

THE WOMAN'S CLUB

AT THE BOLLING HAXALL HOUSE

**The Woman's Club Board of Governors has approved the following COVID guidelines.
These guidelines will be reviewed again at the November board meeting.**

Club occupancy at 75% of capacity:

Because there are no occupancy mandates, as there were last year for indoor events, we suggest that the club operate at 75% of capacity (300 attendees). This will still maintain about two feet between chairs during Club events. It will also allow more members who want to attend club events in person to do so. We will also maintain the live streaming of programs, as well as the video and audio members can view if they are not able to attend in person.

Waivers and Registration for Monday Programs and other Club Events:

We recommend that members will continue pre-registration for Monday Programs and other Club Events, as we did last year. A waiver will be part of the registration form, which indemnifies the club if someone contracts COVID and thinks it happened at a Woman's Club event. This will also allow the staff to have a reasonable count of those attending the meetings and events. If a member and guest attend who have not registered, and therefore have not completed the waiver, waivers will be available to complete and sign on site at the event. Staff will continue the process of "checking in" attendees to ensure there is a waiver for the individual event. The waiver will also contain a section where members can self-disclose their vaccination status.

Masks indoors for Club events:

The committee is recommending that during club events, members, guests, staff, and vendors be required to wear a mask no matter if they are vaccinated or not. Since the Delta variant appears to be more contagious than the original strain, we feel that for the health and safety of our members, guests, staff, and vendors will be more protected through mask-wearing. This is recommended by the CDC and the VDH. Masks are not mandated except in K-12 schools, but many local businesses and organizations are requesting that individuals wear masks in indoor settings where there are many people are gathering, such as Club events. Guest speakers will be allowed to remove their masks since they will be on stage, and at least 10 feet from others in the auditorium.

Members and guests would be allowed to remove their masks for eating and drinking. Those serving refreshments will also be required to wear masks and gloves. Any staff interacting with members, guests, or vendors during Club events will also be required to wear masks.

Currently, we recommend that staff working in their offices and interacting with their co-workers do not have to wear masks unless they wish to do so. All staff members have shared their vaccination status willingly with the Executive Director and are fully vaccinated. This is the wish of the staff, and the Executive Director has the authority to institute a "mask mandate" if the circumstances change in the Richmond area. Staff will wear masks when they are interacting with members, guests, and vendors during Club events.

All vendors, regardless of vaccination status, will be required to wear masks while in the Bolling Haxall House.

Hand Sanitizer Stations:

These are currently in place, and the committee recommends that we keep them in place. Those members, guests, staff, and vendors who wish to utilize them are welcome. This may provide a sense of precaution needed by some.

Proof of Vaccination:

Since the Delta variant seems to infect vaccinated individuals, and we are recommending masks for Club events, we suggest that we **do not** require proof of vaccination for members, guests, and vendors at this time. As booster shots become more prevalent, which may lead to no mask requirement for vaccinated individuals, we will review this recommendation.