

Covid-19 Full Agreement/Contract for rental of the M.G.I.A. park includes the following 4 items:

- 1) This Covid-19 Introductory summary of the Full Agreement/Contract for rental revised 10/15/2020. And check list for the rental process. (2 pages)
- 2) The Mulford Garden Improvement Association Property Rental Agreement revised 10/15/2020. (8 pages.)
- 3) A Covid-19 Supplemental 1 of 2 to MGIA Contract for rental of Park revised 10-15-2020. (4 pages)
- 4) A Covid-19 Site-Specific Protection Plan Supplement 2 of 2 for the MGIA Contract updated on June 12, 2020. (4 pages.)

(Where there are any conflicts between # 2 and # 3 or # 4 above, # 3 and # 4 take precedence.)

Use this as your checklist to rent the MGIA Park.

_____ Check the calendar on the website for available days

_____ Post your request on <events@mufordgrdens.com> with the date you want, what type is the event, and how many people will be attending

_____ Download contract. Open file and fill out "text fields" and print. Read and initial and sign where required.

_____ Send checks and signed and initialed contract package to MGIA at 13055 Aurora Dr. San Leandro, Ca, 94577, or arrange for a meeting to turn the materials over to a representative in person.

_____ Once the contract package and checks are received, if the date is available, the check will be deposited.

_____ If the date is not available an email will be returned and you will be asked for another date, and so on until we get it right. Then the checks will be deposited.

_____ Once the checks has been "posted" at the bank, you will be secured on the calendar and notified.

_____Anytime between then and the rental day you can request a visit to the park.

_____On your date, you will come out and meet your MGIA contact at 10 AM for a Saturday rental, or noon for a Sunday rental and go over the contract

_____He/She will give you a tour (if you need one,) give you the keys and turn the park over to you.

_____At the ending time of your rental you will have all your guest leave, close up and check over the park that it is ready for the next renter.

_____Later in the week, you will be told of any cleaning costs found and the cost will be noted and held from your deposit and the balance of the deposit will be returned via US mail on an MGIA check.

Thank you for your using the MGIA park for your event.

Recommendations: Prepare yourself for the event.

_____Have your quests tell you that you are not to be held liable if they become infected with the Coronavirus. (For your own protection.)

_____Take their temperatures and ask them to go home if they are above 99 degrees.

_____Review with them the recommendation that children do not play together on the playground equipment if they are not of the same "social bubble."

_____Review with them the specific distancing and face mask requirements.

_____Verify with us that you will have enough chairs and tables and arrange for any additional ones required.

_____Review any food preparation you might need to have done and bring any extra utensils and kitchen ware you might need.

Make checks payable to Mulford Gardens Improvement Association or MGIA
We do not accept credit cards (checks or cash only)

**Mulford Gardens Improvement Association
13055 Aurora Drive, San Leandro CA 94577**

PROPERTY RENTAL AGREEMENT

Rev. ~~2/12/2020~~ 10/15/2020

An MGIA representative will review this
Rental Agreement with the Renter/Responsible Party

Instructions to fill out form: Renter/Responsible Party: download, and open. Fill out "text fields" and print full form. Sign and initial, as required. Make a copy for your records (optional.)

If a translator is needed, he/she must be at least 21 years of age with proper identification and by signing below is authorized by the Renter/Responsible Party to speak for the Renter/Responsible Party signing this Agreement.

Translator Name (Print) _____

(Sign) _____

Photo I.D. # _____ (Date) _____

___ All signed/initialed contract provisions apply to this rental agreement.

___ The Renter/Responsible Party signing this Agreement must be in attendance at the event for which the Rental is being secured.

Hours of Rental: SATURDAY RENTAL 10:00 AM to 10:00 PM or:
 SUNDAY RENTAL Noon to 6:00 PM

Rental Fee: \$650. /per day for Saturdays.
 \$475. /per day for Sundays.

Requests for early arrival or night before
(only if available) Additional fee of \$60.00 per hour.

____ Rental fee needs to be paid with **cash or money order one month** before the event. If paid by check, check must be cleared by bank one month before event.

____ Security/Damage Deposit: \$500.00 is due and payable at time of signing Rental Agreement. Only after the agreement is signed and deposit received will the date be secured for the event.

____ Cancellation Policy: Written cancellation must be received by MGIA forty-five (45) days prior to the date of Rental in order to receive a full refund of Rental Fee and Security/Damage Deposit. The Renter/Responsible Party will forfeit the entire Rental Fee (\$650 for Saturdays or \$475 for Sundays) if written cancellation is not received by MGIA forty-five (45) days prior to date of Rental. Refunds will be made by check and sent via U.S. Mail to the Renter/Responsible Party whose signature is on this Agreement within one week of receiving the written cancellation notice.

____ Rental Agreement is in force whether **Rain or Shine**. No refunds regardless of weather conditions.

____ Refund Policy: \$500.00 Security/Damage deposit will be refunded by check via U.S. Mail, within two weeks from date of Rental occupation, less any costs associated with missing or damaged items, cleaning costs or failure to securely lock up building(s), (including windows, doors and gates) when exiting premises. Keys are to be placed in the locking mailbox in the front of the park. Failure to securely lock the Building(s) and Gates when leaving the property at any time during the rental period will result in forfeiture of some part of the Rental Fee and Security/Damage Deposit pending any damages as a result.

Special Note: The Security Deposit is to ensure renters **clean up** after their event, and follow rules set forth in this agreement.

The next morning after your event a MGIA representative will inspect the clubhouse and park grounds. If cleaning is needed. For example: Trash in any form (i.e. candy wrappers, water bottles, cups, plastic forks, cellophane straw wrappers, **beer bottle caps**, cigarette butts, confetti) is found in the park grounds. You will be charged \$40 an hour per MGIA representative who must come to the park and clean up after your rental.

If three MGIA representatives is needed to clean up, then it is \$40 an hour times three.

This will be deducted from your security deposit.

You will be responsible for actions of your guests. For example, if they stomp cigarette butts or flip their beer bottle caps off on the ground, you are responsible for picking those up and disposing of them in trash.

____ The Renter/Responsible party is responsible for MGIA property for the duration of the Rental period. The building(s), gates and grounds are to be secured and locked if the Renter/Responsible party leaves the premises for any reason. Any loss of property or damage to MGIA property while Renter/Responsible Party is in possession of MGIA keys will be reimbursed fully by the Renter/Responsible Party.

___ **Day rate for SATURDAYs** to rent the clubhouse(s) and grounds shall be \$650.00 per 12-hour day (10:00 am to 10:00 pm.) There will also be an additional \$500.00 Security Deposit. Security Deposit will also secure your reservation. Security Deposit will be returned **minus** any contract violations (costs stated or otherwise) per this rental agreement. **Party must be terminated by 10:00pm.**

___ **Day rate for SUNDAYs** to rent the clubhouse(s) and grounds shall be \$475.00 per 6-hour day (12:00 noon to 6:00 pm.) There will also be an additional \$500.00 Security Deposit. Security Deposit will also secure your reservation. Security Deposit will be returned **minus** any contract violations (costs stated or otherwise) per this rental contract. **Party must be terminated by 6:00pm.**

___ On the day of your Rental a Mulford Gardens Volunteer will meet you at the gate and give you the keys for the facility and go over everything with you. We will have a copy of the contract for reference but note for your use. **PLEASE DO NOT MAKE OUR VOLUNTEERS WAIT** for you. **PLEASE ARRIVE ON TIME - SATURDAYS 10 AM - SUNDAYS 12 NOON**

RESTRICTIONS

Certain Breaches of this Agreement warrant immediate cessation of the Rental and forfeiture of all Rental Fees and Security/Damage deposits.

___ Renter/Responsible Party expressly consents to the inspection of the premises by MGIA and/or the San Leandro Police Department or other law enforcement agency at any time during the rental period.

___ Cleaning the Building(s) after the event is **required** and is to be done before vacating MGIA property by 10:00 pm on Saturdays and 6:00 pm on Sundays the day of rental. This means removing all trash, food, decorations, cigarette butts, and bottles, cans, cleaning supplies, etc. and placing them in the small dumpster in the parking lot. Any debris associated with and resulting from the use of MGIA's rental property, (cups, plates, bottles, diapers, decorations, food, personal property used in conjunction with the rental, etc.) must also be picked up and disposed of in the small green dumpster by the time you leave. These areas include the Building(s), the grounds outside the buildings, in the playground, in the parking lot, and /or on the sidewalk/street in front of the property.

___ **RECYCLING REQUIRED.** We provide Blue Recycle Cans to separate cans, bottles and cardboard from regular trash. Recycling material (i.e. cans, bottles, cardboard) should **NOT** be placed in small dumpster until all the blue San Leandro City Recycle containers are full.

A FINE of \$50. will be deducted from security deposit if this rule is not followed.

___ Renter/Responsible Party will provide their own cleaning supplies including broom, rags, cleansers, etc. Renter/Responsible Party will sweep all floors, front porch, and walkway/sidewalks, wipe down all spills in the bathrooms, on the stove, refrigerator, freezer, counters, shelves, appliances, floors and pick up all litter from club house grounds, and children's play area. etc. Please bring one or two strong flashlights to police the area when your party ends after darkness has arrived. **See Covid-19 SPP Supplement document 2 of 2** for cleaning and sanitizing guidelines which also applies.)

___ All clean up and trash removal should be completed by 11:00pm (Saturdays) or 7:00 pm (Sundays) the day of Rental. If MGIA has to clean debris or spills or garbage from the **building or grounds** there will be a charge of \$40 / hour to correct /clean the debris (such as but not limited to; cigarette butts, beer bottle caps, candy wrappers, straws and sleeves to boxed drinks) spills. or other garbage.

___ All building doors, windows and gates are to be securely locked upon exiting and the keys placed in the locking mailbox in the front of the park.

___ If desired by the renter, a MGIA representative and the Renter/Responsible or designated person will perform an inspection of the property the day following the Rental and together will review the checklist of items to ensure all have been completed to the satisfaction of MGIA representative. Otherwise determination will be by MGIA representative(s) and will be binding.

___ I understand that a check for the Security/Damage Deposit, less any costs associated with missing or damaged items, cleaning costs or failure to securely lock up the building(s) and gates will be mailed within two weeks of rental and only to the Renter/Responsible Party who has signed this Agreement.

___ The parties agree that in the event of a breach (as outlined below) of the Agreement, MGIA reserves the right to immediately terminate the Rental (prior to or during the Rental period) if any of these breaches come to MGIA's attention.

___The renter agrees that decorations shall **NOT** be attached to, or suspended from, the walls, ceilings, lighting fixtures, existing wall decorations, woodwork, or window treatments; by use of adhesive tapes including clear plastic, paper masking or duct tape. **Only 3M Blue “painter's tape” or Green “froggy tape”** is allowed and must be completely removed when cleaning premises. **Use of scotch tape, clear plastic tape, duct tape, glue, tacks, staples, nails, screws, or pins of any type is forbidden.** When cleaning up after rental all Painters tape **Must be removed from walls and under tables** if used to secure tablecloths to tables.

___ **NO CONFETTI** in the form of **glitter**, streamers, small pieces of paper or plastic, children's “rock candy” (or any food substance such as dried corn or rice,) of any type is to be allowed in the Buildings or on the grounds outside of the Buildings. If a confetti type material is desired, it is suggested to use bird seed outdoors only.

___ **NO HELIUM OR ARGON BALLOONS IN THE PARK** or popping any balloons with confetti in them in the park. Balloons invariably get released on purpose or accidentally and get hung up in the trees.

___ **NO** candles or open flames are permitted inside or on the grounds of the buildings at any time.

___ See the **Covid-19 Supplement for specific occupancy per building** (including infants and children) which takes precedence over the standard Alameda County Fire Department code considered in the past.

___ **NO** smoking is allowed anywhere indoors. Smoking is prohibited anywhere on the grounds that are susceptible to fire conditions (pine needles/ natural vegetation). Smoking is only permitted in gravel driveway or Cement barbecue area. Buckets with sand in appropriate smoking areas are provided to discard used cigarette debris.

___ **No D.J.s (Disk Jockeys), No Live bands with amplified music and/or drums and/or adult dance parties.**

This venue does not permit any loud music, because of the proximity of the close neighboring houses. Amplified music is permitted, i.e. iPod speakers, boom boxes but **MUST BE INSIDE THE BUILDING**. Speakers may not be arranged inside the building such that they face out of a windows or open doors. These are also Covid-19 requirements.

___ **Music CANNOT be too LOUD it must stay at a moderate volume.** Music must not interfere with the neighbors, surrounding neighborhoods, or San Leandro noise ordinances. Because the loudness of music will not be measured, an MGIA representative will use their discretion (if necessary) as to whether music is too loud. The MGIA representative's decision is binding.

___ If the San Leandro Police Department is summoned to the Buildings and Grounds due to excessive noise, unusual disturbances or probable cause, or if the Renter/Responsible Party and attendees have not ended the party (an appropriate amount of time is allowed for cleaning after the party has ended) by 10:00pm Pacific Time, the Renter/Responsible Party and all attendees must exit the premises immediately.

___ NO weapons, fireworks, or the use / distribution of illegal substances are allowed.

___ NO serving of alcohol to minors is allowed.

___ NO charging an entry fee for the event, unless previously authorized in the contract by MGIA

___ Misrepresenting the purpose and nature of the event on this contract and the number of people attending will result in forfeiture of Rental Fee and Security/Damage deposit. See Covid-19 supplement document which provides specifics. _____ initial again.

___ All garbage and debris from Rental are to be deposited in the SMALL dumpster only
Not the large Green Waste Dumpster.

___ Jumpers and/or any inflatable play devices are specifically forbidden by Covid-19 restrictions.

___ All information provided by the Renter herein or otherwise will be accurate and truthful. Any incorrect, misstated, and / or misrepresented information by the Renter will result in forfeiture of Rental Fee and Security /Damage deposit. Failure to follow all rules agreed to by signing this agreement will result in forfeiture of the Rental Fee and Security/ Damage deposit.

INSERTS TO MGIA CONTRACT

A. Indemnity/Hold Harmless (Signature below required)

_____ Renter, individually and on behalf of his guests, agrees to indemnify and hold harmless MGIA, and its agents, volunteers, officers and directors, **from becoming infected with the coronavirus, and from and against any and all claims, damages, or actions of any kind for injury or death, or damage to property, resulting in any way from use of, or activities on and around, the MGIA property, and Renter and his guests further waive any and all such claims as against MGIA personnel.**

B. Arbitration (Signature below required)

_____ Renter, individually, and on behalf of his guests, agrees to submit to binding arbitration before the American Arbitration Association any and all claims, demands disputes or causes of action against MGIA, or its agents, officers and directors, of any kind for injury or death, alleged infection of coronavirus, or damage to property, resulting in any way from use of, or activities on and around, the rental property. Renter and his guests further acknowledge and understand that by agreeing to submit all such disputes to binding arbitration that each is waiving rights to a trial by jury and the rights to appeal (among other rights).

ACKNOWLEDGEMENT AND SIGNATURE

The individual signing this Agreement must be at least 21 years of age and be able to provide photo proof of identity.

This form must be completed, signed and returned with the Security/Damage deposit of \$500.00 in the form of a personal check (cleared by the bank) or cashier's check, or cash. In the event a personal check is returned for non-sufficient funds; the Rental will be canceled immediately, and the Renter/Responsible Party will reimburse MGIA for any and all bank fees assessed. No personal checks will be resubmitted for payment. Cash or a cashier's check will then be required for payment of Rental Fee and Security/Damage deposit.

Clubhouse Rental Date: _____ / _____ / _____ Day of the week: _____

Name of Renter/Responsible Party (PRINT): _____

Address: _____

City: _____ Zip Code: _____

Driver's License #: _____ State issued: _____ Date of Birth: ___/___/___

Day phone: _____ Cell Phone: _____ Emergency Phone: _____

The following to be filled out by MGIA Member reviewing contract.

Reservation Fee / Security / Damage Deposit: \$ _____ Date received _____/_____/_____

Cash \$ _____ Cashier's or Personal Check # _____ Bank Name: _____

Account number: (optional to receive refund directly to account:) _____

Received by: _____ Date: _____/_____/_____

Rental Payment: \$ _____ Date received _____/_____/_____

Cash \$ _____ Cashier's or Personal Check # _____ Bank Name: _____

Received by: _____ Date: _____/_____/_____

Type of Event: _____ Number of attendees: _____

Note: Refunds will be submitted on MGIA Checks to the responsible party at the address listed above or issued to the bank account of the responsible party.

AGREEMENT

RENTER/RESPONSIBLE PARTY SIGN ACKNOWLEDGMENT BELOW:

I, (Print Name) _____
do hereby certify that I am at least 21 years of age and do hereby acknowledge that I have read, understood and initialed all subparagraphs of this MGIA and the bottom of each page of this Property Rental Agreement. By my signature below I am stating that I understand and agree to abide by the MGIA Property Rental Agreement, and I have answered all questions truthfully. In the event of any dispute or controversy arising out of this Agreement, including guests of Renter/Re- sponsible Party and MGIA, it is agreed that jurisdiction is conferred upon the American Arbitration Association of Alameda County whose decision shall be binding to all parties.

Signature of Responsible Party

Date signed ____/____/_____

Date of Event ____/____/ _____

Day of Event _____

**Covid-19 Supplement 1 of 2 to MGIA Contract for rental of Park.
(Where there is a conflict between Contract and Supplement,
this supplement will take presidents over MGIA Contract.)**

Revision 10/15/2020.

MGIA Park events: Recreation, Entertainment, Weddings, Social & Religious Activities.

Social Distancing.

All family get togethers, birthday parties, christenings, baby showers, bar-b-q's, recitals, presentations, and weddings will only be limited by the size of the area the seats are set up in. Must be spaced 6' by 6' squares. It is required that all people (aside from "Social Bubbles" defined below,) comply with Social Distancing Requirements. "Social bubbles" of 12 or less people can occupy tables and sit in chairs spaced closer.

(A "Social Bubble" means a stable group of not more than 12 individuals, who are attending this event together. A Social Bubble may be comprised of a combination of households, but no household or individual may participate in more than one Social Bubble.)

Face masks

All participants must wear face covering to the extent feasible, except when eating. Children 2 years or younger should not wear face coverings and must have adult supervision.

Exceptions/restrictions:

Serving food:

Preferred, single serving size portions per person in separate containers.

If not, and you are sharing or serving food from a single container, like salad dressings and condiments, birthday cakes/pies, or tending a bar-b-q and dishing up bar-b-q-ed items, casseroles, salads, cutting meats, etc.: one person dishes up/handles utensils, and sanitizes hands and utensils after serving.

Legal compliance.

These conditions/restrictions/orders are legal orders issued under the authority of California law. You are required to comply, and it is a crime (a misdemeanor with up to \$1,000 in fines or six months imprisonment) not to follow the Orders (although the intent is not for anyone to get into trouble).

Right of inspection.

Renter/Responsible Party expressly consents to the inspection of the premises by MGIA. members and/or the San Leandro Police Department or other law enforcement agency at any time during the rental period.

Building occupancy limitations are as posted.

Clubhouse: 12

Aux Building: 16

Kitchen: 2

Kitchen.

Kitchen restrictions: (No one under 12 years old.)

Max of 2 people with face coverings who have sanitized hands before going in and after coming out.

Only one person can use a cooking/serving utensil at a time before sanitizing it and hands.

Recommended one person at a time operates stove, microwave, coffee pot, or refrigerator before sanitizing knobs, handles, and hands.

Playground rules.

- 1) Wear a mask.

Everyone 2 years and older should wear a mask covering their face.

- 2) Maintain distance.

Maintain physical distance of 6 feet between individuals from different households and prevent crowding of children.

- 3) No food or drink.

Do not eat or drink at playground to ensure face masks are worn at all times.

- 4) Wash hands.

Wash or sanitize your hands before and after you visit playground.

- 5) Plan ahead.

Have children from different families (social bubbles,) take turns at playgrounds, not at the same time, and use the wash stations before and after.

- 6) Know when to stay away.

Elderly individuals and people with underlying medical conditions should avoid playgrounds when others are present.

- 7) Share our space.

To avoid crowding and allow everyone to use this space, please limit your visit to 30 minutes when others are waiting.

Wash Stations.

Five wash/sanitation stations will be provided by MGIA and filled with approved sanitizing solution. (1 oz of liquid chlorine bleach per gallon of water per 500 PPM.) If used frequently, recharging is recommended, and solution will be provided.

Do not touch or wipe you faces, or face masks, right after washing hands until they are completely dry.

Covid-19 site-specific protection plan guidance and Supplement Document 2 of 2 for MGIA Contract taken from:

Covid-19 template for developing your own plan

Order No. 20-14 - Appendix A

Updated on June 12, 2020 & Revised for MGIA posting

PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide a clear guidance for MGIA to continue operation in a safe manner for staff, members, and guests

This COVID-19 Site-Specific Protection Plan (Revised Appendix A) applies to MGIA Park and is being used to justify re-opening. After the initial Coronavirus shut down.

It has been used to develop its own "Site-Specific Protection Plan"

MGIA is allowed to reopen in Alameda County without submitting this COVID-19 Site-Specific Protection Plan to the State or the Alameda County Public Health Department for review and approval before reopening.

DESCRIPTION OF A COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State Resilience Roadmap and guidance from the Alameda County Public Health Department.

This guideline requires MGIA to implement these items to the extent they are within our control:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train members and guests on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home when symptomatic
3. Implement individual control measures and screenings
4. Implement cleaning and disinfecting protocols
5. Implement physical distancing guidelines

As the COVID-19 pandemic evolves this Site-Specific Protection Plan may need to be revised from time to time to incorporate new requirements.

GUIDANCE FOR DEVELOPING OUR COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

1. Perform a risk assessment of park practices.
2. Develop the SPP shown below and.
3. Post this SPP at each public entrance where staff, members and guests can easily review it to inform all:
 - Avoid entering or using the facility if you have COVID-19 symptoms.
 - Maintain a minimum six-foot distance from one another.
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
 - Wash and sanitize hands often.
 - Wear face coverings; and
 - Do not shake hands or engage in any unnecessary physical contact.

GENERAL STAFF, MEMBERS AND GUEST PROTECTIONS

Staff, members and guests should follow Cal/OSHA and CDC guidance to reduce the spread of COVID-19, make reasonable accommodations for elderly people with underlying health conditions, and provide necessary equipment and supplies to prevent illness and injury--including access to cleaning and handwashing supplies for handwashing. Above all it is recommended that staff, members and guest self-test with approved body temperature devices and do not enter or participate if you have symptoms.

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

MGIA (Mulford Gardens Improvement Association) at: 13055 Aurora Dr. San Leandro, California, 94577
Consisting of about 1.49 acres. Is posting this SPP which was most recently updated on 9/20/2020 by the Staff and Board members.

**MGIA will comply with Alameda County Shelter in
Place Order & Face Covering Order**

Individual Control Measures and Screenings have been applied to Staff, members, and volunteers to include:

- Temperature and/or symptom screenings at the beginning of the rental period
- Face coverings and gloves, (where applicable,) have been provided
- Please note that children 12 years old or younger and those who cannot wear one because of medical reasons are exempt from wearing a face covering.
- Please note that staff and Members who have self-quarantine and who are not sick do not need a doctor's note to return to work after staying home for 14 days.

Cleaning and Disinfecting Protocols

- Guest entrances and exits, are equipped with proper sanitation products – solutions, paper towels and trash containers. (Note: as solutions become soiled, guest must replenish them with sanitizer made available, per instructions.)
- Cleaning and sanitizing products used meet the Environmental Protection Agency (EPA)'s- approved for use against [COVID-19 list](#).
- Guests are encouraged to bring their own bags, mugs, or other reusable items from home.

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

- Handrails doorknobs, kitchen handles and knobs have been sanitized prior to event.
- Park benches and tables adjacent to Clubhouse have been sanitized prior to event. Park benches and tops in main park area are not sanitized prior to events.
- Building handrails, doorknobs, restrooms sinks and toilets, and all knobs and handles in kitchen have been sanitized prior to guest arrival.

Physical Distancing Guidelines

- All staff, members and guests are instructed to maintain at least six feet distance from each other.
- If tables and chairs are placed by MGIA volunteers, they will be places per 6' distancing guideline.
 - (Chair and table set up is optional and there will be an additional charge.)
- Guest occupancy limits are posted for each building and room.
- If guests have carpoled to get here, it is recommended that all in the car wash/sanitize their hand once they arrive.

Training

Staff and volunteers have been trained on the following topics:

- How to self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if a staff member of volunteer has symptoms.
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice extra caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol.)
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing.
- Proper use of face coverings, including:
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
- Face coverings to be washed at the end of each day's use.