



## **Transitional Guidelines - Direction Document**

### **COMPUTER CLUB**

#### **PHASE 1 and 2**

**CLASSROOM:           6 Students + 1 Instructor**

1. All participants will wear Face Masks
2. All equipment will be wiped down by the instructor before and after class
3. All participants will maintain a 6-foot social distancing
4. When in person classes resume the regular signup system will be used

**ANNEX:                12 Participants (NO outside meetings)**

#### **HELP CENTER:**

The Help Center is one of the widely used benefits to members of the Computer Club. During Covid-19 restrictions, we will continue this benefit under the following guidelines:

1. Member clients must NOW use the Computer Club web site to sign up for help, using the Sign Up Genius program. Access to this program is located with a link under the Help Center Menu on the Computer Club's home page.
2. Only Techs will be in The Annex/Help Center area, which can accommodate 12 people per the Capacity Chart. For additional safety protocols and supporting the need of the Techs to not wear masks, we will limit the number of Techs to six (6) in the room, one Tech per 6'x1.5' table.
3. Clients will not enter The Annex/Help Center. They will arrive with their sanitized equipment at the Annex rear side door on the left side of the Activities Center building where the Computer Club's Check-in Computer will be stationed. When the temperature is below 50 or it is raining clients will enter through the front door of the Activity Building and maintain social distancing in the hall. Once the Client (wearing a mask) checks in, a volunteer technician will briefly discuss their device issues.

4. The Client will explain to the Tech what the issue(s) is/are, leave their device for repair, and then depart. The Client must be available by phone for follow-up questions or explanations.
5. If a Tech is not available when the Client checks-in, the Client must immediately depart the rear door area, taking their equipment with them.
6. The Tech will notify the Client when to pick up the equipment and the Client must pick it up promptly.
7. The 6' x 1.5' worktables will be arranged in a layout that will be greater than the social distancing standards of 6-ft.
8. Because of the greater than 6-ft. distance between the tables, Techs have the option to remove their masks while working on devices.
9. Tables and equipment will be cleaned/sanitized before and after use.
10. Techs, at their own discretion, may make home visits in line with Computer Club policy.

**LAB & WORK ROOM: 11 Member and 1 Monitor**

1. All participants will wear masks
2. Computers will be arranged for social distancing
3. The Lab Monitor will assure that all equipment is sanitized after use
4. The regular computerized system will be used to check in
5. Conversion equipment will be reserved using Signup Genius during Phase 1 or 2