

Junior League of Montgomery COVID-19 Office Policy

EFFECTIVE JUNE 10, 2020



COMMITTEE CHAIRS:

As we continue to navigate through the Coronavirus (COVID-19) pandemic and recommendations continue to evolve, the Junior League of Montgomery remains focused on members, community partners, staff, and the local community.

Based on Governor Kay Ivey's current Safer at Home order and recommendations from the Centers for Disease Control and Prevention (CDC), and the Alabama Department of Public Health (ADPH), the Junior League of Montgomery will continue current COVID-19 safety measures and begin implementing others.

For questions on this policy, please contact
Amanda Miller
Member-At-Large
COVID-19 Task Force

This policy will be subject to change as updates are made to COVID-19 best practices.



Effective June 10, 2020, the Junior League of Montgomery (JLM) COVID-19 policies are as follows:

Visitor Policy:

Until further notice, JLM Headquarters (HQ) will be closed to outside visitors

Meeting Policy:

All Committee Meetings will be encouraged to take place via Zoom.

Starting June 4, 2020 Committee Members will be allowed to be held in the JLM office.

-Only the Auditorium will be accessible for meetings.

-If meeting at JLM HQ you will also need to make a Zoom option available to Members who do not feel comfortable, or cannot make it, into the office for the meeting.

-Only ONE meeting will be allowed to take place at a time.



Meeting Policy continued:

- Only the work room entrance should be made accessible to Committee Members, and not the front door, in order to limit the flow of traffic.

Hand Sanitizer should be placed at that entrance, and Committee Members should be asked to sanitize, or wash, their hands upon arrival.

- Tables and chairs will be in place, meeting social distancing guidelines.

These should not be moved at any time.

- It will be the Committee Chairs responsibility to wipe down tables and chairs at the end of the meetings, as well as any frequently touched areas/objects, such as the entrance and restroom door handles.

Sanitizing supplies will be provided and can be found located in the Auditorium. Please make sure you return the supplies back to where you found them.

- Members are welcome to bring their own drinks, with a resealable lid, but we ask that food not be brought into the building until further notice.

JLM will not provide food/drink at meetings until further notice.

- No other rooms are to be used during Committee Meetings at JLM HQ, this includes the playroom.

Until further notice, JLM will not allow children in the building. Please notify your Committee Members of this when scheduling meetings so they can make other arrangements, or join the meeting via Zoom instead.

Meeting Policy continued:

- Upon arrival to the building, Members will have their temperature taken and answer the questionnaire before they can enter into the building.

For this reason, please be prepared to greet your Committee Members at the door with the thermometer and questionnaire ready to go.

Please wipe down the thermometer while you are using it, and after you are done using it, before returning it to where you found it.

The questionnaire will be made available in a separate document that will double as a sign-in sheet, and a waiver. By their signing in, they are agreeing that they did not answer "yes" to any of the questions.

Mask Policy:

- Per the City of Montgomery Executive Order, effective June 19, 2020, all meetings of 10 or more Committee Members require each member present to have a mask on. Please notify your Committee Members to bring a mask to any and all meetings and when 10 or more Members are present, require them to wear their masks.
- Committee Chairs are required to wear a mask, and gloves, while administering the temperature checks.

It is your responsibility as a Committee Chair to prepare your Committee Members for these new policies. Please email them ahead of time to let them know what to expect when they arrive at the building, as well as comfort them by letting them know the precautions in place.

Questionnaire:

Although this will be available on the sign-in sheet and waiver, consider sending this out to your Committee Members ahead of time, as part of your notification of what they can expect when arriving at the building.

- Do you have shortness of breath, fever, chills, muscle pain, bluish lips or face, new confusion or inability to arouse, loss of taste and/or smell or combination of these symptoms; cough, headache, sore throat, sneezes or body ache?
- Do you have a family member who you have seen recently who is under investigation for COVID-19 in the last two weeks?
- Do you have a family member who you have seen or are living with who has been exposed to someone with COVID-19 in the last two weeks?
- Have you been diagnosed with, or tested within the last 14 days, for COVID-19?