



PHASE II: CLUBHOUSE REOPENING GUIDELINES

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 [open to all active Clubhouse members]

- **WOD Hours:** Monday – Friday 8 am to 3 pm
- **Virtual Clubhouse Programming** will continue to be available to all members although the schedule will be changed based on participation, interest, and on-site meetings/classes/discussions.
- **EWB:** social program activities will include virtual and in-person activities based on the nature of the event and will continue to be held on Thursday evenings (5-7 pm) and Saturday afternoons (2-4 pm)

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

- Facemasks will be required to be worn properly at all times in the Clubhouse building (staff and members will supply their own but IC can provide masks to those in need) and while waiting to enter the building
- Practice 6' physical distancing at all times, as per CDC guidelines. Signage, physical indicators, and altered workspace layout will be utilized to denote distance requirements
- Cleaning Stations (including EPA-approved disinfectant, gloves, hand sanitizer, and cleaning protocol and disinfection processes) located at Point OF Entry and throughout the workspace
- Disinfecting work areas before and after use (including supplies, tools used) throughout the day
- Increased hand-washing and consistent facility cleaning throughout the WOD with a checklist, log, and 2-person (member/staff) sign off for each space
- Limited space: Entryway/Foyer, Elevator, Stairwells, Upper Level (including deck, bathrooms, etc.) (list unused spaces? SL Employment/Study area, Accounting, Shop retail space, Development/Admin. Wellness Center?)
- Members and staff are discouraged from bringing personal items from where they live but may bring 1 item (e.g. purses, backpacks). Lockers will be available for daily use starting 8/10. Items must be taken with you when you leave and individuals will need to provide their own lock

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 of 8 or more hours each week

SCREENING

All members and staff will be screened outside under canopy at main entrance. Although the screening table will remain operable throughout the day, Members are encouraged to arrive between 7:45 and 8:45 to avoid waiting line, to participate in morning unit meetings, and to ensure lunch order can be placed. Once cleared, people will enter the Clubhouse through the front door (the ADA entrance may be used if needed). Individuals should stand on the arrows on the sidewalk 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

- Responses to be 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. Show green check mark upon entry. If orange exclamation mark, wait in queue for temperature reading. 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
- Nicotine Replacement Therapy products (e.g. patches, gum, etc.) will be available upon request
- Staff and members will proceed to their units for WOD.

WORK-ORDERED DAY RECOMMENDATIONS

- Disposable gloves, hand sanitizer, and EPA-approved cleaning supplies will be available for use at any time throughout the day in each of the Clubhouse units
- 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 organized to allow for physical distancing and minimize touchable surfaces: Tables will be rearranged, chairs removed, etc. Staff and members are asked to limit moving items and will be expected to clean workspaces before and after use
- Bathrooms should be cleaned hourly and noted on the cleaning log/checklist
- Stairs by elevator: UP, Stairs in back of building: DOWN; Elevator: 1 person at a time
- Deck: Maximum of 15 people at a time (including deck monitor). Staff and members can remove their masks and get some fresh air while maintaining 6+ foot distance from others.

KITCHEN/FOOD SERVICE

- 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.
- Beginning 8/10 (or sooner) A Snack cart will operate on the deck from 10-11:30 and 1:30-2:30

LUNCH

- Lunch orders will be taken at the Upper Level cash register and must be placed by 10:30 am
- At time of order individuals will indicate whether they will take their lunch "to-go" or they can choose from one of four eating times (11:40 am, 12:00 pm, 12:20 pm, or 12:40 pm)
- On-site eating will take place on the deck and lunch boxes & water will be served at individual tables
- Everyone will be expected to dispose of their trash in one of the cans on the deck, walk through the flower shop door where they will apply hand sanitizer, and proceed back into the building

VISITORS/VENDORS/WALK-INS

- Any visitors and guests should be arranged in advance and must go through the screening process
- Vendors must go through the screening process as well
- Visitors/vendors must clearly write their name, time in/out, and phone number

CLOSING BUILDING

- Everyone will participate in the final cleaning of the building in preparation to leave for the day
- WOD projects should be finished up and put away at 2:15 to prepare for final Cleaning and disinfecting to start at 2:30
- Units will document daily cleaning/disinfecting (emphasizing high touch point surfaces) on checklists

EXITING BUILDING

- Everyone will leave through the loading dock door and provide their name at the exit desk
- When the building has been clear at 3, a small team will remain to clean stairwells and elevator

POTENTIAL EXPOSURE

- In the event that 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.