



CLUBHOUSE REOPENING GUIDELINES: PHASE I

These guidelines have been established based on consensus by Clubhouse members, staff and Board of Directors. They are subject to change at the discretion of the Clubhouse community.

DAILY SCHEDULE [2 different cohorts of 50 members and 10 staff]

- **Team 1:** Monday and Wednesday from 8:30 am – 12:30 pm
- **Team 2:** Tuesday and Thursday from 8:30 am – 12:30 pm
- **Virtual Clubhouse Programming** will continue to be available to all members

**Note: Evening, weekend and holiday events will be held virtually during Phase I.

PROTOCOL & PROCEDURES FOR PARTICIPATION IN ON-SITE WORK-ORDERED DAY

- Facemasks will be required to be worn in the Clubhouse building and while waiting to enter. Staff and members will be expected to supply their own masks, but IC has some available for those in need.
- Practice 6' physical distancing at all times, as per CDC guidelines. Barriers/clear signage, and physical indicators will be utilized to denote distance requirements.
- Cleaning Stations will be located at Point of Entry and throughout the workspace. They will include EPA-approved disinfectant, gloves, hand sanitizer, and cleaning protocol and disinfection processes.
- Disinfecting work areas will be completed before and after use (including supplies, tools used).
- Increased and consistent facility cleaning will be completed throughout the WOD with a checklist, log, and 2-person (member/staff) sign off for each space.
- Limited space will be utilized: Entryway/Foyer, Elevator, Stairwells, and the Upper Level (including deck, bathrooms, etc.)
- Members and staff are discouraged from bringing personal items from where they live. Lockers will be unavailable in this phase. Essential items (e.g. medication) will be placed inside a clear plastic bag (provided by the Clubhouse) upon entry.

TRANSPORTATION

- Members and staff will self-transport using public or private means.
- Bus passes will be provided to eligible members based on the expectation of Clubhouse participation as indicated in the Daily Schedule.

SCREENING

All members and staff will be screened outside under canopy at main entrance. The screening table and queue will be operable from 8-9 am. Once cleared, people will enter the Clubhouse through the front door (the ADA entrance may be used if needed). Individuals should stand on the indicated spots while waiting to enter and masks are required to be worn at this time as well.

Step #1: Temperature reading using touchless thermometer. People with readings of 100.4 or higher will not be cleared to enter the Clubhouse and will be asked to follow up with their primary care physician and their unit staff over the phone for ongoing support.

Step #2: COVID Screening completed

- Entered in CLIC – EHR for members. People with 1 or more symptoms and/or contact with someone with COVID will not be permitted to enter the building and encouraged to follow up with their primary care physician.
- BJC Employee Screening for staff, entering in recorded Temp on site. If the result is a red X, staff will not be cleared to enter building and will follow up with Occupational Health.

ENTERING BUILDING

- Hand sanitizer will be dispensed to everyone upon entering the building in the main foyer.
- Members will give their name to be entered into CLIC at reception desk Station #1.
- Staff will provide their Name at Station #2 to be entered into CLIC as a staff activity with individual staff names entered in the activity description.

- Nicotine Replacement Therapy products (e.g. patches, gum, etc.) will be available upon request.
- Staff and members will proceed to the stairs or elevator queue to go to the Upper Level where the Work-Ordered Day will be held.

WORK-ORDERED DAY RECOMMENDATIONS

- Disposable gloves will be available for use at any time throughout the day.
- Recommended CDC practices will be posted throughout the building, including clear signage indicating people flow throughout the building, maximum number of people in specific areas, etc.
- The workspace will be completely organized to allow for physical distancing and minimize touchable surfaces: Tables will be rearranged, chairs removed, guidance barriers put in place, etc. Staff and members are asked not to move anything and will be expected to clean your workspace before and after use.
- Movement throughout the upper level should be minimized.
- Stairs by elevator: UP; Stairs behind building: DOWN
- Elevator: 1 person at a time
- Deck: Maximum of 8 people at a time (including deck monitor). Staff and members can remove their mask and get some fresh air while maintaining 6+ foot distance from others.

KITCHEN/FOOD SERVICE

- A 6-person team will be identified each day to create, cook, package meals, and clean kitchen.
- All individuals involved in meal prep will wash hands as soon as they enter the kitchen and will wear masks, hat or hair net, and gloves for the entirety of the shift.
- The Kitchen team will begin their cleaning process as soon as the meal prep/packaging is complete.

LUNCH

- Lunch orders will be taken when people get to the Upper Level or during the morning unit meeting.
- Lunches will be taken to-go upon exiting the building.
- Bag will include: Disposable Lunch box, utensil packet, and water bottles.
- Everyone will be expected to dispose of their trash in an appropriate receptacle in the community or wherever they choose to eat their meal.

VISITORS/WALK-INS

- In Phase 1 there will be no outside visitors or guests.
- Members that are not part of the initial Phase I groups but show up to the Clubhouse will be added to a "backup list" that will be maintained for expanding in Phase II, but will be asked to leave the area after explaining the rationale of minimizing risk for exposure and confirming contact information.

CLOSING BUILDING

- Everyone will participate in the final cleaning of the building in preparation to leave for the day.
- Final Cleaning will start at 12:00 and individuals will be divided into 8 groups and assigned to a specific area of the building.
- Each group will follow provided cleaning practices and will document on the cleaning log.
- The groups will remain the same throughout Phase I and will continue to clean the same space.

EXITING BUILDING

- People will exit down the back stair well and out through the loading dock.
- Individuals using the elevator will proceed through the CH Shop directly to the loading dock.
- Bins will be provided for proper disposal of PPE.
- An exit desk will be set up by the door to document that people have left.
- Once someone has left, they will not be able to return to the building for that day.

POTENTIAL EXPOSURE

- If a member or staff tests positive for COVID all individuals that have been potentially exposed to that individual will be notified by phone.
- Adherence to the guidelines, however, ensure that such interactions would not technically be considered a "potential exposure" as per the CDC.