

Minutes from "Reopening Committee" meeting, 11 September 2020

List of attendees:

Brian Andrus, Robin Falkenberg, Marguerite Blum, Michele Lynch, Konrad Halldorsson, Melanie Barney, Paul Martin and Gerry Paratore

The meeting was an open discussion of the needs and requirements associated with reopening the Post lounge and kitchen to comply with State and County COVID-19 protocols. All agreed the safety of the staff and clientele (members and guests) are our primary concern.

Areas of concern and action items

Feasibility – General discussion around the financial and emotional feasibility of opening the Lounge and kitchen. Who will come? How many will come? What are the benefits to the membership and the American Legion Post 512 of reopening in a very limited format?

Action: TBD

County Guidelines – What are the county guideline for opening? Is there a reopening checklist? Will there be a pre-opening inspection and what will the minimum requirements be?

Action: Gerry Paratore

Drinks and Food Service – "Minimize Personal Contact"

Discussion on prepackaging individual servings of food, use of to-go containers and plasticware. What is the "traffic Pattern" to insure the best and safest flow of people and food/drinks. Plan to minimize access to the inside of the building, no access to lounge, only access to restrooms. Do we need to close/lock the big hall to keep people from congregating inside?

Action: TBD

Who is going to manage the flow, clean the tables between seating's, control the membership; wearing masks to enter and when moving about, providing masks to individuals without masks, asking individual to leave if they don't/won't comply with guidelines, taking temperatures do we do all guests or just staff at the beginning of their shift and maintain a log?

Who/where to we keep the log? General sign-in, we aren't in the lounge (membership required) do we still have everyone sign in? Do we allow the general public in, our license allows it in the courtyard? Do we have the Bartender or Kitchen helper or both do these items? Will we need a designated manager to do the policing and manageing?

Action: TBD

Can we go cashless or minimize contact with cash? Protective measure for stall handling cash, gloves, changing gloves after handling cash and before food/drink service, changing gloves regularly (how often and how to train the staff?)

Action: G. Paratore (cashless access) and others TBD

SERVSAFE Cert for servers (Bartenders, House manager, Kitchen staff?) online short course available: how do we manage this?

Action: TBD

Bartender Cert required for all bar staff to include the manager (G. Paratore). Will the house manager need it too? How to manage this? Are the bartenders interested and will to return or do we need to re-staff the bar?

Action: G. Paratore

How are the other Posts in the area doing this? Have they developed a policy and or procedure? Is there an SOP that they might share?

Action: Robin Falkenberg and Brian Andrus

What days and hours do we open and how to staff? When do we stop serving food and how does that impact serving drinks? Last call when kitchen closes? Do we limit the number of drinks ordered at last call? How many drinks can be "stacked" in front of a customer? Who is going to be there to manage? (See above discussion of managing the flow, controlling the clientele and enforcing the rules.) Develop a plan for minimal staffing, work/traffic flow and control measures.

Action: TBD

In order to make the reopening happen and be sustainable we are probably going to need additional help on a regular basis. We need volunteers, more that the usual small group that helps and volunteers are hard to come by at the post. Many members are

enthusiastic about keeping the facilities open few are willing to volunteer on a regular basis. We need to find out who is available and willing to help? What days/hours would they be willing to work?

Action: G Paratore to contact Legionaries and SAL members with email address on file

All the activity at the post is by State and County COVID-19 protocols required to be outside. We will be utilizing the courtyard area for our service. Over and above the county guidelines does Carmel by the Sea have any rules that we need to know and follow? Is there a limit to the hours, people, noise, etc? How does our being in a residential area impact our operations?

Action: Lauren Andrus