



## CCA Covid-19 Policy – Effective March 16, 2022\*

**\*This policy will be reviewed as needed by the Board of Governors and is subject to change.**

### CCA COVID-19 Policy

- Occupancy is limited to a total of no more than 100 people in the Civic Hall. Captiva Memorial Library will set their own occupancy policy for inside the library building.
- When using the Porch & Patio only, total occupancy is to be no more than 75 people. Combined use of indoor and outdoor spaces cannot exceed 175 people.
- 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.
- Masks/face coverings are optional.

### 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**—meetings of up to 12 people, masks optional
- **Offices**—Administrative Offices open Monday – Friday, 9:00am – 5:00pm (unless otherwise posted)
- **AV equipment**--no access or operation by anyone other than the CCA Director or authorized personnel (normal policy)
- **Kitchen**--access for staff, authorized vendors, and designated volunteers only (normal policy)

## CCA Covid-19 Protocols – Effective March 16, 2022

### Required Protocols

- Full disinfection of common areas at the end of each event
- Increased ventilation during indoor events with open doors and activated ceiling fans
- Refreshments served in disposable plasticware or single-use containers
- Frequent and thorough hand washing by staff and volunteers
- Provide alcohol-based hand rubs and/or hand-sanitizing stations with sanitizer solution containing at least 60% alcohol if soap and water are not available
- CCA will make every effort to inform event attendees about any identified cases of Covid-19 where they might have been exposed