



COVID-19 AD HOC COMMITTEE

Agenda

Clubhouse Four

Thursday, November 5, 2020

1:00 p.m.

To view the live COVID19 Ad Hoc Committee meeting:

- Go to www.lwsb.com
- Click on the COVID19 Ad Hoc Meeting Live tab
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

1. Call to Order/Pledge of Allegiance

2. Roll Call/Notice of Quorum

3. Chairs Announcements

a. Introduction of Guests and Staff

Susan Hopewell, GRF President

Randy Ankeny, Executive Director

Kathy Thayer, Assistant Recreation Manager

Corina Mancilla, Recording Secretary

b. Rules of Order

c. Chairs Report

4. Shareholder/Member Comments (*Limited to 3 minutes per person*)

5. Approval of Minutes

a. Minutes of Regular Meeting, October 2, 2020 (pp. 1-7)

b. Minutes of Special Meeting, October 21, 2020 (pp. 8-12)

6. Correspondence (N/A)

7. Subcommittee Reports (N/A)

8. Unfinished Business

a. Identify issues to be considered in opening new areas, including costs and limitations on use

b. Determine criteria for closing each area

9. New Business

a. Review Prioritized COVID Venue Openings (Executive Director) (p. 13)

b. Mini Farms

c. RV Lot

10. Governing Documents

- a. Adopt
 - i. 70-1448-3I, Knowledge and Learning Center – Emergency Operational Procedures (pp. 14-15)
 - ii. 70-1448-3Q, Clubhouse Six Table Tennis, Phase One – Emergency Operational Procedures (pp. 16-17)
 - iii. 70-1448-3R, Mission Park Phase Two – Emergency Operational Procedures (pp. 18-19)
 - iv. 70-1448-3S, Golf Course, Phase Two – Emergency Operational Procedures (pp. 20-22)
- b. Amend
- c. Rescind
- d. Review

11. Future agenda items

- a. Phase Four Areas
 - i. Café
 - ii. Clubhouses
 - iii. Conference B
 - iv. Conference C
 - v. Shuffleboard
 - vi. Front Gate Bus Lobby (Security Building)
 - vii. Transportation to Recreation Department events
 - viii. Make criteria for opening community to outside providers: e.g. casino buses
 - ix. Kitchen Classroom
 - x. Hospitality

12. President's Comments

13. Next Meeting

Thursday, December 3, 2020 – 1:00 p.m.

Clubhouse Four

14. Adjournment



COVID-19 AD HOC COMMITTEE MINUTES

October 2, 2020

The meeting of the COVID-19 Ad Hoc Committee was held on Thursday, September 3, 2020, and was called to order at 1:00 p.m., by Chair Snowden, in Clubhouse Four, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. S. Snowden, Chair
Ms. I. Heinrichs, Vice Chair
Ms. M. Gerber
Mr. N. Massetti
Ms. J. St. Aubin
Ms. S. Hopewell, Ex-Officio

Also Present: Ms. K. Thayer, Assistant Recreation Manager
Ms. C. Mancilla, Recording Secretary
Mr. T. Dodero, GRF Representative, Mutual Nine
Mr. L. Melody, GRF Representative, Mutual Fourteen
Seven Shareholders/Members

Chair Snowden greeted and welcomed everyone to the COVID-19 Ad Hoc Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Snowden welcomed the Committee members, guests and staff, including GRF President Susan Hopewell; Assistant Recreation Manager Kathy Thayer and Recording Secretary Corina Mancilla.

SHAREHOLDER COMMENTS

Five Shareholders/Members spoke at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the September 3, 2020, regular meeting were approved, as amended.

CORRESPONDENCE

The Committee reviewed eleven pieces of correspondence as presented.

STAFF REPORTS N/A

Executive Director

The Executive Director was not available to provide comments at the time of the meeting.

SUB COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS (N/A)

NEW BUSINESS

The Committee discussed the following agenda items; no action was taken:

- Re-opening Standards
- Potential to open Leisure World areas
- Review of GRF evaluation procedures
- Identify issues to be considered in opening new areas, including costs and limitations on use
- Set criteria for each GRF trust property
- Discussion of closing procedures
- COVID Statistics in Orange County

It was consensus of the Committee to discuss the following agenda items at the next scheduled meeting:

- Determine criteria for closing each area
- Suggest penalties to BOD for misuse or inappropriate behavior
- Make criteria for opening community to outside providers: i.e. casino buses, transportation to Recreation Department events
- COVID Vaccinations – Discussion

Consequences for not following rules

After a brief discussion, Ms. Gerber MOTIONED, seconded by Mr. Massetti and carried unanimously by the Committee members–

TO request the GRF Board reaffirm that the member Code of Conduct, will be enforced regarding the COVID-19 procedure violations.

Library – set criteria to open

It was the consensus of the Committee to draft the library procedures - set criteria to open, presented on the agenda and review at a work study scheduled on Tuesday, October 13th at 9:00 a.m.

After further discussion, it was the consensus of the Committee to draft procedures and review at a work study scheduled on Tuesday, October 13th at 9:00 a.m., the following:

- Art Club
- Ceramics Club
- Lapidary Club
- Library
- Friends of the Library
- Sewing Club
- Veteran’s Plaza and Amphitheater by vocal groups
- Pool Room
- Wood Shop

GOVERNING DOCUMENTS

Adopt 70-1448-3D Amphitheater, Phase One – Emergency Operational Procedures

After a brief discussion, Mr. Massetti MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3D Amphitheater, Phase One, as presented.

Adopt 70-1448-3E Pool and SPA, Phase One – Emergency Operational Procedures

After a brief discussion, Ms. Heinrichs MOTIONED, seconded by Ms. Gerber and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3E Pool and SPA, Phase One, as presented.

Adopt 70-1448-3F Fitness Center, Phase One – Emergency Operational Procedures

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Heinrichs and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3F Fitness Center, Phase One, as presented.

After further discussion, Ms. Heinrichs MOTIONED, seconded by Ms. Gerber and carried unanimously by the Committee members–

TO recommend the GRF BOD, the opening to proceed as soon as staffing allows and following the current county guidelines, or less.

Adopt 70-1448-1 COVID-19 – Emergency Operational Procedures

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-1 COVID-19, as presented.

Adopt 70-1449-1 Face Mask – Emergency Operational Procedures

After a brief discussion, Ms. Heinrichs MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1449-1 Face Mask, as amended.

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Procedures for use of Veteran’s Plaza and Amphitheater by vocal groups
- Draft Procedures on the following:
 - Art Club
 - Ceramics Club
 - Lapidary Club
 - Library
 - Friends of the Library
 - Sewing Club
 - Veteran’s Plaza and Amphitheater by vocal groups
 - Pool Room
 - Wood Shop

PRESIDENT’S COMMENTS

President Hopewell provided information and updates throughout the meeting.

ADJOURNMENT

Chair Snowden adjourned the meeting at 12:02 p.m.

Paula Snowden, Chair
COVID-19 AD HOC COMMITTEE

COVID-19 AD HOC COMMITTEE

<p><u>Library – set criteria to open</u></p> <p>It was the consensus of the Committee to draft the library procedures - set criteria to open, presented on the agenda and review at a work study scheduled on Tuesday, October 13th at 9:00 a.m.</p> <p>After further discussion, it was the consensus of the Committee to draft procedures and review at a work study scheduled on Tuesday, October 13th at 9:00 a.m., the following:</p> <ul style="list-style-type: none"> • Art Club • Ceramics Club • Lapidary Club • Library • Friends of the Library • Sewing Club • Veteran’s Plaza and Amphitheater by vocal groups • Pool Room • Wood Shop 	Recording Secretary				
<p>2. GOVERNING DOCUMENTS</p> <p><u>Adopt 70-1448-3D Amphitheater, Phase One – Emergency Operational Procedures</u></p> <p>The Committee moved and recommended the GRF BOD adopt 70-1448-3D Amphitheater, Phase One, as presented.</p> <p><u>Adopt 70-1448-3E Pool and SPA, Phase One – Emergency Operational Procedures</u></p> <p>The Committee moved and recommended recommend the GRF BOD adopt 70-1448-3E Pool and SPA, Phase One, as presented.</p> <p><u>Adopt 70-1448-3F Fitness Center, Phase One – Emergency Operational Procedures</u></p> <p>The Committee moved and recommended recommend the GRF BOD adopt 70-1448-3F Fitness Center, Phase One, as presented.</p>	Recording Secretary			✓	
	Recording Secretary			✓	
	Recording Secretary			✓	

COVID-19 AD HOC COMMITTEE

<p>After further discussion, the Committee moved and recommended recommend the GRF BOD, the opening to proceed as soon as staffing allows and following the current county guidelines, or less.</p> <p><u>Adopt 70-1448-1 COVID-19 – Emergency Operational Procedures</u></p> <p>The Committee moved and recommended recommend the GRF BOD adopt 70-1448-1 COVID-19, as presented.</p> <p><u>Adopt 70-1449-1 Face Mask – Emergency Operational Procedures</u></p> <p>The Committee moved and recommended recommend the GRF BOD adopt 70-1449-1 Face Mask, as amended.</p>	Recording Secretary			✓	
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p style="text-align: center;">The Committee moved/concurred to add future agenda items:</p> <ul style="list-style-type: none"> • Procedures for use of Veteran’s Plaza and Amphitheater by vocal groups • Draft Procedures on the following: <ul style="list-style-type: none"> ○ Art Club ○ Ceramics Club ○ Lapidary Club ○ Library ○ Friends of the Library ○ Sewing Club ○ Veteran’s Plaza and Amphitheater by vocal groups ○ Pool Room ○ Wood Shop 					Recording Secretary



SPECIAL COVID-19 AD HOC COMMITTEE MINUTES

October 21, 2020

The meeting of the COVID-19 Ad Hoc Committee was held on Wednesday, October 21, 2020, and was called to order at 10:00 a.m., by Chair Snowden, in Clubhouse Four, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. S. Snowden, Chair
Ms. I. Heinrichs, Vice Chair
Ms. M. Gerber

Mr. N. Massetti
Ms. S. Hopewell, Ex-Officio

Also Present: Ms. K. Thayer, Assistant Recreation Manager
Ms. C. Mancilla, Recording Secretary
Ms. C. Levine, GRF Representative, Mutual Ten
Six Shareholders/Members

Chair Snowden greeted and welcomed everyone to the COVID-19 Ad hoc Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Snowden welcomed the Committee members, guests and staff, including GRF President Susan Hopewell; Executive Director Randy Ankeny; Assistant Recreation Manager Kathy Thayer and Recording Secretary Corina Mancilla.

SHAREHOLDER COMMENTS

Three Shareholders/Members spoke at the time of the meeting.

CORRESPONDENCE

The Committee reviewed four pieces of correspondence as presented.

GOVERNING DOCUMENTS

Adopt 70-1448-3G, Friends of the Library, Phase One – Emergency Operational Procedures

After a brief discussion, Mr. Massetti MOTIONED, seconded by Ms. Heinrichs and carried unanimously by the Committee members—

TO recommend the GRF BOD adopt 70-1448-3G, Friends of the Library, Phase One – Emergency Operational Procedures, as presented.

Adopt 70-1448-3H, Library, Phase One – Emergency Operational Procedures

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Heinrichs and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3H, Library, Phase One – Emergency Operational Procedures, as amended.

Adopt 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms, Emergency Operational Procedures

After a brief discussion, Ms. Heinrichs MOTIONED, seconded by Ms. Gerber and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms, Emergency Operational Procedures, as presented.

Adopt 70-1448-3K, Clubhouse One and Clubhouse Two Woodshops, Emergency Operational Procedures

After a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Massetti and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3K, Clubhouse One and Clubhouse Two Woodshops, Emergency Operational Procedures, Phase One, as presented.

Adopt 70-1448-3L, Clubhouse Three Sewing Room, Emergency Operational Procedures

After a brief discussion, Mr. Massetti MOTIONED, seconded by Ms. Gerber and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3L, Clubhouse Three Sewing Room, Emergency Operational Procedures, as presented.

Adopt 70-1448-3M, Art Room, Emergency Operational Procedures

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Heinrichs and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3M, Art Room, Emergency Operational Procedures, as presented.

Adopt 70-1448-3N, Ceramics Room, Emergency Operational Procedures

After a brief discussion, Ms. Heinrichs MOTIONED, seconded by Ms. Gerber and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3N, Ceramics Room, Emergency Operational Procedures, as presented.

Adopt 70-1448-3O, Lapidary Room, Emergency Operational Procedures

After a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Massetti and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3O, Lapidary Room, Emergency Operational Procedures, as presented.

Adopt 70-1448-3P, Veterans Plaza and Amphitheater by Vocal Groups, Phase Two – Emergency Operational Procedures

After a brief discussion, Ms. Heinrichs MOTIONED, seconded by Mr. Massetti and carried unanimously by the Committee members–

TO recommend the GRF BOD adopt 70-1448-3P, Veterans Plaza and Amphitheater by Vocal Groups, Phase Two – Emergency Operational Procedures, Phase One, as amended.

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Mission Park Phase 3
- Mini Farms
- RV lot
- Criteria for opening
- Criteria for reclosing

PRESIDENT’S COMMENTS

President Hopewell provided information and updates throughout the meeting.

ADJOURNMENT

Chair Snowden adjourned the meeting at 11:12 p.m.

Paula Snowden, Chair
COVID-19 AD HOC COMMITTEE

cm 10.21.20



SPECIAL COVID-19 AD HOC COMMITTEE

SUMMARY REPORT
Wednesday, October 21, 2020
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
1. GOVERNING DOCUMENTS					
<p>The Committee moved and recommended the GRF BOD adopt, as presented, the following governing documents:</p> <ul style="list-style-type: none"> • Adopt 70-1448-3G, Friends of the Library, Phase One – Emergency Operational Procedures • Adopt 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms, Emergency Operational Procedures • Adopt 70-1448-3K, Clubhouse One and Clubhouse Two Woodshops, Emergency Operational Procedures • Adopt 70-1448-3M, Art Room, Emergency Operational Procedures • Adopt 70-1448-3N, Ceramics Room, Emergency Operational Procedures • Adopt 70-1448-3O, Lapidary Room, Emergency Operational Procedures 	Recording Secretary			✓	
<p>The Committee moved and recommended the GRF BOD adopt, as amended, the following governing documents:</p> <ul style="list-style-type: none"> • Adopt 70-1448-3H, Library, Phase One – Emergency Operational Procedures • Adopt 70-1448-3P, Veterans Plaza and Amphitheater by Vocal Groups, Phase Two – Emergency Operational Procedures 	Recording Secretary			✓	

SPECIAL COVID-19 AD HOC COMMITTEE

FUTURE AGENDA ITEMS:

The Committee moved/concurred to add future agenda items:

- Mission Park Phase 3
- Mini Farms
- RV lot
- Criteria for opening
- Criteria for reclosing

**Recording
Secretary**

AMENITY	POLICY OR RULE NUMBER	STATUS
AMPHITHEATER	70-1448-3D (PHASE 1)	APPROVED-OPENS 11/6
ART STUDIO	70-1448-3M	POLICY APPROVED
CERAMICS STUDIO	70-1448-3N	POLICY APPROVED
CLUBHOUSE ONE	N/A	CLOSED
CLUBHOUSE 1 PICNIC	N/A	CLOSED
CLUBHOUSE TWO	N/A	CLOSED
CLUBHOUSE THREE	N/A	CLOSED
CLUBHOUSE FOUR	N/A	GRF/MUTUAL MEETINGS
CLUBHOUSE SIX	N/A	CLOSED
FITNESS CENTER	70-1448-1	POLICY APPROVED
FRIENDS OF LIBRARY	70-1448-3G	POLICY APPROVED
GOLF COURSE	INTERIM EOP	OPEN
HITTING CAGE	N/A	CLOSED
LAPIDARY STUDIO	70-1448-3O	REVISED-SENT TO COMMITTEE
LIBRARY	70-1448-3H	POLICY APPROVED
MISSION PARK	70-1448-3B (PHASE 1)	OPEN
MISSION PARK	70-1448-3C	OPEN
POOL AND SPA	70-1448-3E	POLICY APPROVED
POOLROOMS	70-1448-3J	POLICY APPROVED
SEWING ROOM	70-1448-3L	POLICY APPROVED
VETERANS PLAZA	70-1448-3A (PHASE 1)	OPEN
VETERANS PLAZA	70-1448-3P (PHASE 2)	POLICY APPROVED
WOODSHOPS	70-1448-3K	POLICY APPROVED

*** LEASE-DRIVEN AMENITIES AND OPEN TO LEASEHOLDERS ONLY:**

MINIFARM	N/A – C-19 AGENDA ITEM	OPEN*
RV LOT	N/A - C-19 AGENDA ITEM	OPEN*



RECREATION

Knowledge and Learning Center, Phase One – Emergency Operational Procedures

1 Due to government restrictions and recommendations brought about by the pandemic,
 2 this rule permits the use of the Knowledge and Learning Center facility, during emergency
 3 health crises and incorporates guidelines for at risk senior communities. The GRF will
 4 take the following steps to ensure a safe environment for re-opening the Knowledge and
 5 Learning Center facility, for limited in-person instruction.

6
 7 **Use of this facility is not allowed if you are exhibiting any symptoms of the**
 8 **coronavirus: Mild to severe respiratory illness with fever, cough and difficulty**
 9 **breathing, or other symptoms identified by the CDC; have been in contact with**
 10 **someone with COVID-19 in the last 14 days. Completion of a COVID Survey is**
 11 **required for all GRF members using this facility.**

12 The Recreation Department will make the Knowledge and Learning Center facility
 13 available for Member usage under the following restrictions:

14

15 **1. FACE MASKS**

16 **1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth
 17 completely.

18 **1.2.** Public health authorities recommend the face mask is the minimum
 19 requirement for protection of both the wearer and the people around the
 20 wearer.

21 **1.3.** A splash shield/face shield does not provide a level of protection to the
 22 wearer and those around them.

23 **1.4.** A splash shield/face shield may be worn in addition to the required
 24 mask.

25 **2. GENERAL FACILITY ADJUSTMENTS:**

26 **2.1.** No more than **25%** of the maximum occupancy inside Knowledge and
 27 Learning Center, which is **_____**.

28 **2.2.** Implement measures to ensure social distancing of at least six feet
 29 between members.

30 **2.3.** Remove seating from around the Knowledge and Learning center (patio).

31 **2.4.** Frequently touched surfaces will be cleaned and disinfected frequently
 32 throughout the day by trained custodial staff.

33 **2.5.** Designate and mark separate routes for entry and exit through student
 34 areas and employee workspaces to help maintain physical distancing.

35 **2.6.** Hand sanitizer will be available.



RECREATION

Knowledge and Learning Center, Phase One – Emergency Operational Procedures

Document History

Adopted: XX XXX 20

Keywords: Learning Center Knowledge COVID

36

RECREATION

Clubhouse Six, Table Tennis, Phase One – Emergency Operational Procedures

1 Due to government restrictions and recommendations brought about by the pandemic, this
 2 rule permits the use of the Clubhouse One and Clubhouse Two Poolrooms during
 3 emergency health crises and incorporates guidelines for at risk senior communities. The
 4 GRF will take the following steps to ensure a safe environment for re-opening the
 5 Clubhouse One and Clubhouse Two Poolrooms, for limited in-person activity.

6
 7 **Use of this facility is not allowed if you are exhibiting any symptoms of the**
 8 **coronavirus: Mild to severe respiratory illness with fever, cough and difficulty**
 9 **breathing, or other symptoms identified by the CDC; have been in contact with**
 10 **someone with COVID-19 in the last 14 days. Completion of a COVID Survey is**
 11 **required for all GRF members using this facility.**

12 The Recreation Department will make the Poolrooms available for Member usage under
 13 the following restrictions:

14 **1. FACE MASKS**

- 15
 16
 17 **1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth
 18 completely.
 19 **1.2.** Public health authorities recommend the face mask is the minimum
 20 requirement for protection of both the wearer and the people around the
 21 wearer.
 22 **1.3.** A splash shield/face shield does not provide a level of protection to the
 23 wearer and those around them.
 24 **1.4.** A splash shield/face shield may be worn in addition to the required mask.

25
 26 **2.** Table Tennis will be open to Members on a first come, first served basis.

27 **3.** The Table Tennis area is open Monday through Friday, from 8:00 a.m. to 8:00 p.m.
 28 and Saturday and Sunday from 8:00 a.m. to 5:00 p.m.

29 **4.** Members must sign in and provide GRF ID card when requested by staff.

30 **5.** Only GRF members may participate; no guests or spectators are permitted.

31 **6.** A maximum of 4 tables may be in use at a time. Two players per table.

32 **7.** Each player is limited to 2 hours of play.

33 **8.** Players must provide their own paddle and wear gloves.

34 **9.** GRF will provide the table tennis balls.

35 **10.** The Custodian will sanitize all surfaces after use.

36



RECREATION

Clubhouse Six, Table Tennis, Phase One – Emergency Operational Procedures

- 37 **11.** Six (6) foot distancing is required at all times.
- 38 **12.** All Members are subject to the GRF Code of Conduct and violations may result in
- 39 penalties, including loss of privileges and/or fines.

40

Document History

Adopted: XX XXX 20

Keywords: Clubhouse Table COVID
 Six Tennis

41

RECREATION**Mission Park – Phase Two – Emergency Operational Procedures**

1 Due to government restrictions and recommendations brought about by the pandemic,
 2 this rule permits the use of the Mission Park – Multi-Use Courts during emergency health
 3 crises and incorporates guidelines for at risk senior communities. The GRF will take the
 4 following steps to ensure a safe environment for re-opening the Mission Park – Multi-Use
 5 Courts, for limited in-person activity.

6
 7 **Use of this facility is not allowed if you are exhibiting any symptoms of the**
 8 **coronavirus: Mild to severe respiratory illness with fever, cough and difficulty**
 9 **breathing, or other symptoms identified by the CDC; have been in contact with**
 10 **someone with COVID-19 in the last 14 days. Completion of a COVID Survey is**
 11 **required for all GRF members using this facility.**

12
 13 The Recreation Department will make the Mission Park – Multi-Use Courts are available
 14 for Member usage under the following restrictions:

1. FACE MASKS

- 15
 16
 17
 18 **1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth
 19 completely.
 20 **1.2.** Public health authorities recommend the face mask is the minimum
 21 requirement for protection of both the wearer and the people around the
 22 wearer.
 23 **1.3.** A splash shield/face shield does not provide a level of protection to the
 24 wearer and those around them.
 25 **1.4.** A splash shield/face shield may be worn in addition to the required mask.

2. PICKLEBALL

26
 27
 28
 29 The following procedure has been expanded pursuant to regulations
 30 recommended by the USA Pickleball Association and incorporates guidelines for
 31 at risk senior communities in particular.

- 32
 33 **2.1.** Play at the Multi-Use court, when opened, must be booked through the
 34 <http://www.lwsb.com> website. No unscheduled games will be allowed.
 35 **2.2.** Requests are accepted at <http://www.lwsb.com/reserve> Monday through
 36 Sunday before 4:00 p.m. for play the following day.
 37 **2.2.1.** Players must check in with staff to verify their reservation.
 38 **2.2.2.** Staff may request a player's GRF ID at any time.
 39 **2.3.** Hours of operation are 8:30 a.m. to 7:00 p.m. daily. They are posted on the
 40 court and on the website.



RECREATION

Mission Park – Phase Two – Emergency Operational Procedures

- 41 **2.3.1.** Scheduling will be adjusted by management as needed to
42 satisfy safety requirements and conform to Staff hours.
- 43 **2.3.2.** GRF may close the facility completely without notice.
- 44 **2.4.** No after game congregation/socializing is permitted in Mission Park, the
45 parking lot or the immediate surrounding area. After their match, players
46 must promptly leave the Mission Park/Clubhouse Two area.
- 47 **2.5.** To eliminate touch points, benches, score tenders, and all tables and chairs
48 will be removed.
- 49 **2.6.** Masks must be worn in all areas until playing begins on the court. Masks
50 also must be worn after play is completed.
- 51 **2.7.** Social distancing as defined by the CDC (maintaining 6 feet of distance)
52 must be maintained at all times.
- 53 **2.8.** Participants should wash their hands with soap and water (for 20 seconds
54 or longer) or use a hand sanitizer before and after each match.
- 55 **2.9.** A disinfecting/sanitizing bucket will be on site, between Bocce and Multi-
56 Use courts for players to use to clean balls and paddles.
- 57 **2.10.** The Clubhouse Two restrooms will be made available; however, no more
58 than 2 players per restroom will be permitted at a time.
- 59 **2.11.** Multi-Use games are limited to one hour of play. Pickleball games are
60 limited to 4 players per court for one hour of play.
- 61 **2.12.** Multi-Use players must provide their own paddles, balls and gloves.
- 62 **2.12.1.** Players must wear gloves when handling the ball and not touch
63 other players' equipment.
- 64 **2.12.2.** Should a ball identified with another player wind up on your side
65 of the court, do not touch the ball with your hands. Use your
66 paddle or feet to advance the ball to the other side of the court.
- 67

Document History

Adopted: XX XXX 20

Keywords: Mission Park Phase Two Multi-Use COVID Pickleball

68



RECREATION

Golf Course, Phase Two – Emergency Operational Procedures

1 Due to government restrictions and recommendations brought about by the pandemic,
 2 this rule permits the use of the Golf Course during emergency health crises and
 3 incorporates guidelines for at risk senior communities. The GRF will take the following
 4 steps to ensure a safe environment for re-opening the Golf Course, for limited in-person
 5 activity.
 6

7 **Use of this facility is not allowed if you are exhibiting any symptoms of the**
 8 **coronavirus: Mild to severe respiratory illness with fever, cough and difficulty**
 9 **breathing, or other symptoms identified by the CDC; have been in contact with**
 10 **someone with COVID-19 in the last 14 days. Completion of a COVID Survey is**
 11 **required for all GRF members using this facility.**
 12

13 The Recreation Department will make the Golf Course are available for Member usage
 14 under the following restrictions:
 15

1. FACE MASKS

- 18 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth
 19 completely.
- 20 1.2. Public health authorities recommend the face mask is the minimum
 21 requirement for protection of both the wearer and the people around the
 22 wearer.
- 23 1.3. A splash shield/face shield does not provide a level of protection to the
 24 wearer and those around them.
- 25 1.4. A splash shield/face shield may be worn in addition to the required mask.
 26

2. GOLF COURSE

27
 28
 29 The following procedure will be implemented to allow for GRF members, in good
 30 standing, to utilize the golf course:
 31

- 32 2.1. All rounds will be booked through the Golf Starter by email or telephone.
 33 The hours of play will be from 8:00 a.m. to 7:00 p.m. during Daylight Savings
 34 Time and 8:00 a.m. to 5:00 p.m. during Pacific Standard Time
- 35 2.2. Golfers may play as often as they wish provided, they reserve a tee time in
 36 advance.
- 37 2.3. A round is 9 holes. At the discretion of the Starter, a second round during
 38 a tee time may be allowed if the schedule permits.
- 39 2.4. No tournament play will be allowed.



RECREATION

Golf Course, Phase Two – Emergency Operational Procedures

- 40 **2.5.** Golfers are required to book the day before their actual tee date and time
 41 by emailing <http://www.lwsb.com/reserve>
- 42 **2.6.** Golfers without a reserved tee time may call on the day of play to inquire if
 43 any openings are available, however reserved times will take precedence.
- 44 **2.7.** Walk-ins will be accepted at the discretion of the Starter but may play a
 45 single round only between 8:00 a.m. and 12:00 p.m. when the course is
 46 busiest. Two rounds will be permitted after noon at the discretion of the
 47 Starter.
- 48 **2.8.** Only rounds of 1 or up to 4 golfers will be permitted and the names of all
 49 golfers must be submitted at the time of booking with Mutual and
 50 apartment number.
- 51 **2.9.** Golfers must state 3 tee times, in order of preference, in case their first
 52 choice is not available.
- 53 **2.10.** Golfers may not arrive sooner than 10 minutes before their tee times and
 54 all tee times will be spread 10 minutes apart.
- 55 **2.11.** Masks and 6-foot distancing will always be required.
- 56 **2.12.** Proper attire is required, including shirts and golf shoes.
- 57 **2.13.** No gathering will be permitted before or after rounds have been played.
- 58 **2.14.** No Golfer may touch any other Golfer's equipment including golf balls.
- 59 **2.15.** The Starter Shack will be closed to all gatherings and will only be available
 60 for restroom use.
- 61 **2.16.** The Starter can only be addressed through the protective window area.
- 62 **2.17.** The putting green area will also be open with all required restrictions.
- 63 **2.18.** The hitting cage will remain closed.
- 64 **2.19.** The Golf Starter will have the final say in all matters.
- 65 **2.20.** The following are additional restrictions on the course:
- 66 **2.20.1.** No score cards will be provided.
- 67 **2.20.2.** No posting of scores.
- 68 **2.20.3.** Ball washers are not available.
- 69 **2.20.4.** Shoe cleaning station will be off limits due to touch surfaces.
- 70 **2.20.5.** Flag sticks to remain in the hole and a suitable method to fill
 71 the cups filled so that golf balls are readily accessible.
- 72 **2.20.6.** No food or beverage services allowed.
- 73 **2.20.7.** Patio chairs and benches have been removed to prevent
 74 gathering of groups and to maintain social distancing.



RECREATION

Golf Course, Phase Two – Emergency Operational Procedures

Document History

Adopted: 28 Jul 20

Keywords: Golf Course Recreation COVID Phase
Two

75