given to the next player in line.
4. Players shall bring their own towel.
5. **“NO FACE MASK, NO PLAY”** shall be enforced.

**B. UPON ARRIVAL AT THE CIGC**

1. Players are strongly encouraged to come to CIGC at least 20 minutes prior to their reserved tee time. Those who shall arrive earlier than 20 minutes prior to their reserved tee time shall stay in the designated waiting area where strict physical distancing shall be enforced.
2. Upon entry, the Main Gate Guard on duty shall:
  - a. Check the names of all arriving players based on the day's tee time schedule. If not on the list, guard shall call reservations officer to check if there is still an available slot. Should there be an available slot at the said time, they shall be allowed entry. Otherwise, the guard shall inform them of available slots for the day; and
  - b. Conduct the temperature check of all players and guests including drivers and other passengers. Persons with normal temperature shall be allowed entry. Persons with high temperature (above 37.5°C) shall be denied entry and advised to seek medical attention immediately; and
  - c. Request all players and guests including drivers and other passengers to fill up or submit Health Survey Form available online

**C. REGISTRATION GUIDELINES**

1. Players may drop their bag at the Bag Drop area. Nobody shall be allowed to touch the golf bag in the Bag Drop area except for the player.
2. Caddie Master shall check the schedule of player based on tee time schedule.
3. Players shall proceed to the cashier near the restaurant for registration and payment. Players shall practice physical distancing while queueing.
4. **“NO FACE MASK, NO PLAY”** shall be implemented.
5. Tee time reservation shall be strictly followed. A maximum of three (3) players per flight shall be allowed. Last tee time shall be at 2 pm.
6. For minors (below 21 years old), senior citizen (60 and above years old) or those with co-morbidities, a waiver shall be signed upon registration indicating that CIGC shall not be liable for any cases that may arise involving the COVID-19.

**D. GOLF CART**

1. Players shall get their golf cart at the Golf Cart Station located near the starter house. Considering that there is limited number of golf carts, “first come, first serve” basis shall be followed.
2. **“ONE PLAYER, ONE GOLF CART”** shall be implemented. However, family members may share the use of the golf cart.
3. Only players shall be allowed to drive the golf cart.
4. Golf carts shall be sanitized before and after every flight.



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#### **E. DURING THE ROUND OF PLAY AT THE FAIRWAY**

1. Players shall proceed to the starter house five (5) minutes before their scheduled tee time.
2. Tee off shall start **ONLY** at tee no.1 to ensure smooth flow of players.
3. Tee time shall have 20 minutes interval per flight.
4. Physical distancing (6 feet or 2 meters apart) shall be strictly enforced in the fairways at all times
5. **“NO FACE MASK NO PLAY”** shall be strictly implemented.
6. Only one (1) player at a time shall be allowed on the tee box.
7. **“ONE CADDIE, ONE PLAYER”** shall be enforced at all times.
8. Flags shall remain inside the holes/cups at all times and shall not be touched.
9. Bunker rakes shall be removed in all sand bunkers, however, the Caddie shall be issued one (1) rake each during the round.
10. Umbrella girls shall not be allowed. Further, caddies shall not be permitted to perform umbrella duties.
11. Caddies shall not be allowed to touch their player's clubs and other belongings. Caddie shall tow only one pull cart for the duration of the whole flight, provided, that he/she is prohibited from touching the golf bag and other belongings of the player. Caddie may also carry the golf bag, provided, that he/she is prohibited from touching the golf bag and other belongings of the player.
12. Individual scoring shall be completed per player. Players shall bring their own ball pen. Caddies shall not score or accept actual scorecard.

#### **F. AFTER THE ROUND OF PLAY AT THE FAIRWAY**

1. Players may submit their individual scorecard via email [cigcreervations@yahoo.com](mailto:cigcreervations@yahoo.com) for handicapping purpose.
2. A copy of scores shall be sent via email or viber, upon request.
3. Players shall leave the premises immediately after the game. No form of social gatherings regardless of number of people shall be allowed.

#### **G. AT THE DRIVING RANGE/PRACTICE AREA**

1. Tee girls shall not be allowed.
2. Only sanitized range balls shall be used.
3. Basket of practice balls shall be given by the Cashier upon settlement of payment.
4. Physical distancing (6 feet or 2 meters) shall be strictly enforced in the premises at all times