

WRITTEN HYGIENE POLICY

Background: Order 10 Compliance Guidelines with regard to: EMERGENCY ORDER #10, ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY, DATE OF ORDER: November 17, 2020 Goes into effect on November 18, at 12:01 , a.m.

Fitchburg Serenity Club falls under what these orders define as Healthcare and Public Health Operations and therefore, is not required to close immediately. However, now more than ever before, due to the rising number of Covid cases in our community, as well as our need to comply with governing authorities, we urge your cooperation and active participation in helping FSC to comply with the orders we've been given. FSC is subject to increased restrictions in order to comply with the recently issued Emergency Order #10 (and previous Emergency Order #2), specifically Emergency Order #10's Sections 2, 5.b through 5.g. and 5.i. through 5.m.

Individual Conduct:

1. Adhere to Room Split guidelines as posted on meeting room doors, **initiating splits immediately once capacity is reached**, (versus after readings as is more our tradition).
2. Limit capacity to 50% of approved capacity levels (posted in meeting rooms)
3. All individuals are required to wear protective face coverings **at all times** when indoors at FSC, **including when speaking**. For the safety and consideration of others, please avoid eating or drinking during meetings, which would require briefly removing your mask. Masks are provided at the FSC entrance for those in need of one.
4. Maintain physical distancing (min. 6 feet) from one another in common areas and within meeting rooms, and avoid physical contact.
5. If you need to sneeze or cough, please use your elbow versus your hand to prevent germs from spreading.
6. Wash hands with soap frequently, and use hand sanitizer (provided) often to avoid spreading germs.

Cleaning Procedures:

1. **After every single meeting**, use provided paper towels and disinfectant solution to wipe down all tables and hard surfaces of chairs, as well as doorknobs, light switches and other hard surfaces that were touched during the meeting. Mark the date/time the room was cleaned on the paper posted on the inside of the meeting room door.
2. **Note:** Fitchburg Serenity Club is professionally cleaned 3x/week, in addition to the after-meeting surface cleaning procedure. Our professional cleaners come on Mondays, Wednesdays and Fridays to clean all meeting rooms and common areas.
3. In the event of a known, self-reported Covid case by someone who has recently attended an in-person meeting indoors at Fitchburg Serenity Club, we will enlist the expertise of our professional cleaners to perform a disinfectant procedure on the affected room/area. [You can read more on that here](#), or on the [COVID UPDATES page](#) of our website under [Communication, Cleaning & Closures Protocol](#).