

Draft Date: September 10, 2020

RIDGEFIELD NEWCOMERS CLUB

ACTIVITY/EVENT GUIDELINES – COVID-19 – FALL 2020

Our objective in setting these guidelines is to clearly communicate to both hosts and guests the means by which events may be made safer for the benefit and enjoyment of all.

- If possible, hold your gathering outdoors.
- Make sure the size of your gathering meets current CT State guidelines especially with regard to limiting the numbers in attendance. Consider the size of your spaces/home when setting attendance limits.
- Provide a sign-in sheet where all guests record their names, phone numbers and email addresses in the event contact tracing is required.
- Promote hand hygiene by providing the following at the activity/event:
 - liquid soap
 - no-touch waste containers
 - hand sanitizer containing at least 60% alcohol
 - disposable paper towels in washrooms instead of cloth hand towels
- For indoor activities/events held at an individual's home;
 - have all guests sanitize their hands upon entry with readily available hand sanitizer.
 - have all guests remove their shoes and leave them at the entry.
 - Temperatures of each guest may be taken upon entry at the host's discretion.
 - Hosts should ensure spaces are well ventilated with windows/doors left ajar if feasible.
 - Place chairs or other seating with distance between seats to respect people's sense of space. If possible, have a few extra seats placed in out-of-the-way locations where people who want extra space can sit.

- For gatherings where food or drinks will be served:
 - use disposable dishes and cutlery
 - set up service as individual portions if feasible
 - limit the number of people serving food (suggestion: 2 maximum)
 - have all server(s) and guests wear a face mask or face covering while food is being served
 - remind guests and servers to sanitize their hands again prior to handling food
 - invite your guests to bring their own food and drinks, as an option, if they prefer
 - Ensure no shared snack bowls, serving trays, utensils and condiments or using hands to eat from any shared bowl or serving tray at any event.
 - If serving buffet-style (this approach should be avoided if possible), have only the host and perhaps one other person serve, with each wearing a mask, as masked guests come up to the serving area one at a time and with at least 6 feet of distance between each guest. Masks should be worn by all while food is being distributed. Plan ahead as to how food will be served safely to ensure there is no crowding.
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- For high touch surfaces:
 - clean and disinfect high touch surfaces and objects often
 - limit the number of surfaces and shared items your guests need to touch
 - provide disposable disinfectant wipes so guests can clean surfaces before and after using them

If anyone attending an activity/event has symptoms during or after the gathering:

- have the guest safely leave the gathering immediately
- consult with your local public health authority for advice
- clean and disinfect all areas the guest may have come in contact with
- inform everyone in attendance so they can monitor themselves for symptoms

- notify the Newcomers Board at: co-presidents@ridgefieldnewcomers.org so they can follow-up with the individuals in attendance and/or advise other members if necessary