

**SOUTH SHORE YACHT CLUB**  
**COVID-19 ORDER #4.1**  
**MEMBER – EMPLOYEE GUIDELINES**  
**August 21, 2020**

Leadership, including managers and supervisors, are familiar with the details of the action plan. Above all, leadership is prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Key Contact: Bill Smitz, General Manager. 414-491-2331, ext 5; Cell:262-210-0374  
Back Up : Dick Olson, Vice Commodore. 414-559-5323  
Peter Engel, Commodore. 414-975-7930

**GENERAL GUIDELINES FOR SSYC CLUBHOUSE AND GROUNDS**

**II. Workplace Policies and Practices To Protect Employee Health**

All employees have reviewed the COVIC Health Policy and signed by employee. This document is available upon request.

Workers are provided information on employer or government-sponsored leave benefits that the employee may be entitled to receive, which would make it financially easier to stay at home, including employee's sick leave rights under the Families First Coronavirus Response Act

Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19, SSYC has a plan or protocol in place to have the case(s) isolated at home and required immediate self-quarantine of all employees that had a workplace exposure (within 6 feet apart for 15 or more minutes) to the case(s).

In the event that the General Manager, knows of two (2) or more cases of COVID-19 within the workplace within a span of 14 days, SSYC will report the outbreak to the City of Milwaukee Health Department at 414-286-3674.

Symptom checks are conducted before employees may enter the workspace. Checks include a check-in concerning cough, shortness of breath or fever or any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employee's arrival. A temperature check completed and documented before the start of their shift. A log is kept showing temperature, date and initialed by each employee.

In the event, an employee has a temperature of 100.4 or above, the employee is immediately sent home and advised to get tested for COVID-19.

If an employee answers "YES" to any of the symptoms questions on the SSYC Screening Form, they are sent home.

All employees are provided, a clean cloth face covering. The covering is worn by the employee at all times during the workday when in contact or likely to come in contact with others. Employees need not wear a face covering when the employee is alone.

Employees are instructed on the proper use of a face covering, including the need to wear face coverings daily.

SSYC is responsible for ensuring customers wear face coverings with the exception of while eating or drinking. "Milwaukee's newly-passed ordinance requires everyone older than 3 years old to wear a face mask inside public buildings and outdoors within six feet of anyone not a part of their household." Signs are posted throughout the Club and Grounds

Employees are directed to ensure hand hygiene practices including washing hands frequently, use of sanitizer and proper glove use are adhered to.

All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others. A log is kept showing temperature, date and initialed by each vendor. This is in compliance with local and state ordinances. Failure to comply with masks, the vendor will be asked not be allowed inside SSYC.

Log attached

The senior shift leader will monitor that physical distancing procedures are adhered to. In addition, that person will monitor soap and sanitizer levels and paper towels.

Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be tossed in the trash and hands washed immediately with soap and warm water for at least 20 seconds.

Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break rooms or dining room. Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet distance between employees can be maintained any area.

- Tape is placed at 6ft intervals at the waiting line at both bars.
- Areas not able to provide 6 ft distancing are marked "No Seating"
- The number of guests at a single table is 6

Our outside seating areas are prioritized: in the upper and lower decks; front lawn tables; tent area and surrounding tables on the Grounds.

Reusable menus are not to be used by SSYC. Paper menus will be discarded after each customer use. Cashless transactions are encouraged. Customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.

SSYC ensures adequate distancing and/or physical distancing between tables and bar stools wherever possible

- Six (6) feet physical distancing between groups of customers
- Both bar areas have signs posted on the 6 ft distancing and bar stools are blocked for use
- Seating at tables is limited to 6 people.

Operations have been redesigned, where possible, to achieve physical distancing between employees.

SSYC dining rooms, bar areas and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.

There is one drop off area (design of the building) for deliveries. Person-to-person contact for delivery of goods has been eliminated wherever possible.

- SSYC keeps inventory of stocked at all times and provide additional soap, towels, and hand sanitizer when needed.

. SSYC has developed and implemented strategies to keep Social Distancing in all areas of the facility

All employee's personal clothing are stored separately from their work area and brought home after each shift.

EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim\* against SARS-CoV-2 are available to allow for frequent cleaning of high-touch surfaces and shared equipment.

Name of EPA-registered disinfectant(s) "SANI-PROFESSIONAL".

SSYC is aware of the contact time (the amount of time the surface should be visibly wet) for the EPA-registered disinfectant and shares this information with relevant staff. Photo attached

EPA-registered disinfectants are prepared and used in accordance with label instructions

### **Customer Service/Dining Areas**

Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.

Parents with children are to keep their children next to the parent and to avoid touching other customers. Must wear face masks if age permits

Seating, bar stools and tables are cleaned/sanitized between customers with "SANI-PROFESSIONAL" spray or wipes. Each table has a visible devise indicating that the table has been sanitizes (block with Red/Green). Members are educated on this item.

No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers.

Takeout containers for "leftovers" are filled by customers and available only upon request.

### **Food Safety Considerations**

All food safety practices outlined in the Wisconsin Food Code as published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau. are being followed and maintained.

SSYC doesn't have any self-service machines other than one ATM Machine which is on the cleaning schedule.

Refilling beverages at the table from common containers (e.g. pitchers, carafes, decanters, bottle) is not allowed. Clean glassware is provided for all customer refills.

A designated employee is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use

A cleaning and disinfection plan for high touch surfaces and access areas has been developed and is followed per Wisconsin Food Code

Restrooms are checked, cleaned and disinfected on an hourly basis using approved EPA disinfectants. Log attached.

## **Measures That Communicate To The Public**

Masks are required on club grounds and in the clubhouse if you are within six feet of another person who does not live in your individual household.

Masks are required to ride on the tender.

Customers are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking: this includes upon entry to the facility, when walking anywhere in the facility, and when using the restroom. This applies to all adults and to children over the age of 2. Only individuals with respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.

- Customers may remove cloth face coverings while seating at a table and eating and/or drinking.
- Customers who refuse to wear a cloth face covering will be refused service and asked to leave. Repeat offenders maybe subject to suspension of their membership to SSYC.

Customers arriving at the site with children must ensure that their children stay next to the parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits

When in the downstairs lower bar area, unless you are eating or drinking in one of the ten designated seats you must wear a mask. Masks must also be worn when leaving this area to use the restroom. The Maximum seating in the bar area is 10 people ( 6 at the bar and 2 each at the 2 tables)

When the lower bar area is full, stand at the upper level marked "Wait for Placing and Order". When the area at the south end if open, you may proceed to place your drink and/or food order. There are markings, spaced 6 feet apart to allow social distancing during busy hours. When you receive your drink order, proceed to the upper level, Commodores Cove or outside seating if there are no open seats available in the bar area.

Seating in the upper bar area, in the upstairs dining room and outdoors are socially distanced. Do not move tables or chairs.

Signage is posted that reminds the public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into an establishment, and to stay home if they are ill or have symptoms consistent with COVID-19

Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.

Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.

A copy of this protocol is posted at the main entrance to the Facility and on the [ssyc.org](http://ssyc.org) website and club office.