

## Rotary Club of Leesburg Covid-19 Related Meeting Rules

By coming to the Rotary Club of Leesburg in-person club meeting you agree to abide by the following rules. Should you not respect the rules, you will be asked to leave the meeting.

### River Creek Protocol

- The total number of people permitted at the Rotary Club of Leesburg meeting is \_\_\_\_\_, based on the Governor's current Covid-19 order. Those arriving after the meeting capacity is full will be denied entry.
- River Creek's staff are required to pass a symptom free questionnaire, have their temperature checked prior to each shift and wear gloves and masks.
- Carpets were thoroughly cleaned and sanitized in May and filters in the A/C systems have been changed to new ones.
- Daily cleaning and sanitizing routine is performed by the housekeeping staff.
- Prior to the meetings, River Creek will wipe down "heavy touch" surfaces like door handles, tables, and counters, with disinfectant wipes.
- River Creek will ensure bathrooms are clean and provide wipes or Clorox-based cleaners in bathrooms.
- Rotary Meetings will be held in the main dining room and zoom will be available for member who wish to be home. If the room is not available, meetings will be exclusively on zoom.
- Meals will be served once everyone is seated, including salads and dessert, which will not be on the table before then. Bread will be distributed by a River Creek employee. Utensils will be wrapped in napkins at each place setting.
- To comply with social distancing guidelines, there will be 4 place settings at each table, and tables will be at least 6 feet apart.
- The cash bar will be available as usual, with social distancing requirements in place.

### Rotary Members and Guests

- Rotary members and guests should not come to a meeting if they have had any COVID symptoms in the last 2 weeks. You will be screened upon entry that you are symptom free.
- Every Rotary member and guest should wear a mask upon entering the premises. Masks may be removed while eating/drinking as long as individuals are sitting six feet apart. However, they must be worn at all other times.
- Upon entering River Creek, Rotary members' and guests' temperature will be checked by the Sergeant-at-arms.
- Rotary members and guests will be asked to wash/sanitize their hands (hand sanitizer stations are placed throughout the clubhouse).
- Under no circumstances should any Rotary member or guest hug, kiss, or shake hands.

### Rotary Club

- The Rotary Club of Leesburg will provide masks for those who need them.
- We will not distribute any items at the meetings – printed agendas or pamphlets. All information to the membership should be distributed by email.