



## **Club 21 Learning and Resource Center Reopening Plan to Prevent the Spread of COVID-19**

### Mission and Goal of this Reopening Plan

Club 21 is dedicated to ensuring the health and safety of our employees and the families we serve. Club 21 is taking all necessary measures to minimize the spread of COVID-19 among our families and our surrounding communities. According to the CDC, COVID-19 is, “a newly identified pathogen and it is assumed there is no existing human immunity to the virus. Everyone is assumed to be susceptible, although there may be risk factors that increase an individual’s illness severity.” We have decided to shift all of our programming, events, and fundraisers to online platforms through (at least) October 2020. In light of this decision, this reopening plan is just that, a plan. We are not anticipating completely reopening office functions until national, state, county, and municipal public health officials deem that it is safe to do so. This plan is meant to serve as a checklist of necessary measures that need to be taken before that reopening can take place and will serve as a guide when the reopening process begins. This plan contains:

- 1) Measures that must be in place before the Club 21 office can reopen and Club 21 can hold in person events, services, and programs
- 2) Information about the role of the Workplace Infection Prevention Coordinator
- 3) An outline of the training that staff and constituents must receive before returning to the Club 21 premises
- 4) Club 21’s four phases of reopening that will serve as fluid and can be rolled out or rolled back depending on local or state developments
- 5) The plan and series of events that would take place in the event that someone who had entered the Club 21 office tests positive for COVID-19
- 6) The responsibilities of individuals in preventing the spread of COVID-19 and the process for self screening
- 7) Cleaning and disinfection protocols
- 8) Physical distancing guidelines for Club 21

This plan uses standards, regulations, and guidelines published by the National Center for Disease Control and Prevention (CDC), the California Department of Public Health, the California Division of Occupational Safety and Health, the LA County Department of Public Health, and the Pasadena Department of Public Health.

### **1) Measures that must be in place before reopening**

- Risk assessment - [Completed and available here](#)
- Training for employees
- Resources for families
  - [California Department of Public Health for Family Members and Caregivers of children and Youth with special Health Care Needs](#)
  - [Information for “Racial and ethnic minorities” - CDC](#)
  - [Information for older adults - CDC](#)
  - [Information for people who are immunocompromised - CDC](#)
  - [Measures to prevent spread among people with Disabilities - CDC](#)
- Assessment of HVAC system, air filtration, and air circulation
  - Pasadena Covenant is performing this assessment on the entire campus including the Club 21 office and program spaces
- Posting of signs that serve as reminders regarding how to prevent the spread of COVID-19 in the office and/or event spaces
- Indicators on the ground to enforce social distancing guidelines
- Installation of physical barriers where deemed necessary
- Installation of touchless bathroom appliances
- Walk through of Club 21 office space and/or event space to ensure that it is in line with all national, state, and local regulations
- Purchasing of necessary materials and equipment
  - FDA and EPA approved cleaning materials
    - These will likely be purchased from Pasadena Covenant
  - Auxiliary cleaning supplies: paper towels, disposable cleaning pads, cleaning gloves, and whatever else is necessary to utilize cleaning materials
  - Gloves
  - Face masks
  - Hand sanitizer
  - Physical barrier, if necessary

### **2) Workplace Infection Prevention Coordinator (WIPC) and their role**

The WIPC is responsible for the implementation, updating, and response required according to Club 21’s reopening plan. The WIPC is responsible for the following:

- Being familiar with changing national, state, and local guidelines regarding COVID-19 and its prevention
  - This will require a regular review of the websites of the [CDC](#), [Cal/OSHA](#), [LA County Department of Public Health](#), and [Pasadena Department of Public Health](#)

- Updating Club 21's COVID-19 Reopening Plan according to any changes in national, state, or local policy
- Implementing Club 21's Reopening Plan according to the set of policies outlined in this document
- Carrying out any responses in the event of a positive case of COVID-19 in the Club 21 community or someone who interacts with a member of the Club 21 community including contact tracing and communication with the entire Club 21 community
- Distributing information to the Club 21 community members about how to prevent the spread of COVID-19
- Plan and execute required training for Club 21 staff and Club 21 community members

### **3) Staff Training**

This manual does not include the entirety of staff training. The WIPC is responsible for designing and implementing this training to all staff members before they return to work in the office. The training must include:

- Information about COVID-19, preventing spread, and who is especially vulnerable
- Self screening how-to
- Importance of not coming to work if they experience any symptoms
- Importance of not coming to work if they have had contact with anyone who has tested positive for COVID-19 in the past 14 days
- When to seek medical attention
- Importance of prevention measures
  - [How to properly wear a face mask](#)
  - [How to properly wash one's hands](#)
  - [How to properly use alcohol based hand sanitizer](#)
- Importance of physical distancing at work and elsewhere
- How to use cleaning products and how to properly clean a surface
- Club 21 policy specifics

### **4) Phased Fluidity Plan**

The Club 21 reopening plan is divided into four phases which are detailed below. Each phase begins with a brief description and the possible timeline of their occurrence. While these phases are meant to be progressive and move in succession from *Phase 1* to *Phase 4*, local, state, or national conditions may require that Club 21 reverse these phases. They are fluid in the sense that they may occur in order, at an accelerated pace, a decelerated pace, or out of order depending on development of COVID-19 in the US, LA county, and Pasadena. For example if Club 21 has entered *Phase 3*, but an outbreak of COVID-19 has begun in LA county and county officials put a stay at home order in place, Club 21 will return to *Phase 1*.

*Phase 1: Work from home when possible (through at least October 2020)*

- All Club 21 employees and service providers will coordinate programs, services, and administrative tasks from home
- Any necessary materials for completing these tasks from home are distributed from the Club 21 office by Joy Domingo, Programs Director, or Kim Whitney, Bookkeeper and Events Coordinator
- All meetings are conducted virtually or on private property, outdoors, with a space of at least six feet between individuals from different households
- All programs and services are conducted through virtual platforms
- In the event that any employee needs to go into the office, it is communicated to other employees to ensure that there is not overlap of individuals in the office at the same time
  - If there needs to be more than one employee in the office at the same time, masks are worn and a distance of six feet is kept between the employees at all times, high touch surfaces are disinfected between uses, and ventilation is maximized by the use of fans and/or open windows
  - Employees are not permitted to enter the office space, even if they are the only individual, if they are exhibiting any symptoms of COVID-19 or any other illness. To assess one's exhibition of symptoms, the [Club 21 at home COVID-19 Symptom Self Check](#) can be performed

*Phase 2: Staggered and limited time in the office with the remainder of the day working from home. The earliest possible entry into phase 2 is November, 2020.*

- The number of employees in the office will be limited to the number of separate, established working spaces. These working spaces will include a distance of at least six feet to the nearest employee, separation by room, and increased ventilation through the use of fans and/or open windows.
- All employees will be required to wear a mask while in the office unless they can provide a medical reason for their exemption.
- Office spaces will include the main office space in the house on Santa Barbara St., the "Mod Pod" in Pasadena Covenant's administrative building, the individual office spaces attached to the Stepping Up room on the second floor of the administrative building, and the individual office spaces across the hall from the "Mod Pod."
- All employees will be required to maintain a distance of at least six feet from one another at all times.
- All office space will need to be reserved for specific employees for specific amounts of time the week before its use.
  - All people who enter and exit the office will need to be scheduled in advance and recorded to confirm their presence in the office. This record keeping will be diligently maintained by the WIPC and is crucial in the event that contact tracing becomes necessary.
- All office spaces will need to be disinfected with provided cleaning materials after their use by the employee who used that specific office space.
- Deep cleaning will need to be performed at the end of each work week.

- At this phase, working in the office will be optional. Employees will still be able to work completely from home if they feel comfortable with that arrangement.
- At this phase, shared spaces including the work room and the kitchen will be off limits to most employees.
  - Specific devices will be designated to specific employees who will be the only operator permitted to use a specific machine.
  - Specific phones will be designated to specific employees who will be the only operator permitted to use that specific device.
- Physical materials including paper, scissors, pens, staplers, and other office supplies should not be used by more than one employee unless they can be disinfected after each use.
- All water used for consumption purposes must be brought by the employee themselves or be filtered water that is not from a shared tap.
- Employees should avoid the use of public transportation and ride sharing services in order to commute to and from work.
  - If an employee's only method of transportation is public transportation or ride sharing services, they may choose to continue working from home.

*Phase 3:* All employees can work at the office with social distancing and regular cleaning in place. The earliest possible entry into phase 3 is two weeks after the beginning of phase 2 under the conditions that the regulations of the state and county allow this level of reopening.

- All the regulations from *Phase 2* are carried over into this phase excluding the following:
  - Each employee will have a designated space in which they can work without staggering times and having to coordinate with other employees.
  - Depending on the number of employees who request their own office space on Club 21 premises, some rooms that had only one employee in *Phase 2* and that are large enough to maintain a distance of at least six feet between working spaces may increase their capacity to 2 or 3 employees.
  - Shared spaces may be used to store employee's food or other personal belongings, but employees can not crowd shared spaces. Distance of at least six feet between employees at all times will continue to be enforced.

*Phase 4:* The holding of programs and services with the assurance of social distancing and disinfection protocols. This phase can only be entered once national, state, and local government policies allow gatherings of the size of our programs. Only the programs that can ensure social distancing will be allowed to take place in person. The remainder of the programs will remain virtual.

- The guidelines for employees working in the office from *Phase 2* and *Phase 3* will continue through *Phase 4*.
- Coordinator and constituent participation in any events, programs, or services that are deemed eligible to occur in person will be optional.
- The programs that will be eligible for review to be held in person:

- Club Connections
- Educational Partnerships
- Second Saturday Speaker Series
- Stepping Up Parent Section
- Dads' Group
- Moms' Group
- Bienvenidos Group
- ECAR
  - Will only be able to occur if physical barriers can be obtained and installed between the tutor and the student
- The programs that will be required to continue to be held virtually:
  - First Steps
  - Stepping Up Student Section
  - Club F.U.N.
  - The Crew
  - Sibshop
- Before any programs can be held in person, the coordinators of each program must present a plan that follows all national, state, and local guidelines and all policies outlined in this plan.
- Before any programs can be held in person, participants of the program must receive a live or pre-recorded training that demonstrates how social distancing and infection prevention measures will be put in place and how they are required to abide by those guidelines.
- When possible, programs and services should occur outdoors. If that is not possible due to space limitations or weather conditions, the rooms in which programs and services occur must have the potential to have increased ventilation by the use of fans, open windows, and/or an updated and reviewed air circulation and filtration system.
- All participants at a Club 21 event, program, or service will be required to RSVP and sign in to confirm who was present and to ensure we do not need to rearrange a set up in the middle of an event.
  - Part of this sign in procedure will be a symptom self checker that must be completed in one's car or at home before participants arrive.
  - The RSVP or sign in process must collect a participant's name, email, and telephone number, at a minimum.
  - The records of staff and participants who are present at each event must be meticulously kept and made available to the WIPC in the event that contact tracing becomes necessary.
- All program participants and coordinators will be required to wear a mask at all times (unless they are able to present a medical reason for their exemption) and maintain a minimum distance of six feet between themselves and anyone from outside their household.
  - If participants and/or staff members do not have access to a mask, Club 21 is required to provide them.

- Hand sanitizer should be made available for use by participants and employees at the beginning of the event, the end of the event, and at designated locations throughout the duration of the event.
- All events, programs, and services must take the following safety precautions into account and implement them to the best of their ability:
  - Bathroom capacities must be limited according to their size ensuring a minimum distance of six feet between each individual, and lines that adhere to social distancing guidelines must be enforced. This can be accomplished by using tape or another indicator on the floor to indicate the places at which people can wait in line while maintaining a distance of six feet between themselves and the individuals around them.
  - If food is served, it must be distributed in individually packaged containers with disposable utensils and napkins. Distribution of food should minimize person-to-person contact as much as possible.
  - Lines to get food, materials, or any line generally must have indicators of six foot distance between individuals in the line.
  - Sign in procedures must be done in adherence with social distancing guidelines or be done with a physical barrier between the guest and the Club 21 employee performing the sign in process.
  - No two people can speak into the same microphone or use the same podium without the use of disinfectant cleaner between speakers.
  - All high touch surfaces should be operated by the same person, touch by others should be avoided, and cleaning with a disinfectant should occur regularly throughout the event.
    - I.e. Bathroom doors can be propped open
    - Sinks, toilets, soap dispensers, hand towel dispenser, etc. should be updated with touchless features
  - Signage indicating proper social distancing and mask wearing guidelines must be posted in all high traffic areas.
    - The signage should be in all languages of the constituency attending the event.
      - These signs have been designed by the CDC and are publicly available for download.
      - Club 21 has downloaded all applicable signs in English, Spanish, and Mandarin Chinese.

### **5) COVID-19 Positive Case Plan**

All Club 21 staff members, volunteers, members, constituents, program coordinators, and community members are obligated to inform the WIPC if they test positive for COVID-19 or come into close contact with someone who tests positive. This expectation must be communicated to all those who enter Club 21 premises or attend a Club 21 program or event. The WIPC's contact information must be made publicly available on the Club 21 web page dedicated to COVID-19 information, and must be circulated at the Club 21 office and at Club 21 events.

In the event of a positive case of COVID-19 among Club 21 employees, close contacts of Club 21 employees, or any other difficulty that employees may experience as a result of this pandemic, Club 21 is adopting a flexible time off and sick leave policy. An employee's job security will not be compromised as a result of any difficulty experienced due to the COVID-19 pandemic.

There are some general procedures that will be followed regardless of who in the context of the Club 21 community tests positive. If there is a case of COVID-19 in a Club 21 organized context, the WIPC must notify local public health authorities. For Pasadena, that authority is the Pasadena Public Health Department which can be reached at (626) 744-6000. In the event of a hospitalization or death as a result of COVID-19 in the Club 21 community, the WIPC is legally obligated to report that to the Cal/OSHA office. Their website can be found [here](#).

The following scenarios are broken into categories to allow for thorough planning in many potential situations. They may appear repetitive, but this part of the plan is crucial to ensure that a single positive COVID-19 case does not devolve into an outbreak with an epicenter at Club 21.

The following procedure should be followed if (1) a Club 21 staff member tests positive (for COVID-19) through a lab test or (2) an individual who entered the Club 21 office, but is not a staff member (member, constituent, someone who came in for a meeting, service provider, etc.), tests positive for COVID-19 through a lab test:

- The Club 21 office will be completely closed until a professional cleaning company can be hired to perform a deep clean on the office.
  - This cleaning must occur at least 24 hours after the individual who tested positive had last been in the office in order to allow the respiratory droplets in the air to settle onto surfaces.
- The WIPC is responsible for performing contact tracing.
  - The WIPC should speak with the individual who has tested positive in order to assess when they began experiencing symptoms and who they interacted with within the two weeks prior to the start of their symptoms.
  - They must inform anyone in the office at the same time as the individual within the past two weeks that they may have possibly been exposed to COVID-19.
  - All employees will be encouraged to self quarantine and prevent all interaction with other individuals.
  - While performing contact tracing, the WIPC must maintain confidentiality and privacy. They are not permitted to name the employee who has tested positive without their explicit permission.
  - The WIPC should also reach out to the individual who has tested positive to offer them resources and support.
- All Club 21 staff members will be required to obtain a [COVID-19 test](#) at least five days after potential exposure. The results of these tests must be communicated to the WIPC.



- The Club 21 office will remain closed for a minimum of 14 days to ensure any exposure does not develop into illness, and if there are further cases, the potential for exposure is minimized. The WIPC is responsible for making the final decision in regards to reopening after a positive COVID-19 case in collaboration with other Club 21 employees. The Club 21 office will only be able to reopen when:
  - All employees excluding the individual who has tested positive have self isolated for 14 days without developing symptoms **AND** they have received a negative COVID-19 test result.
  - The employee who initially tested positive will only be able to return to the office after 14 days since they received their diagnosis **AND** they have not had a fever for 72 hours **WITHOUT** fever reducing medication.
    - If the employee has a persistent cough, they may be asked to work from home for longer even though a lingering cough is not a sign of the virus' presence. Instead this is a preventative measure for those members of our staff who are immunocompromised or in an at risk group.
    - The WIPC is responsible for checking in with the employee daily to monitor symptoms and provide any necessary medical resources/references.

The following procedure should be followed if (1) a Club 21 staff member's close contact(s) test positive for COVID-19 through a lab test or (2) an individual who entered the Club 21 office, but is not a staff member (member, constituent, someone who came in for a meeting, service provider, etc.), had close contact with someone who tests positive for COVID-19 through a lab test:

- The individual will be required to work from home and will be obligated to obtain a test if they develop symptoms or at least five days after possible exposure (whichever comes first).
- The Club 21 office will close and all those who were in the office within fourteen days of the potential exposure will be encouraged to self isolate until the WIPC determines it is safe for some or all employees to return to the office.
- The WIPC is responsible for performing contact tracing:
  - They must speak with the individual to assess any Club 21 employee or Club 21 community member with whom they came in contact with.
  - Those who experienced potential exposure must be notified and will be encouraged to self quarantine and obtain a COVID-19 test at least five days after the most recent potential exposure.
- In the event any of the potential exposures develop into a positive COVID-19 case, the process outlined in the prior section must be followed.
- The Club 21 office will be allowed to reopen once:
  - All employees who had been in the office within the fourteen days prior to the closure have tested negative - these tests must have been performed at least five days after each employee's potential exposure to COVID-19.

If a member of the Club 21 community who has attended a Club 21 event, had contact with a Club 21 staff member, or been on Club 21 premises tests positive for COVID-19 (this procedure will only become applicable once Club 21 enters *Phase 4*):

- The Club 21 office and all spaces used on the Pasadena Covenant campus by Club 21 will be completely closed until a professional cleaning company can be hired to perform a deep clean.
  - This cleaning must occur at least 24 hours after the individual who tested positive had last been on the premises in order to allow the respiratory droplets in the air to settle onto surfaces.
  - Because this event would also affect others who work on Pasadena Covenant's campus, all those who work on the campus will be notified and encouraged to shift to working from home until deep cleaning can be obtained for all facilities with which the individual who tested positive came into contact.
- The WIPC is responsible for performing contact tracing
  - The WIPC should speak with the individual who has tested positive in order to assess when they began experiencing symptoms and who they interacted with in the two weeks prior to their symptom development.
  - They must inform anyone on the premises at the same time as the individual within the past two weeks that they may have possibly been exposed to COVID-19.
  - All individuals contacted will be encouraged to self quarantine and prevent all interaction with other individuals.
  - While performing contact tracing, the WIPC must maintain confidentiality and privacy. They are not permitted to name the individual who has tested positive without their explicit permission.
  - The WIPC should also reach out to the individual who has tested positive to offer them resources and support.
- All Club 21 staff members will be required to obtain a [COVID-19 test](#) at least five days after potential exposure. The results of these tests must be communicated to the WIPC. All those who are not Club 21 employees who were potentially exposed will be highly encouraged, but not required, to obtain a COVID-19 test as well.
- The Club 21 premises will remain closed for a minimum of 14 days to ensure any exposure does not develop into illness, and if there are further cases, the potential for exposure is minimized. The WIPC is responsible for making the final decision in regards to reopening after a positive COVID-19 case in collaboration with other Club 21 employees. The Club 21 premises will only be able to reopen when:
  - All employees have self isolated for 14 days without developing symptoms **AND** they have received a negative COVID-19 test result.
  - The individual who initially tested positive will only be able to return to the premises after 14 days since they received their diagnosis **AND** they have not had a fever for 72 hours **WITHOUT** fever reducing medication.

- If the individual has a persistent cough, they may be asked to work from home or not return to the premises for longer even though a lingering cough is not a sign of the virus' presence. Instead this is a preventative measure for those members of our community who are immunocompromised or in an at risk group.

If the close contact of a member of the Club 21 community who has attended a Club 21 event, had contact with a Club 21 staff member, or been on Club 21 premises tests positive for COVID-19 (this procedure will only become applicable once Club 21 enters *Phase 4*):

- The Club 21 premises will close and all those who were on the premises within 14 days of the potential exposure will be encouraged to self isolate until the WIPC determines it is safe for some or all employees to return to the office.
- Others who work on Pasadena Covenant's campus will be informed of the situation and will be encouraged to work from home until they are able to obtain a COVID-19 test (at least five days after the potential exposure).
- The WIPC is responsible for performing contact tracing:
  - They must speak with the individual to assess any Club 21 employee or Club 21 community member with whom they came in contact.
  - Those who experienced potential exposure must be notified and will be encouraged to self quarantine and obtain a COVID-19 test at least five days after the most recent potential exposure.
- In the event any of the potential exposures develop into a positive COVID-19 case, the process outlined in the first section must be followed.
- The Club 21 office will be allowed to reopen once:
  - The WIPC's contact tracing determines that there is no heightened risk to any Club 21 employees or Club 21 community members as a result of the relationship between the individual who tested positive and the individual who attended a Club 21 sponsored event or program. OR...
  - All employees who had been on the premises within the fourteen days prior to the closure have tested negative - these tests must have been performed at least five days after each employee's potential exposure to COVID-19.

The following procedure should be followed if (1) a member of the Club 21 community tests positive for COVID-19 but has not come in contact with any Club 21 staff members nor Club 21 facilities or (2) a member of the Club 21 community has had close contact with someone who tests positive for COVID-19 but has not come in contact with any Club 21 staff members nor Club 21 facilities:

- The WIPC should conduct contact tracing to ensure that the member of the Club 21 community has, indeed, not had close contact with any Club 21 staff members, other Club 21 community members who have had contact with Club 21 staff or facilities, nor Club 21 facilities.

- If it is discovered that this individual did have close contact with any of the above listed items, the appropriate procedure outlined above should be followed.
- The WIPC should provide resources and materials that Club 21 has the capacity to donate to that individual and their family.
  - The WIPC should reach out to the individual regularly to monitor symptoms and provide any resources as the situation changes.
  - This request for support may be extended to the greater Club 21 community if that does not violate the privacy and confidentiality wishes of the individual.
- In these circumstances, the Club 21 offices will not be required to close.
- The WIPC may wish to launch an educational campaign reminding members of the Club 21 community the importance of self protecting measures and the specific risks that individuals with Down syndrome face regarding COVID-19.

### **6) Individual Control Measures and Screening**

Club 21 employees must complete the [Club 21 COVID-19 Symptom Self Check](#) before coming into the office or attending any Club 21 affiliated events. The [Symptom Self Check](#) requires access to a clean, functioning, accurate thermometer. If you need access to a thermometer, please contact the WIPC and do not come into the office nor attend any Club 21 affiliated events before you have access to a thermometer.

Club 21 has decided to opt for a no contact symptom monitoring system. All results of the [Club 21 COVID-19 Symptom Self Check](#) will only be available to the Workplace Infection Prevention Coordinator and will be recorded and stored in the event that contact tracing becomes necessary.

### **7) Cleaning and Disinfection Protocols**

[Disinfectants and cleaners that are approved and recommended by the CDC and approved by the Environmental Protection Agency \(EPA\) to prevent the spread of COVID-19.](#)

Club 21 will likely source cleaning products from Pasadena Covenant Church as they have ordered a surplus and have extended some of their supply for purchase by Club 21.

Precautionary measures - preventing the touching of high touch surfaces outside of personal office spaces:

- All shared doorknobs should be opened and closed with the use of a glove, tissue, or a disposable protective barrier between one's hand and the door knob.
- All high touch surfaces in bathrooms (toilet handle, toilet seat, sink handles, door knobs, soap dispensers) should only be touched with a disposable protective barrier between one's hand and the surface that is swiftly thrown away after its use. If these can not be updated with touchless features, individuals will need to use a tissue, glove, or other disposable barrier when touching all of these surfaces and any others in a shared bathroom. The same protective barrier can

be used for multiple surfaces during a single bathroom use, however, after that use, the protective barrier must be disposed of in the nearest trash can.

- Limiting the shared use of appliances and shared spaces: specified in *Phase 2* of the fluidity reopening plan.
- After shared spaces return to having some use by multiple individuals, all surfaces that are touched in these shared spaces should be touched only with a protective barrier between the user and the object/appliance. After the user has completed their task with the object of interest, that protective barrier should be disposed of in the nearest trash receptacle.
- All trash cans or other receptacles should have a lid or be stored in a place where they can be confined or blocked by physical barriers from shared air space.

Personal work area daily cleaning procedure:

1. Each designated office space will have cleaning wipes or other cleaning materials that employees will be properly trained on how to use.
2. At the end of each work day, each employee is expected to properly clean all surfaces in their designated office space including any tables, shelves, door knobs, keyboards, computer mouse, non fabric chairs, and any surface that the employee touched.
3. On their way out of the office, employees are expected to bring a disinfecting wipe with them to clean shared doorknobs after they use them or use a protective barrier that is quickly disposed of on all shared surfaces (for example, doorknobs).

Shared work area daily cleaning procedure: all shared surfaces or spaces must be cleaned on a daily basis. This includes the kitchen, the work room, and the storage closet (if they are permitted to be used depending on the phase of reopening), and the bathroom. One staff member should be designated to perform these daily cleanings for each day - staff members can switch off weekly, biweekly, or one individual can be responsible consistently.

1. Whoever is responsible for disinfecting the shared work areas should wash their hands before beginning the cleaning process, and wear a face covering and disposable gloves while cleaning. During the cleaning process, the employee should maintain at least six feet of distance between themselves and others.
2. Before beginning the cleaning process, the employee must ensure that the use of the space has been completed for the day. This can be assumed if they are the last employee in the office for the day. If that is not the case, they should receive confirmation from other staff members who are still in the work space that they will not use it for the rest of the work day.
3. The employee designated to perform this cleaning should disinfect all surfaces that could potentially have been touched by employees. These surfaces include: all surfaces in the bathroom, machines or appliances that may have been touched by multiple employees (refrigerator, microwave, toaster, copy machine, phones, etc.), door knobs on shared entryways, exits, and passage doorways,

etc. The shared surfaces that potentially had interaction with multiple employees depends on the phase of reopening. In *Phase 2*, no shared spaces should be used by more than one employee except the bathroom. *Phase 3* opens the need to clean shared spaces in the kitchen and work room.

4. All materials used to clean should be disposed of in a covered trash receptacle or the dumpster outside the office space.
5. On their way out, the employee should use a disposable physical barrier between their hand and any surfaces they must touch to exit the office (such as door knobs) such as a tissue or a new pair of gloves. This protective barrier should be disposed of as quickly as possible.

Weekly work space area deep cleaning procedure:

1. One or two employees should be selected as the designated individuals to carry out this weekly cleaning procedure for each week. These employees can switch off week to week or it can be the same employees each week.
2. This cleaning procedure should only be performed once all employees (except the designated employee[s] who are carrying out the cleaning procedure) have left the office space and will not return until the following work week.
3. The designated employee(s) should wash their hands before beginning this procedure and should wear disposable gloves and face coverings for the duration of the cleaning procedure.
4. All products used during this procedure must be CDC and EPA approved. [The list of these products is linked at the beginning of this section of the reopening plan.](#) All employees, or at the least those designated to carry out this cleaning procedure weekly, should receive training on how to properly use these cleaning products and how to properly clean shared surfaces. This training may be included in the general staff training or may only be given to specified employees.
5. All surfaces, both shared and individual office spaces, must be cleaned as part of this weekly cleaning procedure.
6. All trash receptacles must be emptied into the larger dumpster and trash bags must be replaced.
7. All materials used during this cleaning procedure should be discarded into the dumpster as well and should not remain in the Club 21 office space.
8. After the cleaning procedure has been completed, designated employee(s) should use a disposable protective barrier between their hand and all surfaces they must touch in order to leave the office space: door knobs, keys, locks, etc.

Pre and post event, program, or service cleaning procedure:

1. All employees and/or volunteers must wash their hands immediately before beginning to set up an event.
2. Employees and/or volunteers should wear face coverings and disposable gloves during the set up of any event. Employees and/or volunteers should maintain a distance of at least six feet apart while they are setting up. They should also avoid touching their face during the set up of the event.

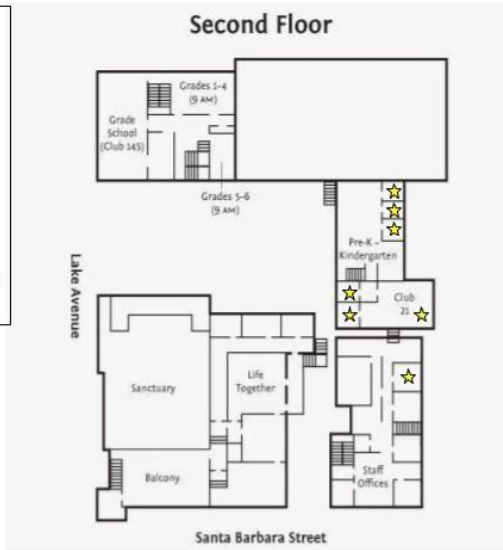
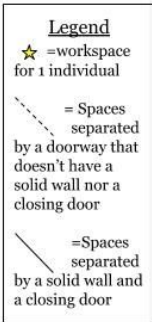
3. All surfaces that will be touched by event participants (chairs, tables, etc.) should be disinfected before they are used by participants, but after they have been placed in their final designated location for the duration of the event. All event participants must wear face coverings for the duration of the event and will be encouraged to use hand sanitizer before attending the event and avoid touching their faces for the duration of the event.
4. Before the arrival of participants, the bathrooms that are designated for use during the event should be disinfected. This includes all surfaces that bathroom users will come in contact with including toilet handles, toilet seats, stall handles, soap dispensers, hand towel dispensers, sink handles, door knobs, hand drying machines, and any countertop surfaces within reach of bathroom users
5. After the event, all surfaces that were touched by the participants should be disinfected by Club 21 employees who are wearing face coverings and protective gloves. This disinfection should occur after all participants have left the space in which the event was held.
6. After all attendees and employees have completed the use of the bathrooms, the same surfaces that were disinfected before the start of the event should be disinfected again.
7. After disinfection, all materials can be returned to their storage location. During the clean up process, all those cleaning up must maintain at least a six foot distance between one another.
8. All those who assisted in cleaning up should wash their hands immediately after finishing the clean up process without touching their face.
9. While locking up the facility, Club 21 employees should use a protective barrier between their hands and the door knobs, locks, and keys. This protective barrier can be a new pair of gloves, a tissue, or other disposable barrier.

## 8) Physical Distancing Guidelines with Visuals and Club 21 Specifics

### Phase 2: Designated and Assigned Work Spaces

Mod Pod and surrounding offices

House on Santa Barbara St.

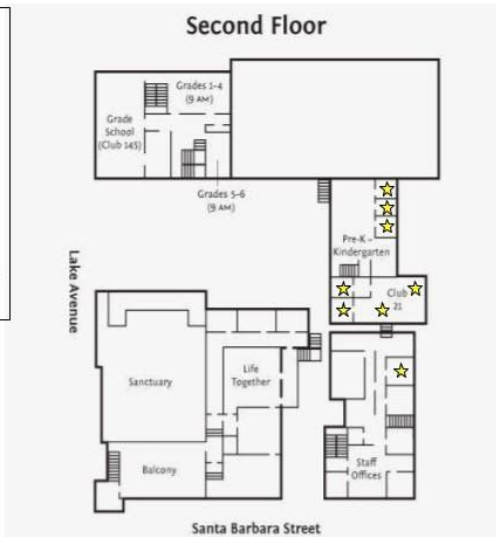
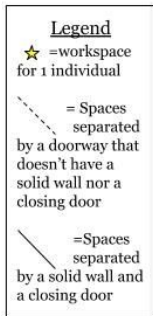


### Phase 3: Expanded Designated and Assigned Work Spaces

This plan densifies the working spaces in the Club 21 office space. All working spaces must be at least 6 feet apart and all employees must wear a face covering at all times. If two share a workspace, air circulation must be increased by the use of fans or by opening available windows.

Mod Pod and surrounding offices

House on Santa Barbara St.





### Phase 4: Spaces Eligible to House Events

All spaces are designated by a highlight in yellow. These spaces are identified because they have the capacity to house events according to the regulations specified in the *Phase 4* written section of the Club 21 Reopening Plan.

