****

**Clubhouse Use Guidelines during COVID-19**

As the safety measures are cautiously relaxed and The Netherlands begins to reopen for business, the AWC The Hague has decided to develop a set of guidelines to follow in order to allow small groups to use and enjoy our clubhouse!

We’ve done our best to look at the space distribution, recommendations and other guidelines in order to provide a safe space for everyone.

We’d like to emphasize that it is up to each individual to take control of their health and feel comfortable to leave a gathering if they feel the conditions are not beneficial to themselves.

**General Guidelines:**

* A maximum of 25 people are allowed in the clubhouse by appointment only.
* The clubhouse must be reserved via the Vice President’s email: [vicepresident@awcthehague.org](mailto:vicepresident@awcthehague.org) for both one of a kind and ongoing activities.
* Members participating in the activity must RSVP via the online calendar or via email to the committee chair, so the maximum number of participants is not exceeded.
* When in the clubhouse: Observe the maximum capacity per room and the flow direction established by the signage on the walls.
* One person in the group is required to be in charge to ensure guidelines are communicated and followed.
* Participants should not come to the clubhouse if they have any symptoms of sickness, however mild, or if any members in their household are ill.
* Do not attend any AWC activities for 14 days after being exposed to someone diagnosed with CoVid19.
* Use hand sanitizer as you enter the club house, then register on the sign-in sheet.
* If the weather permits, keep doors and roof vents open to allow for fresh air flow.
* While together, wash your hands often, cough into a tissue or your elbow, dispose of tissue immediately.
* Maintain the 1.5 meter distancing guidelines between each person.
* Use of facemasks is encouraged.
* If you plan on sharing snacks, set up in a way in which sharing from the same bowl is avoided.
* The person in charge, should always wash her hands before preparing coffee, tea or preparing food.

**Clubhouse Cleaning:**

* Each individual should dispose of their own paper towels, napkins or paper products.
* Each individual should **rinse** and put away her own dishes in the dishwasher. Run the dishwasher when it is full.
* Tables and surfaces should be wiped and disinfected with disposable cleaning supplies (This include bathrooms, door handles and faucet handles).

**Stay Home:**

Fever (over 38 C), cold or flu symptoms, sore throat, cough (even mild symptoms)

Someone in your household has above symptoms

Been in contact within 14 days of a person who has tested positive for COVID-19

COVID-19 Maximum Capacity in AWC Clubhouse: 25 People

(allows for 1.5 m social distancing and freedom of movement)

**Maximum Number of People per Room**

Foyer: no more than 2 people - no lingering

Reception Room (front desk): 1 person at desk + 4 people=5 total

Coffee/Tea Kitchen with Bathroom: 1 person only

Library Room: 5 people seated diagonally + 3 standing = 8 total

Buffet/Serving Room: 4 people

Kitchen: 1 person + back bathroom 1 person = 2

Meeting Room: Max. 9 people, 1 person per table if all 6 tables are used.