

Rotary Club of Goochland

Approved by the Board of Directors on June 25, 2020

Below are FAQ's regarding the changes and additions that will be made to ensure COVID-19 safety protocols are in place upon our return to in-person club meetings.

When will our club return to in-person meetings?

The club will return to regular Friday in-person meetings on Friday, July 10, 2020. Meeting time will remain at 7:30 a.m.

What is the location of our in-person meetings?

Meetings will be held at the Richmond Country Club (RCC), located at 12950 Patterson Avenue, Richmond, Virginia 23238.

Will virtual club meetings remain an option?

Yes, Rotarians who are not comfortable or are unable to return to in-person meetings, virtual meetings will remain an option. The club president will send out the Zoom meeting information weekly.

How will virtual club meetings work while the in-person club meeting is taking place?

A tripod with a mobile phone and camera will be set up at weekly club meetings that will be "live streamed" via Zoom. A member of the club administration committee or other designated member will operate the mobile phone ensuring the camera follows the club president, speaker, etc.

If Rotarians elect to participate in virtual club meetings, will they still be responsible to pay their dues?

All Rotarians are expected to pay their annual dues whether they attend in-person or virtual meetings.

How will the RCC control the number of people in order to comply with social distancing?

Each Rotarian and guest must RSVP each week if they plan to attend the weekly in-person meetings. This will ensure control over the number of people who attend and help RCC prepare the room for a specific number of people each week. The Clubhouse Manager has committed to accommodating the number of people our club has each week while maintaining social distancing protocols. If our number is too large for the Fairway Room, she will open the adjacent room and have it set up in advance of our arrival Friday morning.

How do I RSVP for an in-person club meeting?

The RSVP process is as follows and MUST be done no later than every Thursday morning at 9:00 a.m.:

- Go to the Rotary Club of Goochland website at www.goochlandrotary.com;
- Click on *club links*;
- Click on *meeting RSVP and meal payment*;
- A receipt/confirmation will be sent to your email address.

PLEASE NOTE: Using the on-line RSVP and payment feature automatically add a 2.9% credit card fee. In order to avoid this fee, you may RSVP via email to the club president no later than 9:00 a.m. each Thursday morning at jcshively@comcast.net.

There will be a drop box for members who prefer to pay by check or cash at the welcome table. This is a drop-and-go check/cash box only. If paying by cash, change will not be provided in order to comply with social distancing and safety protocols. The club president will provide the weekly number of Rotarians and guest to the Clubhouse Manager every Thursday at 9:00 a.m.

What is the meal fee for in-person club meetings?

The board has temporarily authorized a pay-as-you-go period and as a result, raised the actual meal cost that RCC charges the club to \$17.50 per meeting. The club will no longer subsidize the meals during this period. Rotarians who attend in-person meetings are required to pay the weekly meal fee regardless if they eat or not.

If Rotarians elect to participate in virtual club meetings, will they be charged for meals?

No, the board has temporarily authorized a pay-as-you-go period which will be reviewed monthly at the regular board meeting. As such, Rotarians who elect to participate in virtual club meetings will not be charged for their meals.

How will the room be set up for in-person club meetings to ensure social distancing at RCC?

The Fairway Room will accommodate in-person meetings while keeping social distancing in place. The ten person tables will be limited to four people adequately spaced apart. The food service table (buffet food bar) along with the beverage table will be removed from the room to create additional space for more tables. The check-in table will be placed in the doorway between the adjacent room and the podium along with the large screen which will be placed at the east end of the room within a couple of feet from the wall.

How is safety and sanitation/disinfection practices implemented at RCC?

The clubhouse manager advised that it is the policy of the RCC to strictly follow the COVID-19 Centers for Disease Control (CDC) and Virginia Department of Health (VDH) guidelines. All staff (to include servers, kitchen staff and administration) are required to have their temperature checked before each shift to ensure the health and safety of all guest and fellow staff members at RCC. In addition to frequent hand washing and wearing gloves and masks, the staff sanitizes/disinfects all seats and tables both before and after each and every meeting or event. Staff also sanitizes/disinfects bathrooms, door handles, stair rails and other areas of the club every hour. Staff compliance is strictly enforced by management.

How will breakfast and beverages be handled at RCC?

There will be no food service table (buffet food bar) or beverage table. The servers will serve Rotarians and guest with preselected plated breakfast meals and beverages each Friday morning. All beverage refills and other special requests will be handled by servers.

How will the number of people be managed in order to comply with social distancing?

Each Rotarian and guest will need to RSVP each week if they plan to attend the weekly in-person meetings. The club president will provide the weekly number of attendees to the clubhouse manager at 9:00 a.m. each Thursday. This will ensure control over the number of people who attend and help RCC prepare the room for a specific number of people each week. The clubhouse manager has committed to accommodating the number of people our club has each week while maintaining social distancing protocols. She has agreed that if our

numbers are too large for the Fairway Room, she will open up the adjacent room and have it set up in advance of our arrival Friday morning. This is the primary reason of implementing the mandatory RSVP procedure.

Is there anything else I should know before attending the in-person club meeting?

Rotarians and guest are asked not to attend an in-person club meeting if you are coughing for any reason (including “allergies”), have a fever or generally do not feel well. Do not take any chances if you are experiencing any out of the ordinary symptoms or generally feel “under the weather.” Masks are recommended but not required while sitting at your respective table. Avoid sitting directly in front of one another when at the tables. When you are in the clubhouse, please practice social distancing at all times. Please use the hand sanitizer that will be located at the check-in table.

Please do not hesitate to reach out if you have any further questions or concerns.

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