Checklist for BUFF/VOA Discussion for Monthly Meetings Resumption

Criteria for Reopening Meetings
- Stable or declining COVID case count in local community (21 days?)
- Allowable per state and local safe practices guidelines
- Existence of detailed plan ready to execute
- BUFF BOD/Metroparks approval and agreement
- Accurate list of participants & contact information (must pre-register)

Lodge Preparations/Plan
- Capacity limit for Lakeview Room?
- Can Trophy Room be added for additional distancing?
- Use multiple entrances?
- Can meetings be done outdoors?
- Use tables or chairs only seating?
    - If tables – spacing, # of persons/table
    - How many tables?
- Availability of hand sanitizers?
- Availability of Plexiglass barriers for cashiers?
- Cleaning protocol?
- Signs, floor markers to encourage 6' distancing?
- Previous events experience?
- Most recent cleaning/sanitization?
- Water systems flushed? HVAC system readiness?

Meal
- Can we/should we do a catered meal?
- Serving plan details –not self-serve, servers gloved and masked, physical barriers?
- Social distancing during serving - maintain social distance in line
- Picnic meals?
- Bar open? Cash handling? Physical barrier?
- Coffee Bar available?
- Water pitchers or pre-set water glasses

BUFF Operations
- Require a Waiver from participants?
- Requirement for masks (except while eating)
- Temperature screening? Activity/travel questionnaire?
- Prior communications to BUFF members re: expectations and changes prior to meeting; plan for dealing with possible non-compliance
- Cashiering operations?
    - Card only process?
    - Plexiglass barrier for cashiers?
    - Cashiers masked, gloved, hand sanitizers?
    - Clean, sanitize pens/other touched objects?
    - Door Prize winner selected by computer drawing
- Meeting Program
    - Handling of rest room line? (Queue to limit # of persons in restroom at a time?)
    - Avoid hand held microphone (use stand)?
    - Raffles?
    - Pre-package newcomer's gifts?
    - Social Hour - suspend? (Everyone takes a seat upon entering?)

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