

Thanks for reviewing this safety protocol for our 2020 Christmas Trees fundraiser! Leadership of the Rotary Club of Whidbey Westside has decided that continuing our major annual fundraiser is important to sustaining our philanthropic presence in the community. In addition, our leadership has planned to make some changes to the daily operation of the fundraiser to contribute to community efforts at disease spread as well as to model desired behavior for any patrons of our tree sales lot.

This safety protocol follows the [Washington State Department of Health's Phase 3 Safe Start](#) planning template, modified for relevance to our operation. It also draws from the [Department's COVID-19 Guidelines for Farmer's Markets](#) as the closest guidance applicable to the fundraiser. Following certain formats, this document is also intended to be kept on file at the sales lot. For the purpose of this protocol, "Members" also refers to family members and friends who volunteer to help but are not active Rotarians.

If you have any questions, please contact Traci Bergsma (tracibergsma@yahoo.com) or Jim Rogers (jhrjrm@att.net).

General Operating Plan

General expectations:

- Christmas tree shopping is fun, full of excitement for kids of all ages and a holiday tradition for many Island families. While 2020 will be different in some minor ways, shopping with us should be no different. Laughter and enjoyment should abound.
- While on the lot, members should serve as safety ambassadors. Around the state, we hear that retailers are successful with gentle reminders for their customers. We don't need to act as disciplinarians though there are a few hard-and-fast rules below which are marked as 'Mandatory.'

Maintaining spatial distance:

- Rotary Club members working at the lot are responsible for maintaining six feet of separation between each other and customers. This may not be feasible in some situations (e.g.: carrying trees), however members are encouraged to refrain from sustained periods of contact.
- Please coach customers to maintain appropriate distance in a pleasant and lighthearted way.
- Customers should also be encouraged to maintain six feet of separation from anyone not in their family members or shopping group.
- Signs will be placed along the south perimeter of the tree racks. Markings on the grounds of the lot will serve as reminders to avoid crowding closely together.
- Please monitor the entrance to the sales area to discourage congregation of unrelated family groups.

Equipment and Supplies:

- MANDATORY: Everyone over the age of two must be wearing a full face covering (mask) while in and around the sales area. Obviously, this applies to members as well as customers. There are no exceptions to this rule.
- In addition to being a responsible act, this is also pursuant to the [order of the Washington Secretary of Health amended order 20-03.1](#).
- A supply of disposable masks will be available to customers and members at no charge.
- While we don't anticipate a problem, customers who refuse to wear a mask or to mask children over two must be asked to leave.

Hand hygiene:

- Hand sanitizing supplies will be available and prominently displayed for customers and members alike.
- Members are strongly encouraged to sanitize their hands between each customer visit and sale. Feel free to invite customers to do the same!

Cashiering:

- For each shift, there will be one member solely responsible for the cashiering station.
- Customers should be encouraged to use credit cards and to participate in contact-free charges where they insert their own card into the reader.
- Cashiers must install the Shopify and Shopify POS apps onto their internet-connected devices. Transactions will be manually entered (no card swiping) and customers will not be allowed to 'sign' for their transaction. Our cashiers can make a mark on the screen – and we encourage creativity!
- We will continue to accept cash and checks.
- A supply of pens will be available for check-writing. The cashier must wipe down (i.e.: with a sanitizing disposable wipe) each pen after use and keep the sanitized pens separated from pens awaiting a wipe-down.

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Screening:

- Members are asked to self-screen before every shift. This includes taking your temperature and 'checking in' with your self about how you're feeling that day.
- Think about these questions:
 - Do you have any of these symptoms that are not caused by another condition?

▪ Fever or chills	▪ Recent loss of taste or smell
▪ Cough	▪ Sore throat
▪ Shortness of breath or difficulty breathing	▪ Congestion
▪ Fatigue	▪ Nausea or vomiting
▪ Muscle or body aches	▪ Diarrhea
▪ Headache	
 - Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
 - Have you had a positive COVID-19 test for active virus in the past 10 days?
 - Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
 - If you are at all concerned that you may not feel well, please do not come to the sales lot. Call Traci to let her know you are unable to work that shift.
- While we hope it doesn't occur, if you begin to feel ill during your shift, it is important to leave the lot immediately. Simply retrieve your personal gear, let your team mates know you are feeling unwell, and depart.
- It is unlikely that customers will present themselves with obvious symptoms similar to the above and it is not our role to interrogate them or offer advice. For someone who is obviously markedly ill, it may be appropriate to ask if perhaps the customer should return at a later time when they feel better.

End of Shift:

- Supplies will be available to disinfect surfaces in the trailer, all of the tools, sanitizing stations, etc.
- At the end of each shift, members are encouraged to spend a few minutes cleaning everything they can think of that may have been touched by members and customers – it is important to leave a clean operation for the next shift.
- We recommend that members starting their shift should also clean the area as an added precaution; especially members starting the Club's shifts on Wednesday and Saturday Mornings.

Have more questions about COVID-19? Call the Washington State Department of Health hotline: 1-800-525-0127, Monday – Friday, 6 a.m. to 10 p.m., Weekends: 8 a.m. to 6 p.m.