

COVID-19 Safety Plan Rotary Club of Columbia Center

**Rotary Club of Columbia Center (CCR)
Rotary Event Center, Bingo Boulevard Building
6222 West John Day Ave. Kennewick, WA
Owned by Club Members – represented by Jeff Groce, President 2021-
2022
Safety Plan Lead – Nancy Thurston, Chair, Loss Control Committee;
509-736-2306**

In response to the novel coronavirus disease (COVID-19) pandemic, CCR has developed a COVID-19 Safety Plan.

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. Simply put, people will be safer, and businesses will be stronger when multiple barriers separate them from the virus.

Barriers include:

- Personal health & hygiene – be aware & stay home if you are sick and avoid touching your face.
- Hand washing - effective and frequent
- Masking – face masks as recommended by CDC, required by Washington State and Benton-Franklin Health District
- Social distancing – as required by WA State and BFHD
- Cleaning of workspace – effective and frequent
- Work planning – to maximize social distancing.
- Workplace health screening – a collective commitment to others in the workplace
- Personal Protective Equipment (PPE) – as appropriate
- Workplace policies & procedures – to support and encourage implementation of multiple barriers.

We are currently training all club members, contractors, and others who visit our business on the “multiple barrier approach” and content of the plan along with the guidelines issued by the and local public health authorities (Benton-Franklin Health District). We will be actively updating and managing the plan and our response as we receive new information or updated guidelines.

Our Safety Plan Lead (or designees) will be providing the training on the Plan and will be posting additional information at the Event Center. The training will also include

information from the Center for Disease Control and Prevention (CDC), Department of Labor and Industries (LNI), Department of Health (DOH), and Benton-Franklin Health District.

This Safety Plan follows the guidelines published by the Washington State Department of Labor and Industries, Publication F414-164-000 (04-2020).

Purpose of the Plan

The purpose of this Plan is to identify and communicate the Company's COVID-19 Safety Plan for protecting the health of all members, workers, customers, and anyone who visits. This Plan is effective immediately in response to the current COVID-19 pandemic.

In this facility there is a separate operation owned by CCR which is Bingo Boulevard. This plan has been coordinated with the activities identified in the COVID- 19 Plan for Operations in Bingo Boulevard. That plan considers similar controls for that specific business activity and was submitted to the Benton Franklin Department of Health in March 2021.

RESPONSIBILITY OF Officers and Club Directors

CCR has designated a Safety Plan Lead and designated a COVID-19 supervisor. The designated supervisor will monitor the health of workers and enforce the COVID-19 Safety Plan.

All Club Officers, Club Directors and the COVID-19 Safety Plan Lead must be familiar with this plan and be ready to answer questions from workers. Club leadership must set a good example by following this Plan. The COVID-19 Safety Plan Lead must practice active managerial control to ensure member compliance with this Plan, which includes the following actions:

- Train all current members on this plan immediately and train new members before they begin their membership.
- Visually monitor member safety behavior at regular intervals throughout the particular meeting or activity.
- Immediately correct member behavior when they do not adhere to the safety steps laid out in the Plan. Re-train members who require frequent correction
- Modify the plan or process as needed to increase compliance
- Provide written and graphic materials when available to increase visibility of policies to members

Communication

The Safety Plan Lead (or others as designated) will direct all communications regarding COVID-19 and the Company's responses, both within the Company and externally. Internal communications will be provided by one or more of the following methods as necessary.

- Direct Contact by Club leadership with the members either by phone or in meetings
- Email
- In person meetings
- Postings on the Club Website or Face Book page or other social media
- Posted at key locations at the Event Center.

This will include any resources the club members may need about COVID-19 illness or preparedness measures.

The Safety Plan Lead or designee will provide notification to members, contractors and others who may visit the facility. The Safety Plan Lead or designee will provide notification to members, customers, and others visiting the business of any operational changes and will provide frequent updates throughout the course of the COVID-19 pandemic. They will monitor for public health updates and issue advisories and alerts as conditions change. The Safety Plan Lead or designee will notify all affected parties when the outbreak impacts our ability to perform services and will provide updates when the CCR's operations resume.

Responsibility of Members

Please be responsible for your own health and ensure you participate in our "multiple barrier" prevention efforts while at work. To minimize the spread of COVID-19 at our worksites, everyone must play their part. We are instituting various housekeeping, physical distancing, and other best practices at our worksite to prevent the spread of COVID-19. All members must follow these practices. Specific question about this plan or COVID-19, should be directed to a club officer or director.

The following symptoms are consistent with COVID-19 and may be cause for heightened safety measures. A display of these symptoms as identified below is called "COVID-like illness" (CLI) until an official COVID-19 test and diagnosis is made.

One of the following symptoms:

- Cough •
- Shortness of breath or difficulty breathing.

Or at least two of the following symptoms:

- Fever(subjective or measured)
- Chills
- Repeated shaking with chills •
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have any of these symptoms or a combination of these symptoms do not come to a Rotary meeting, event, or activity. Do not come to a Rotary meeting event or activity until you are free of symptoms for at least 72 hours, without the use of medicine, as recommended by the CDC.

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Then wash hands or use sanitizer.
- Avoid close contact (standing within 6 feet) with others at all times

Rotary Event Center Protective Measures

GENERAL SAFETY POLICIES AND PROCEDURES

Signs will be posted at the entrance discouraging any person who is showing symptoms of COVID-like illness from entering the Event Center.

The use of cloth face masks will be necessary for those individuals who are not fully vaccinated. This determination to wear a mask is on an honor system and will be by individual determination of each individual.

Personal Protective measures

Members will be expected to wear cloth masks on entry into the event center only if they have not been fully vaccinated. If an individual who has been fully vaccinated, then that will be respected as well as an determination on masking by each individual.

If there is a need to use any Bingo or Rotary facilities (such as rest rooms) outside the Event Center the signage in place observed.

Physical Distancing Policy:

For individuals who are fully vaccinated will not be required to socially distance.

An option will be retained for an area where individuals can attend the meetings if they do not want to participate in food consumption activities. The six-foot distancing will be maintained between chairs. Floor markings will be provided for the positioning of chairs. Should there be a desire for family members to attend and sit together that will be identified to the Sergeant at Arms who will try and rearrange so that this can be accommodated.

Rotary Office and Conference room:

The Office and Conference room will not require social distancing if the individuals in those rooms are fully vaccinated. If someone enters who has not been vaccinated, then they must be in mask.

Personal Hygiene practices

At the entrance and exit to the normal access areas hand sanitizer stations will be present for individuals to use.

Cleaning and Disinfection

CCR has instituted regular housekeeping, including cleaning and disinfection of frequently used equipment and high touch services. These services will be provided by Bingo Boulevard personnel trained in these actions as they use them for the balance of facility operations. The Event Center area will normally be cleaned after facility use and maintained in that condition until the next weekly meeting. If there is a necessity to conduct Rotary business or activities in the interim time, those activities must be scheduled with the Club Administrator so any necessary cleaning can be performed.

The listing of materials utilized can be obtained from the Bingo Boulevard General Manager.

Exposure Plan

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms during the Rotary meeting, event or activity contact an Officer, Board Member, or the Safety Plan Lead (or other designee) and go home, self-isolate, and contact your health provider. If you think someone at the meeting, event or activity has these symptoms, contact the Safety Plan Lead (or other designee) on follow-up procedures.

In the event a member, visitor or other person test positive for COVID-19, the Benton Franklin Health District may notify CCR to perform cleaning and disinfection of areas and buildings frequented by this individual in accordance with CDC guidelines. CCR will cooperate with the BFHD on any relevant contact tracing activities.

Except for circumstances in which the Company is legally required to report occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed individual has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.