

LCS Opening - Phase 1 - Plan

1. Open campus in multiple phases
2. 1st Phase - only members, & registered class attendees
3. A one day pass available for \$40 pesos.
4. Only two gates open - front main gate and the Lakeside gate.
5. Greeters stationed at each gate.
6. Masks will be required at all times on campus. Masks available for sale at the entrances.
7. Greeters - take temperature of all using a contactless thermometer.
8. Hand sanitizers at entrances and other points on campus
9. Additional restroom, and hand washing.
10. No entrance with out a mask, or allowing temperature to be taken.

LCS Opening - Phase 1 - continued

11. Appropriate distancing. No handshaking, no hugging or kissing on campus for this period.
12. Those not feeling well should stay at home.
13. Shield a cough in your elbow or with tissue.
14. We are deep cleansing the campus. All touchable services will be cleaned regularly.
15. We have installed Sneeze Guards.
16. Limited number of people in the office.
17. Increased meeting spaces around the campus.
18. Space capacities have been reduced.
19. 2 people per table.
20. Groups in outdoor spaces, Respect meetings in session by not approaching groups, respect privacy and keeping noise levels low.
21. In the earlier phases, classes from Wilkes Center moved to outdoor spaces on the main campus.
22. Exercise Classes – bring own exercise mat when leaving class, take mat. No sharing of mats or water bottles.

Opening Phase 1

- ✳ Main campus to open first
- ✳ Only two entrances - Main and Lakeside
- ✳ Wilkes will be in a later phase
- ✳ Office and Library (if sufficient volunteers)
- ✳ Smaller Classes - outdoor spaces
- ✳ Outside groups if they follow guidelines
- ✳ ATM - Gardens
- ✳ Online classes continue

Library Opening Procedure:

1. Library will have a controlled opening.
2. Masks required. Gloves will be available to library workers
3. Members would not be able to roam the library in 1st phase
4. Librarian doorway counter - Sneeze Guard, clear acrylic shield similar to banks
5. Members research books through our website and create list
6. Members send book list by email (or provide a list at the door) volunteers pull the book(s) and log in computer, upon arrive members pick up books at the library door - emailing in allows for books to be pulled in advance.
7. Volunteers would package books for pick up
8. Book returns – The member will drop their returned books into a drop box outside library. This box will be sealed each day and labeled with date. After 72 hours, the books would be checked back into the system and re-shelved.
9. The person restocking the books would wear disposable gloves and immediately remove and discard them after shelving books.
10. We would not charge any late fees during this period of time.

Phase One opening

Campus Hours may be adjusted

Main Campus Gardens

Library

Customer Service Office

Classes:

Spanish Classes - main campus

Emergency Preparedness (when ready)

Intro to Lakeside New Series

Not sure when the audience will be ready for

Prueba and PEP Classes

Possible Activities to open

If leaders and attendees willing:

Blood Pressure

Mindfulness

Low impact exercise

Games, cards - 2 per table

Discussion groups (w/limits)

Tech classes

Renters: Lakeside AA, Al-Anon,

Toastmasters, Nursing School

legal, Insurance, hearing & eye clinics

Taller Autoestima, Classes de Bordado

Campus Improvements

Sneeze Guards:

- Office (3)
- Library
- Info Desk

Seating:

- 2 chairs per table
- Blue Patio spread out tables
- Old Smoking - tables of 2,
- Veranda - tables of 2
- Plaza - random tables of 2
- Stage - tables of 2
- Mural Patio - Large rectangle, spaced seating
- Yellow Trellis and garden seating areas

Completed/WIP Items:

- Additional Restroom
- Sink in eye doctor space
- Mold and mildew in Eye, hearing, old audio book and events storage
- Roof over Mural Bodegas

Signage on campus

Customer Service Office Coverage

Sneeze guards added

Hand sanitizer

Take a number system as needed

limit # of people

Encourage Credit Card payments

Gloves available for team



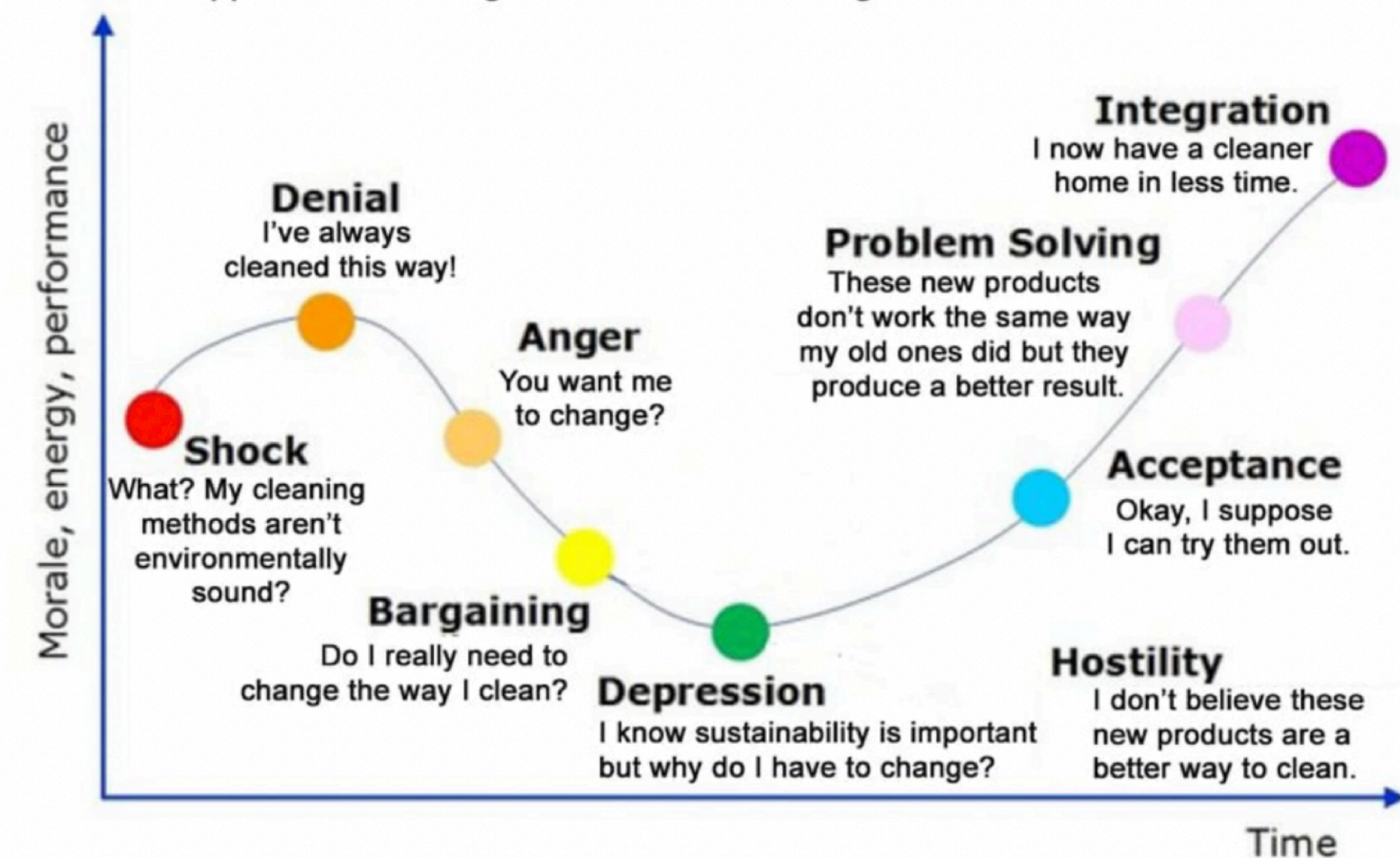
VOLUNTEER HANDBOOK

Volunteer Orientation

- Start two weeks before opening
- Volunteer Management is crucial to our success
- Making it clear where we are going and why
- Change Management - is a process. Short cutting this process leads to failure
- Getting “Buy-In”

Kubler-Ross Model

As Applied to the Integration of New Cleaning Products





THE LAKE CHAPALA SOCIETY, A.C.

Over 60 years of
"People Helping People"

Más de 60 años de
"Gente Ayudando Gente"

16 de Septiembre #16-A,
Ajijic, Jalisco
LCS Main Office:
376 766 1140

 @LCS_Ajijic

 Lake_Chapala_Society

 The Lake Chapala Society A.C. - LCS



Safety supplies:

Masks - for volunteers and staff

Masks for sale and disposable - public

Infrared Thermometers

Gloves

Clear Full Face Guards some positions

COVID-19 PUBLIC NOTICE:

PUBLIC NOTICE: An inherent risk of exposure to **COVID-19** exists in any public place where people are present. **COVID-19** is an extremely contagious disease that can lead to severe illness and death. Keeping this fact in mind, the Lake Chapala Society is establishing norms for reopening the campus. Our primary objective is to enhanced health and safety measures for our members, staff, volunteers, vendors, and guests. We expect all people working at or visiting the LCS Campus to follow these norms. However, know that by entering the campus, you voluntarily assume all risks related to the exposure of **COVID-19**.

Online Services from your home are available for those not willing to wear a mask.

Quantity 6
each

Make to fit
on the
narrow “A”
frames

On Coro

Campus Requirements

- ▶ Masks at all Times
- ▶ Temperature Checks
- ▶ Proper Hygiene
- ▶ Hand Washing
- ▶ Physical Distancing

If you feel sick

Stay at Home