

In this procedure: **Re-Opening & Operating of Beach Club**

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Communications:

1. This SOP and other notices related to it will be posted on our website www.kbbeachclub.com and emailed to those members who have opted into our email system to include the following Disclaimer:

By entry to the KBBC and use of the KBBC facilities, member and members family, guests and invitees **assume all health risks associated with Corona Virus including Covid-19** and KBBC disclaims any and all such liability.

2. “Designee,” who could be both a staff member or the Manager, will act as Point of Contact (POC) and be responsible for posting notices. Email and office phone number of Designee will be available for Members.
3. Upon notification of Florida Department of Health Emergency Orders, an “opening” preparedness notice will be posted by written notice and on our website.
4. Any Village, County or State notices, for safety of members and employees of the Beach Club will be posted by written notice and on our website.
5. During and after the ongoing health crisis, Designee will communicate the method of access to the Club, if any access is legally authorized via email communication to members as well as additional posting by written notice and on our website.
6. Designee will report shortcomings and lessons learned along with any suggestions, with Board participation, as to better deal with a future event.
7. Current contact information is: manager@kbbeachclub.com and 305-361-2813. Voice mail will be checked during office hours. Manager’s Cell phone number will be provided to board members.

Exterior:

1. At receipt of notification of Health Emergency from State/County/Village of Key Biscayne
 - a. To enter the Club Staff and members will wear a face mask or other appropriate face covering when social distancing of 6 feet cannot be maintained.
 - b. The club will limit access to no more than 150, (or number deemed appropriate to maintain social distancing; dependent on tide) members at a time on the property. This number can change by the discretion of the Manager.

- Waiting for access may be in one's vehicle on site. The KBBC will also send text alerts related to vacancies to those members who opt into the texting system.
- c. First checkpoint will be front gate where staff member will confirm membership and that each person entering has a mask.
- d. Members will then be greeted by mask wearing staff at the front gate and the breezeway check in. Staff will be provided the most current membership roll (current paid members). Above noted Disclaimer will be posted at breezeway check in area in view of visitors to the Club.
- e. Social distancing with floor indication (tape) of 6 feet to be maintained by those members awaiting sign in when signing in at the breezeway.
- f. Sign in will be done by staff, at breezeway.
- g. Door handles cleaned and disinfected three times per day.
- h. All other multi-touch surfaces disinfected throughout the day.
- i. Beach chairs will be available to members. They will be cleaned and disinfected at the end of each day. Spray bottles of disinfectant will be available for members if they wish to disinfect during the day.
- j. Currently, the children's playground and volley ball court will be unavailable until otherwise authorized by Miami-Dade County/Village of Key Biscayne.

2. Restrooms and showers

- a. Floors cleaned and disinfected **twice** daily
- b. Sinks cleaned and disinfected **three** times daily
- c. Toilets cleaned and disinfected **three** times daily
- d. Door handles cleaned and disinfected **three** times daily
- e. Paper towel holders cleaned and disinfected **three** times daily
- f. Clean and disinfect restrooms with wash down kits at end of day and let dry overnight.
- g. Every other shower will be available. Shower valves and other multi touch surfaces to be disinfected **every hour**.
- h. Middle stall in each restroom will be closed. Post notice at entrance; "Only 3 people allowed at one time. Mask must be worn in restroom."

Interior:

1. Office

- a. Access to office to essential staff only.
- b. Shared workstations will be cleaned & disinfected daily and between uses.
- c. Financial transactions can take place online, over the phone or in the breezeway.
- d. Sale and transfer of merchandise, to take place outside of the office and purchase to be placed in bag for touchless transfer.

2. Clubhouse

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- a. Floors will be mopped with bleach solution every morning.
- b. Tables and chairs will be separated by more than 6 feet.
- c. Tables and chairs will be cleaned and disinfected at the opening of each day.
- d. Tables and chairs will be cleaned and disinfected between each use.

3. Beachside Restaurant.

- a. Once it is approved for opening, it will be held to the same standard as outlined in this SOP

Members:

1. May communicate with the “Designee” as to the most recent health advisories. Members can look to www.kbbeachclub.com for any updates posted there.

POST Health Advisory:

1. Club will post links to all relevant State/County/Village notices on www.kbbeachclub.com.