



CLUB
2020 Season Policies and Procedures

Updated 6/1/20

Check-In/Check-Out: Members/Staff:

- Visitors must enter and exit through MAIN ENTRANCE (Front Office). All other entrances will be roped-off (tennis courts, patio, basketball court, etc.)
- Member Check-In:
 - Greeted by lifeguards or managers in the front office
 - All first time visitors will be asked to sign a waiver (good for entire 2020 season)
 - Temperature will be taken/a series of questions and answers will be recorded by the lifeguard
 - Have you been diagnosed with COVID-19 in the past 14 days?
 - Have you cared for anyone diagnosed with COVID-19 in the past 14 days?
 - Have you experienced any of the following in the past 14 days: fever, cough, shortness of breath?
 - Members should be honest with their responses
 - Members who do not meet health criteria will be turned away

Example check-in document:

Date	Last Name	First Name	Temperature	Q: 1	Q: 2	Q: 3	Member Initials

- Staff Check In:
 - Lifeguards, managers and Tennis staff will be responsible for taking their temperature/answering a series of questions upon arrival/before their shift begins.
 - They will report their answers/temperature to a google survey for managers to review each day.
 - Staff should be honest with their responses
 - No penalties for staff unable to attend their shift due to illness

- Member Check-Out:
 - Exit through MAIN entrance (front office)
 - Check-out with the staff at the front desk

Guests: Due to social distancing best practices, **guests are not permitted** on site until further notice

Facility Layout:

- Beginning 6/1/20, only Pool Deck and Tennis Courts are open
- Locker Rooms and bathrooms will be open, however no showers at this time
- When entire facility opens, it will be divided into “Zones” where social distancing will be enforced
 - Tennis Courts - see Tennis procedures
 - Pool Deck - see Pool procedures
 - Back Deck - details TBA
 - Clubhouse - details TBA
 - Field - details TBA

Lost and Found - CANCELLED in 2020:

- Traditional Lost and Found cabinet has been removed
- All lost and found will be disposed of at the end of the day

COVID-19 Reporting: If a member tests positive for COVID-19

- Member is requested to alert Old Willow ASAP (Board President, Colleen Wilkins, colleen.m.wilkins@gmail.com, 773-771-0159).
- The infected individual--and immediate family members--should refrain from visiting Old Willow until cleared by a physician
- Old Willow will determine the date/time the infected member last visited the Club and contact all other members who were on site at that time. Staff will use check-in data to trace contact.
- Email alert will go out to all members
- Member identity will be kept confidential