**Resident Requirements for Hosting Clubhouse Gatherings during COVID-19**  
  
*The Mission Trace Resident renting the clubhouse is responsible for informing the guests of the following requirements and ensuring the requirements are followed:*

**Remind guests to stay home if they are sick**

* Remind invited guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Anyone who has had [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person who has COVID-19 should also stay home and monitor their health. Invited guests who live with those at higher risk should also consider the potential risk to their loved ones.
* Keep a list of guests who attended for potential future [contract tracing](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/index.html) needs.

**Encourage social distancing**

* If feasible, open windows/doors or encourage use of outdoor space during the event.
* Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don’t need to be 6 feet apart – just 6 feet away from other families.
* If planning activities for adults and/or kids, consider those where social distancing can be maintained, like sidewalk chalk art or frisbee.
* When guests arrive, minimize gestures that promote close contact. For example, don’t shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.

**Wear masks**

* Wear [masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) when less than 6 feet apart from people or indoors.
* Consider providing masks for guests or asking them to bring their own.

**Clean hands often**

* Consider providing hand sanitizer in addition to clearly marked hand washing areas.
* [Wash your hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
* Make sure there is adequate soap or hand sanitizer containing at least 60% alcohol available in the restrooms and encourage guests not to form a line at the door. Consider also providing cleaning supplies that allow guests to wipe down surfaces before they leave.
* Remind guests to wash their hands before serving or eating food.
* Use single-use hand towels or paper towels for drying hands so guests do not share a towel.

**Limit the number of people handling or serving food**

* Encourage guests to bring their own food and drinks.
* Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
* If serving any food, consider identifying one person to serve all food so that multiple people are not handling the serving utensils.
* Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items.

**Limit contact with commonly touched surfaces or shared items**

* Use touchless garbage cans or pails.
* [Clean and disinfect](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) commonly touched surfaces and any shared items between use when feasible.
* Using disposable shared items is recommended. If you choose to use any shared items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash, clean, and sanitize them after the event.

*In addition to the requirements outlined in the Mission Trace clubhouse rental contract, I agree to all of the above requirements for my household and guests. I understand the Mission Trace HOA will not be monitoring the event and am I responsible in assuring all attendees follow the above requirements. I understand any communicable disease may be spread despite following all of the above precautions and will not hold the Mission Trace HOA responsible for any communicable disease that may be traced to this event.*

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Mission Trace Homeowner Signature Mission Trace Homeowner Name (Printed)

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Mission Trace Homeowner Address