



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 Phase 1 and 2, we would like to continue this benefit under the following guidelines:

1. 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.
2. Clients will not enter The Annex/Help Center. They arrive with their sanitized equipment at the building monitor's desk where the Computer Club's Check-in Computer will be stationed. Once the Client (wearing a mask per building guidelines) checks in, the computer notifies a Tech to come to the lobby. If a Tech is available, he/she (wearing a mask) will immediately come to the monitors desk.
3. The Client will explain to the Tech what the issue(s) is/are, and then depart the building. The Client must be available by phone for follow-up questions or explanations.
4. If a Tech is not available when the Client checks-in, the Client must immediately depart the building taking the equipment with him/her.

5. The Tech will notify the Client when to pick up the equipment and the Client must pick it up promptly.
6. The 6' x 1.5' worktables will be arranged in a layout that will be greater than the social distancing standards of 6-ft.
7. Because of the greater than 6-ft. distance between the tables, Techs have the option to remove their masks while working.
8. Tables and equipment will be cleaned/sanitized before and after use.
9. 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. Signup Genius will be used to reserve Lab time
5. The regular computerized system will be used to check in