**Covid-19 Preparedness Plan for the Nativity Men’s Club Tree Lot**

The Nativity Men’s Club is committed to providing a safe, healthy Tree Lot for all of our volunteers and visitors. Our goal is to mitigate the potential for transmission of Covid-19 at the Nativity Men’s Club Tree Lot. To ensure this goal we have developed the following plan to reduce the risk of exposure to the Covid-19 virus. This plan requires the full cooperation of all volunteers and Nativity Men’s Club members. **This plan has full support of the Nativity of Our Lord Parish and School leadership enforcing the provisions of this policy.**

Men’s Club Members and Tree Lot volunteers are responsible for implementing and complying with all aspects of the preparedness plan.

**Visitors of the Tree Lot will be asked to self-monitor for signs and symptoms of COVID-19 and to refrain from visiting the Tree Lot if they exhibit any symptoms or if they come into contact with a person known to have tested positive for COVID-19 within the past 14 days.**

We are committed to the safety and health of each of our members, volunteers and visitors. All Men’s Club members and all Tree Lot volunteers have been provided a copy of this plan. This preparedness plan follows CDC and MDH guidelines related to Covid-19 and addresses the following:

* Hygiene and respiratory etiquette
* Engineering and administrative controls for social distancing
* Housekeeping -cleaning, disinfecting and decontamination
* Prompt identification and isolation of sick people

The following are the policies and procedures for the Tree Lot opening:

**Screening and policies for anyone exhibiting signs and or symptoms of COVID-19**

Volunteers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. According to the CDC, the most common signs and symptoms are as follows:

Symptoms may appear **2-14 days after exposure** **to the virus.** People with these symptoms or combinations of symptoms may have COVID-19:

* Cough
* Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

If a volunteer feels ill or has any symptoms of COVID-19, they must inform the Tree Lot Boss on duty as soon as possible. If a volunteer begins to feel ill while at the Tree Lot, the volunteer must report directly to the Tree Lot Boss on duty. The volunteer will be sent home immediately. If a volunteer has a member of the same household test positive or comes into contact with a person that has tested positive, they will be asked to stay home and quarantine.

All volunteers must use protective masks prior to entering the Tree Lot. Volunteers will report to the Lot Boss on duty to answer health screening questions and sign off that they are not exhibiting the following symptoms.

Health Screening questions:

* Fever (100.4 or higher)
* Chills?
* A new cough?
* Shortness of breath?
* A new sore throat?
* New muscle aches?
* New headache?
* New loss of smell or taste?
* Do any members of your household exhibit these symptoms?
* Has any member of your household tested positive for COVID-19 in the past 14 days?

All Volunteers Upon Entering the Tree Lot must:

* Volunteers must be 18 years of age or older
* Put a mask on prior to entering the Tree Lot
* Report to the Lot Boss
* Answer health screening questions
* Clean hands with hand sanitizer

Any volunteer who comes down with symptoms consistent with COVID-19 should stay home and seek testing and medical attention. Any volunteer who tests positive will be allowed to return to work only after completing the approved quarantine measures.

Any volunteer who sees a coworker or customer exhibiting symptoms of COVID-19 should report that information to the Tree Lot Boss on duty at which point the person with the symptoms will be asked to leave.

**Hand Sanitation**

Hand sanitizer will be available at the entrance/exit of the building for guest and employee use and should be used by everyone entering the lot.

**Respiratory Measures: Cover your cough or sneeze**

Volunteers must cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their nose, mouth and eyes, with their hands. They should dispose of tissues in the trash. Respiratory etiquette will be demonstrated on posters. We will continue to remind volunteers to use respiratory etiquette at all times and coworkers will encourage each other to do the same.

The Tree Lot will be No Smoking in 2020.

**Social Distancing**

To help with social distancing and avoid congregation of members or customers, the NMC Tree Lot will have no food or alcohol in 2020. There will be water available for volunteers during their shift.

Social distancing is being implemented in the Tree Lot in the following ways:

* 1. **Setup and Take Down of the Tree Lot**

Volunteers will adhere to social distancing guidelines when setting up and taking down the Tree Lot. Masks will be required at all times, including outside, during these activities.

* 1. **Tree Lot:**

Volunteers will adhere to social distancing guidelines for the duration of the Tree Lot.

There will be 5 volunteers for each shift (1 in the trailer / 4 working the Tree Lot). Volunteers are prohibited from gathering in close groups. We will limit the total number of people in the Tree Lot to 25 people; this includes volunteers and customers. Signage will be in place to remind people to maintain a 6-foot distance. The fire pit will be utilized for warmth but we will not have seating around it in 2020.

Booya, Bake Sale, Ladies Night and Couples Night will not take place in 2020.

* 1. **Trailer:**

The trailer will be utilized for payment processing only. There will be 1 volunteer dedicated to the trailer during each shift. We will respectfully ask that only 1 member of a customer’s group enter the trailer for payment. Masks are required for both volunteers and customers in order to enter. Signage will be displayed calling out that requirement. \*\*During slow times or cold weather, the volunteers for that specific shift may mask up and socially distance in the trailer to keep warm. \*\*

**Personal Protection Equipment (PPE) and Sanitation.**

Hand Sanitizer will be available for all volunteers and customers.

Masks will be required by any person entering the trailer.

After each shift, surfaces that have been used by volunteers and customers in the trailer need to be sanitized with an approved cleaner before the next shift uses them and sales commence.

**Restrooms**

There will be a Restroom on site for Tree Lot volunteers.

The restroom is cleaned weekly by the servicing company. A sign will be posted on the door of the restroom stating it is not cleaned after each person.

**Communication, and Updates**

This Preparedness Plan was communicated to all Nativity Men’s Club Board members via email on November 18, 2020. We are all in this together and want to keep each other as well as ourselves healthy.

This Preparedness Plan has been certified by the Nativity Parish and School leadership and was posted for public viewing on, or about, November 18, 2020. It will be reviewed and updated as necessary. Suggested improvements from Tree Lot Volunteers and guests are welcome.