



## CCA Covid-19 Policy – Effective October 12, 2020

### CCA COVID-19 Policy

- Occupancy is limited to a total of no more than 50 people in the Civic Hall and on the porch and patio. Captive Memorial Library will set their own occupancy policy for inside the Library building
- Attendance at any CCA sponsored functions or other events held in the Civic Hall and/or on the porch and patio is not permitted if you have been exposed to COVID-19 within the last 14 days
- Attendance is not permitted if you are experiencing COVID-19 symptoms
- All attendees at CCA sponsored functions will be subject to a touchless temperature check. Anyone with a temperature above 100.4, as recommended by the CDC, will not be permitted to attend.
- No food service or consumption is permitted during any functions or events
- Beverages must be served and consumed outdoors only
- Masks/face coverings are required at all times, for everyone over the age of six, inside the CCA Building and on the porch and patio. Masks may be removed only while consuming beverages
- Social distancing of 6 feet shall be maintained at all times
- Attendees must provide contact information to attend any CCA function in the event contact tracing becomes necessary. Anyone refusing to provide contact information is not permitted attendance.

### CCA Building space usage available with restrictions outlined in the CCA COVID-19 Policy

- **Civic Hall**—events and meetings
- **Porch & Patio**--events and meetings
- **Conference room**—currently no usage permitted
- **Offices**--access available to Staff and Board members and to members by appointment
- **AV equipment**--no access or operation by anyone other than the Executive Director
- **Kitchen**--access for staff and designated volunteers only

## **CCA Covid-19 Protocols – Effective October 12, 2020**

### **Required Protocols**

- Full disinfection of common areas at the end of each day when events are scheduled
- Frequent disinfection of high-touch surfaces
- Increased ventilation during indoor events with open doors and activated ceiling fans
- Restroom doors must remain propped open during all events
- Clear plastic barrier/sneeze guard on registration tables positioned inside Civic Hall
- Beverages must be served in disposable plasticware or single-use containers
- Frequent and thorough hand washing by staff and volunteers
- Provide alcohol-based hand rubs containing at least 60% alcohol if soap and water are not available
- Daily temperature check for staff with no access if it is over 100.4 degrees
- Staff and volunteers must wear disposable gloves and change them frequently in common or high-touch areas
- Adequate provision of PPE (Personal Protective Equipment) and information on its proper usage and disposal
- Attendees must be informed about any identified cases of Covid-19 where they might have been exposed
- All attendance at CCA or other events at the Civic Hall or on the porch and patio must be recorded with contact names and phone numbers