

Stage 1 of opening West Hills Social Commons

General information

- Max of 10 participants per gathering space
- 25% maximum in our facility
- Participation is 100% optional
- Masks are required per Governor Orders unless you qualify for an exemption
- Check and Credit card payments are highly recommended but cash will be accepted if necessary
- No walk in are allowed this will include meeting times, gift shop, library check out

Building Use

- Limited room use
- Patrons will only have access to first floor bathroom (exception if ADA restroom is needed)
- Commons areas are used for pass through purposes only (no congregating)

Arrival

- The south door will be the only door available for entrance into the facility
- Patrons can arrive 10 minutes before start of programming block of time
- All patrons must check in upon arrival and will be asked COVID screening questions
- Patrons must wash hands immediately entering the building. If soap and water are not available use provided hand sanitizer

Departure

- Patrons must leave promptly after their programming block of time is over, there should not be any congregating
- Patrons will depart through(unless handicap accessibility needs are needed):
 - Multipurpose room: south side door
 - West meeting room: North door
 - East Meeting room: North door
 - North meeting room: North Door

Programming

- Only groups that can maintain social distancing of 6ft and no shared supplies can meet
- Library books and puzzles will be available by calling to be picked up and dropped off
- All patrons must be members of Adult Leisure Pursuits, no day passes will be sold
- Programs will be scheduled in two hour time blocks with pre- registration required
- Patrons will follow general program procedures to know what they should bring

Food and Beverages

- Coffee is not available
- Snacks/food can be brought in by individuals for their own use (no shared snacks)
- Water fountains will be turned off

Day trips

- No day trips available at this time

Cleaning

- There will be a half hour block between program times to clean the room that was used
- Bathrooms will be cleaned and logged 2 times a day (one afternoon, one after hours)
Commonly touched objects (door knobs, light switches, etc) will be cleaned periodically throughout the day
- All returned books and puzzles will be quarantined for a designated length of time before being restocked

Staffing

- Only full time/regular part time staff

General Programming procedures

- Each program will be in 2 hour blocks of time with an half hour in between to clean the room and other areas of the building
- Second and third floor are closed to general programming and use
- West Hills Social Commons will be open Monday, Wednesday and Fridays from 8:00-4:00pm.
- Multipurpose room is the only room that will only be used
- You can pre-register for activities one week in advanced
 - Register by going online to: <http://ci.owatonna.mn.us/293/Online-Registration>
 - by calling West Hills Social Commons at 507-444-4280
- Programming that can occur:
 - Book club:
 - Patrons must bring their own books
 - Bingo:
 - Patrons must bring their own pens/pencils
 - All participants will be using paper playing cards that will be supplied by West Hills Social Commons
 - Prizes will be given out at the end of all 10 games
 - Bunco
 - Participants will bring their own pens/pencils
 - Participants will use their own dice that will be supplied by West Hills Social Commons
 - Dice will be cleaned after each scheduled bunco time
 - Tai chi
 - Participants will maintain 6 ft. social distancing while participating in Tai Chi
 - Yoga
 - Participants will bring their own mats
 - Cleaning spray will be available for patrons to use to clean their mat prior to leaving
 - Will need to call 507-444-4280 or go to <http://ci.owatonna.mn.us/293/Online-Registration> to buy punch cards
 - Arts and crafts
 - Patrons will use all their own supplies
 - Other programs may be added and this will be updated as need.