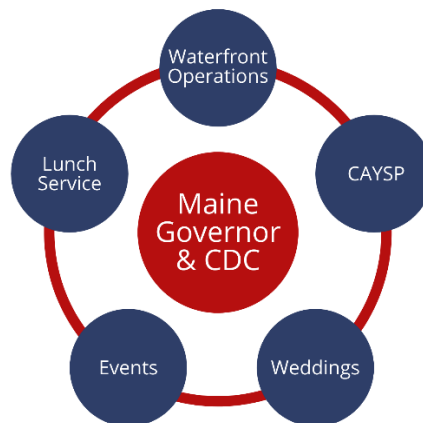


2021 COVID-19 POLICIES AND BEST PRACTICES

Last Updated May 10, 2021

Camden Yacht Club and Camden Area Youth Seamanship program are committed to a safe re-opening of all aspects of operations in 2021. The following policies and best practices were crafted in accordance with the most recent [state](#) and [federal](#) public health guidance and will be updated as that guidance evolves. While our top priority at CYC and CAYSP is to keep all members, students, staff, and visitors safe on both land and sea, we also recognize that a vibrant club and sailing school must be a place where people can have fun and enjoy the company of their friends and family. The Safety Committee hopes that this COVID-19 safety plan finds the right balance.



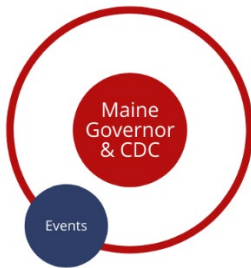
REQUIRED Practices for ALL Visitors & Staff

- **MASK UP** Properly worn cloth face coverings are required inside club buildings at all times, except when dining. Outdoors, masks should be worn in situations where it is difficult to maintain physical distancing.
- **STAY APART** Maintain six feet of distance between you and others outside your household group, even when outside.

- **WASH HANDS OFTEN**
- **STAY HOME WHEN UNWELL** Be familiar with COVID-19 symptoms and stay home if you are experiencing any of them.
- **NOTIFY US OF POSITIVE TESTS** If you test positive for COVID-19 after spending time at CYC, please call us right away.
- **OBEY ALL TRAVEL, TESTING & QUARANTINE REQUIREMENTS** Out-of-state visitors must comply with all [state](#) and [federal](#) travel rules, including those for international travel
- **MIND PARKING RULES** CYC staff are not permitted to move members' cars. Members who double park must be ready to move their cars upon request. Only cars with CYC parking stickers may park in the CYC parking lot.
- **MIND SEATING CAPACITY** No more than eight people may be seated at any one table. All dining tables must be placed six feet apart. Only staff can alter placement of tables and chairs.
- **MIND BATHROOM CAPACITY** Men's and women's bathrooms are limited to two guests at any one time.

RECOMMENDED Practices for ALL Visitors & Staff

- **VACCINATE** If you are eligible and medically able, please get vaccinated as soon as possible.
- **DINE SAFELY** Unless all members of a group are vaccinated for or have recovered from COVID-19, only dine with members of your household group. Dine outside whenever possible.
- **MEET SAFELY** Keep indoor interactions to a minimum and wait outside until offices are clear of visitors.
- **HANDLE YOUR OWN BELONGINGS** Reduce the need for others to handle your belongings, including in the launch. Please note that CYC staff are no longer permitted to move members' cars.
- **PRACTICE PATIENCE** Keeping guests and staff safe may increase the time it takes to serve you. We appreciate your patience!



Additional **REQUIRED** Practices for Events

- **REVIEW OUR STATE'S GUIDELINES** Event organizers must regularly review the most recent [state guidelines for events](#).
- **MAXIMUM GUEST LIST** Events serving food are limited to 150 people, including catering and event staff. Events not serving food are limited to 200, including event staff. All dining tables must be spaced six feet apart. Guest and vendor lists (including contact information) must be shared with CYC staff.
- **GUEST CHECK-IN REQUIRED** Invitations or registration are required for all events. "Walk-ins" are not permitted at scheduled events serving food to more than 100 guests. Guests must check in upon arrival, which includes providing contact information for their household group. Hosts may also ask guests to confirm if they have been vaccinated for COVID-19 (though they cannot prohibit guests who have not been vaccinated).
- **BAR SERVICE LAST CALL FOR CATERED EVENTS** Bar service must end by 9pm for catered events.
- **COMPLIANCE MONITOR REQUIRED** Event hosts must assign the role of compliance monitor to a member of event staff or organizing committee. The compliance monitor must prohibit entry to guests or event staff who do not comply with state and federal requirements and those who report any COVID-19 symptoms on or within 48 hours of the event. Compliance monitors are also responsible for maintaining the guest contact list, ensuring that all CYC rules outlined here are followed, and facilitating the removal of any guest or event staff repeatedly or flagrantly violating these rules.
- **CLEANING ATTENDANT REQUIRED** Event organizers must assign the role of cleaning attendant to a member of their event staff or organizing committee. The cleaning attendant is responsible for ensuring that all high-touch surfaces (including in restrooms) are regularly sanitized throughout the event, serving utensils are regularly replaced, empty/discarded glassware, dishes, and utensils are quickly removed, and that cleaning products including hand sanitizer are well-stocked and appropriately placed. The cleaning attendant must also perform a final sanitizing of all high-touch surfaces as the final step before departure.
- **SEAT SAFELY** Spectator/audience seating must provide six feet of separation between household groups. All seating should be managed by the compliance monitor.

- **CLUBHOUSE DOORS AND WINDOWS MUST REMAIN OPEN** Only doors leading to the kitchen may be closed.
- **FOUL WEATHER CURTAINS** During dining, at least two sides must remain open.
- **BUFFET AND DRINK STATION REQUIREMENTS** Buffet food and drink must be pre-plated, single serve portions, or served by an attendant. Use of the club's fountain beverage station is allowed with permission. Providing dining tables with wine or water bottles is allowed.
- **PASSED HORS D'OEUVRES** Passed hors d'oeuvres must be pre-plated or pre-portioned.
- **SPECIAL REQUIREMENTS FOR BANDS WITH SINGERS OR WIND INSTRUMENTS** Singers and musicians with wind instruments are prohibited from performing inside the clubhouse. They may perform outside, on the porch, or under a tent with a minimum of 14 feet of distance between performers and guests.
- **OUTDOOR/TENT REQUIREMENT FOR DANCING** Events for more than 50 people may not use the clubhouse for dancing. For larger groups, we recommend renting a dance floor that can be placed outside or under a tent. The compliance monitor should ensure that guests respect distancing guidelines while dancing.

Additional **RECOMMENDED** Practices for Events

- **TENT RENTAL RECOMMENDED** All events providing seated dining to more than 100 guests should consider renting a tent. At least two sides of your tent must always remain open, even in inclement weather. We recommend a 30 X 70 frame tent placed on the southeast side of the clubhouse.
- **COMMUNICATE SAFETY** Organizers should communicate regularly with guests to inform them of safety expectations and our rules.
- **ASK GUESTS TO VERIFY VACCINATION** We recommend asking all guests to confirm that they have been vaccinated for or have recovered from COVID-19 and keeping track of your event's overall "herd immunity".
- **PRE-PLATE AND SERVE** The safest way to serve food to your guests is to have the food plated and served by catering staff. Other safe methods include providing platters/bowls of food on each table that can be served family-style among household groups, or for pot-luck style events, having an entrée plated by catering staff and guests provide a side or salad for their own table.