



Considerations for Reopening a Clubhouse

Guidelines for Members and Guests:

- When possible, members and guests will enter the club through doors that are either propped open, are automated, or are manually operated by an employee.
- Members and guests making their initial entry to the club through any guest entrance will be requested to complete and sign a several questionnaire indicating that they and others in their household do not have COVID-19 symptoms.
- Members should sign-in or register in for every amenity of the club that they enter.
- Members should be encouraged to wash or sanitize hands frequently.
- Members should practice proper social distancing.
- Members are encouraged to wear CDC approved face coverings.

Guidelines for Employees:

- Screen employees before they start work.
- Remind employees to practice social distancing.
- Employees should wash their hands at minimum once per hour and after high risk activities.
- Employees should receive proper COVID-19 Safety Training.

- Appropriate PPE should be worn by all employees based on their roles and responsibilities and in compliance with applicable state or local health department regulations and guidance.

Pre-Opening Cleaning Procedure:

Many club facilities will have been closed for several weeks or longer, and cleaning will be an important step in the re-opening process. Before reopening, clean and sanitize the entire facility to include:

- The main kitchen including food and beverage preparation and service equipment, storage areas, a la carte dining room including tables and chairs, bar and lounge areas, all banquet serving areas and equipment, and banquet and meeting rooms including tables and chairs;
- Public spaces within the clubhouse including lobbies, hallways, public restrooms, and locker rooms as well as overnight guest rooms;
- The surface of every space where hands could normally reach should be thoroughly and properly cleaned;
- Food service facilities in sports-related venues, and all other spaces used by club members, and guests; and
- All non-public areas at the club including offices, employee restrooms, maintenance rooms, and loading docks.

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Cleaning and Sanitation Once Open:

- Clubs should provide/enhance hand washing opportunities for employees and additional hand sanitizing stations for members throughout the facility.
- Clubs should only use cleaning products and procedures that meet U.S. Environmental Protection Agency (EPA) guidelines and that are approved for institutional use and are effective against viruses, bacteria, and other airborne and bloodborne pathogens.
- The frequency of cleaning and sanitizing should generally be increased in all public spaces with an emphasis on surfaces frequently contacted by employees, members, and guests. Examples include reception desks and areas, elevators and elevator buttons, door handles, employee and public restrooms, lobby furniture and spaces, corridors, stair handrails, gym equipment, sports-related areas and facilities, and dining surfaces and seating areas.
- Employees should sanitize all high traffic back of house areas at least hourly, including employee time clock spaces, employee dining rooms and entrances, employee restrooms, loading docks, offices, kitchens, and training areas.
- Shared tools and equipment should be sanitized before, during, and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers, and other communication devices, Point of Sale (POS) terminals, kitchen implements, engineering tools, cleaning equipment, keys, and other direct-contact items used throughout the club.

Personal Distancing within Public Spaces

- Any area where members, guests, or employees queue should be clearly marked for appropriate personal distancing. These spaces include elevator lobbies, a la carte dining waiting areas, and public restroom entrances.

Food and Beverage Operations Recommendations:

- Restaurants and bars will reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.
- Meeting and banquet set-up arrangements will allow for personal distancing between members and guests in all meetings and events based on applicable (state and/or local) recommendations.
- Self-serve buffet style food service will be suspended and replaced by alternative service styles.
- Hosts and managers should direct personal distancing at entries, waiting areas, and queues in addition to available signage. Peak period queuing procedures should be implemented when guests cannot be immediately seated.
- All self-serve condiments and utensils should only be available from cashiers or servers.
- Straws should be wrapped.
- Tableside cooking to be suspended until further notice.
- “Grab and go” offerings should only be available from employees in appropriate positions.
- Bar snacks should be served to individual guests and not shared by all guests at the table.
- All food and beverage items should be placed on the table, counter, or other surface instead of being handed directly to a member or guest.
- Napkin service (placing in a member’s or guest’s lap or refolding) should be suspended.

For more information and guidance, please visit CMAA’s reopening resource, *Considerations for Re-opening a Club Post COVID-19*, at www.cmaa.org/beprepared.

