**COVID-19 Policies for phase 1 re opening of Redmond Alano Club**

In order to open the club safely we need to follow the following new procedures during the phase 1 plan.

* The club is limited to 21 members at a time in the building. This means all meetings must only have groups of 21 people to ensure that 6 feet apart is kept. If more than 21 or less than 26 show up to the group, all groups have the option to take their meeting outside in the yard or parking lot however 6 feet apart must always be kept.
* The chairs in the club must remain inside the club, however there are a few chairs outside that can be used and members are encouraged to bring a folding chair of their own for an outdoor meeting.
* When entering and exiting the club please enter the club from the front main door only! When leaving please have the groups exit from the back door. Please keep this flow as it limits crowding.
* There is tape on the floor to the restroom. These are marked at 6 feet apart to ensure social distancing. Please keep your distance when waiting to use the facility.
* As of now during this phase coffee will not be provided at the facility as we do not have the space or capacity to keep 6 feet apart or ensure sanitization.
* The children’s area in the building is closed as well as the lobby area. Please do not congregate and stay 6 ft apart.
* Members are more than welcome to bring their own drink with a LID. Please make sure your trash ends up in the can!
* Masks are suggested, however not required.
* It is suggested that each group pass around a sheet of paper for people willing to write their name and phone number down for exposure tracing in case we do have a person infected who did not know they were infected and attended a meeting . This is not required, but if people are willing and want to be notified of exposure this is the best way we can help trace. If you have people who sign the paper please put a date on it and that is all, it than needs to be dropped so it can be given to the safety officer of the club to be kept secure. You can drop this in the brown safe. If exposure occurs the safety officer will notify the health department and they will handle tracing.
* Cleaning… The club will provide cleaning supplies to the groups. We ask that after each meeting every chair gets sprayed and every surface wipe down. The chairs are to be sprayed with Lysol and surfaces are to be wiped down with bleach water. Gloves are available. Every meeting should have access to hand sanitizer. Please also ensure that doorknobs are being sprayed as well. Along with normal clean up.
* Before groups can hold a meeting in the club, they need to meet with Cayla Pearson, RAC Safety Officer, to go over the policies to ensure all is understood. Secretaries of each group will be held responsible to uphold these new policies to the very best of their ability.
* If any problems occur or secretaries are struggling to uphold these policies, they need to reach out to Cayla Pearson for resolution. This will then be taken back to the board.

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