

SAFE REOPENING PLAN FOR THE PORTER TOWNSHIP COMMUNITY CENTER

The Community Center Banquet Room will reopen on June 25, 2020 according to the following Board approved safety guidelines. Guests should not attend events at the Community Center if they are exhibiting any COVID-19 symptoms.

Appropriate signage will be posted throughout the Community Center to advise and remind guests to abide by all rules and to take all steps necessary to prevent the spread of COVID-19. Specific signage will be posted in each room at the Community Center. (See attached)

The current cleaning schedule will be maintained and the following sanitation schedule will be implemented, with a documented log to be kept. All hard surfaces, tables, chairs, restrooms, door handles and kitchen surfaces will be sanitized with Lysol-No Rinse before and after each scheduled reservation. Employees will wear appropriate PPE, while performing sanitization and complete employee "health check" sign in/out sheet.

"A Statement Regarding COVID-19 Risk" from the Trustees will be part of this plan (See Attached)

Six (6) foot social distancing should be maintained by all Community Center guests. Markings will be installed on all floors and sidewalks. Use of facial coverings will be encouraged by all Community Center Guests.

Restroom capacity will be limited to one family at a time. Drinking fountain will be disabled/covered and guest will be encouraged to bring their own drinking water.

Hand sanitizer stations will be installed in both rooms, kitchen and hallway.

The Community Center application/agreement will be modified to include necessary provisions related to CDC and ODH recommended COVID-19 guidelines (See attached)

Maximum capacity in the Banquet Room is 36 plus 4 servers – 40 total. No more than 4 guests per table. All tables must remain in their current locations of 6 ft apart.

Designated "Responsible party" will monitor areas where guests are likely to gather and sanitize high touch surfaces every two hours with spray bottles of no rinse sanitizer provided. Buffet style food must be served by designated individuals with masks. (gloves will be available)

Conference Room will remain closed and used as an emergency exit only.

The Safe Reopening plan will be posted on the township's website. – www.portertwp.com

These plan requirements will remain in effect until further information is received from either the CDC or the ODH.