

Reopening Plan and Procedures for the Token 3 Club

Reopening Date: Wednesday May 20, 2020

New Temporary Club Hours: Monday-Thursday 6:00am-7:30pm, Friday-Saturday 6:00am-9:00pm, Sunday 8:00am-9:00pm

Physical Layout

- Front door is entrance and rear door is exit. The rear door in the Unity room will be used as an additional exit.
- Tables will be placed in front of entrance doors and be used for attendee check-in.
- The doors in the Recovery room will be entry only and the doors in the Unity room will be exit only.
- The curtain between the meeting rooms will be left open. This will be the only meeting room.
- The Service meeting room is closed.
- The smoking area is closed.
- All tables, and chairs above our maximum capacity, have been removed.
- Chairs in the meeting room are placed 6' apart.
- Access to both bathrooms is limited to a single stall and sink and the door will be left open.
- The lobby will only be utilized to ensure distancing at the main entrance and concession counter.
- Tape is placed on the floor at 6' distances, as well as, on the sidewalk at the front of the building.
- All concessions and literature are removed from the common areas and will be sold from behind the counter.
- A shield is installed in front of the cash register.
- Tape around the concession counter indicates a 6' distance from employee behind the counter.
- Tape behind the counter indicates a 6' distance between the employees.

Employees

- Employees are required to check their temperature (before & at shift end) and complete a health checklist prior to their shift.
- Employees are required to wear masks/face covering, and use gloves when applicable. These are provided free of cost.
- 3 employees are present on each shift; One for check-in, one at the register and one filling concession orders.
- Employees who feel ill for any reasons will be asked to stay home or return home if they are already working.
- Employees will receive instructions regarding testing and reporting should they become ill with the virus.
- New club hours: Mon-Thurs 6:00am-7:30pm, Fri-Sat 6:00am-9:00pm, Sunday 8:00am-9:00pm
- Employees will complete a checklist of area/items disinfected during their shift.

	Meetings & Meeting Schedule
○	The Token 3 Club is reopening for the purpose of conducting 12-step meetings only. Attendees are asked to arrive 30 minutes prior and leave immediately after.
○	All meetings resuming in-person are scheduled a minimum of one (1) hour apart.
○	The schedule is limited and some meetings will be asked to resume at a later date (TBD)
○	New club hours: Mon-Thurs 6:00am-7:30pm, Fri-Sat 6:00am-9:00pm, Sunday 8:00am-9:00pm
○	Maximum attendance at any meeting is 60.
○	Attendees will line up at the front door and check-in before entering.
○	Each attendee will be asked if they are experiencing symptoms related to the virus. If yes, they will not be allowed entry. Temperature will not be checked.
○	Masks/face covering are required to be worn at all times while in the club. The attendee may pull mask out of the way to eat or drink only when seated.
○	Attendees without their own mask/face covering will be offered a disposable mask for sale at our cost. Those with no means to pay will be given one.
○	Home groups are asked to assist the T3 employee with attendee check-in prior to the meeting.
○	Meetings are asked to stop passing out readings, books, and tokens. We will work with each group to facilitate alternatives.
○	Two (2) stationary microphones (on stands) are placed at opposite ends of the room for discussion and speaker meetings.
○	Attendees will exit the meeting room in small, staggered groups. (Group Responsibility)
○	7th Tradition contributions are collected at the exit door and brought to the counter for rent. (Group Responsibility)
	Cleaning/Disinfecting
○	Touchable surfaces are disinfected after each group exits; door handles, countertops, bathroom fixtures, microphone
○	Employees will complete a checklist of areas/items disinfected during and at the end of their shift.
○	In addition to normal closing cleaning procedures, employees will disinfect all chairs, doors/jambs, bathroom partitions etc.