

**KIRKWOOD COMMUNITY ASSOCIATION (KCA)  
COVID 19 EMERGENCY HEALTH AND SAFETY RULES**

**General Rules** – The KCA will require everyone who enters or uses the KCA Club or another KCA facility or participates in KCA-sponsored activities to (a) sign and return an Assumption of Risk, Hold Harmless, and Waiver or Liability Agreement, (b) provide complete and full contact information, and (c) follow a series of procedures, time limits on visitation, and rules. The following rules have been adopted by the KCA Board as emergency health and safety rules for use of the facility and participation in KCA-sponsored events and replace the rules put in place for summer operation of the pool and gym. These rules are in addition to all other KCA rules and regulations currently in place (which can be found at [www.thekca.org](http://www.thekca.org)).

- **Reservations** – The reservation system is designed to help prevent overcrowding and is required to use the KCA Club and participate in KCA-sponsored events. Reservations will open up on a rolling basis. In some instances, walk-in reservations will be available. Please call the front desk at 209-266-7122 to reserve a time to use one of the amenities offered at the KCA Club or to participate in a KCA-sponsored event. To allow as many Members as possible to use the facility, use of the amenities will be limited to certain time slots (posted at [www.theKCA.org](http://www.theKCA.org) and at the KCA Club). Separate reservations must be made for and are limited to each separate amenity (i.e., a reservation to use the gym does not allow access to other areas like the hot tubs or the KCA Café). Members are asked not to reserve multiple time slots in order to allow others the ability to use the facilities. Due to COVID 19 restrictions and cleaning protocols, access the KCA Club will not be permitted at any other time.
- **Hours** – During the winter season, the KCA Club plans to be open during the times set forth on the schedule posted at [www.theKCA.org](http://www.theKCA.org) and at the KCA Club. The KCA’s operating hours are dependent on a variety of factors, including Alpine County and other government health and safety guidelines, weather, staffing and maintenance, and will likely change from time to time.
- **Limited Access** – During the Covid-19 pandemic, the KCA will only offer limited access to the KCA Club. The amenities opened and the number of people who can use each of them at any time will be determined after consulting public health guidelines and regulations and will be posted at [www.theKCA.org](http://www.theKCA.org) and at the KCA Club. The KCA plans to open different amenities at the KCA Club in phases that track the tiers adopted by the State of California for loosening and tightening restrictions on activities (<https://covid19.ca.gov/safer-economy/#track-data>). Details regarding the amenities offered will be posted at [www.theKCA.org](http://www.theKCA.org) and at the KCA Club. All other areas of the KCA Club (including towel service, communal water fountains, showers, the lockers, the sauna and the steam room) will likely remain closed throughout the winter season.
  - Members and “KCA Card Holders” are only allowed to bring guests who are part of their “household group” into the KCA Club or to KCA-sponsored activities. Guests will not be permitted in the KCA Club or at KCA-sponsored events if they are not accompanied by a Member or KCA Card Holder. For purposes of these rules –
    - Alpine County currently defines a “household group” to be people jointly sharing a single accommodation in close contact with each other and practicing applicable COVID-19 health and safety protocols.
    - “KCA Card Holder” means any family of a Member or seasonal lease holder of a Member who has an active access card to the KCA Club issued pursuant to the KCA’s rules, regulations and other governing documents.
  - If a household group size exceeds the maximum capacity for any amenity, the Member or KCA Card Holder will need to limit the size of the group and will need to make an additional reservation the extra people.
  - Before using the KCA Club or engaging in a KCA-sponsored event, members and their family and guests are required to:
    - check in at the front desk,
    - sign and return an Assumption of Risk, Hold Harmless, and Waiver or Liability Agreement, and
    - complete an attendee profile with sufficient contact information for each person in the party.
  - Non-contact thermometers will be used to take temperatures prior to entry into the facility. Those with a temperature above 100.4 degrees will be denied entry.
  - All visitors must remain in their reserved group and no two reserved groups will be allowed to mingle at the KCA Club or any KCA-sponsored event (e.g. two separate groups cannot use the gym together or share a table or hot tub).
- **Limit Personal Items** - In an effort to reduce the number of outside items introduced into the KCA Club, we ask that you bring very few personal items with you when you visit. Lockers will be closed and you will not be able to store your personal items anywhere in the facility so you will need to take them with you as you use an amenity. In addition,
  - except for personal water bottles, no outside food or alcohol is permitted, and

- except for personal bags, clothing, towels, laptops, phones, charging cables, books, papers and yoga mats, no outside toys or gear is permitted.

The lost and found service has been suspended indefinitely. All items left at the KCA Club will be placed in a box and that box will be emptied (and the contents discarded) after close of business each Sunday. Please make sure that you take all belongings with you when you leave.

- **Health and Sanitation** - Everyone in the facility is required to maintain appropriate social distancing from any person not in their household group and to wear masks at all times (except as described below for certain amenities). Everyone who enters the KCA Club is responsible for making safe choices while in the facility and while coordinating the activities of their household group.
  - Refrain from coming to the KCA Club if you or anyone in your household group has (or has been exposed to someone who has) a fever, has symptoms of Covid-19 or any other infectious illness, does not feel well (whether they have Covid-19 symptoms or signs of any other illness) or has been diagnosed with Covid-19 or any other infectious illness.
  - The staff will be cleaning and sanitizing areas between sessions. During these cleaning times you will not be permitted to use the area. As an additional safety measure the KCA will provide cleaning spray, gloves and paper towels so users should clean equipment and furniture and sanitize their hands before and after use. Dispose of used gloves, paper towels, face masks and other trash only in designated trash receptacles.
  - No loud and boisterous behavior.
  - Please wash or sanitize your hands regularly, as well as before and after using an amenity.
  - Water fountains will not be available but personal water bottles will be permitted.
  - Towel service and use of lockers, showers, hair dryers, and swimsuit spinners have all been suspended. As a result, you will need to:
    - bring your own towel(s),
    - take a shower before coming to the facility to use the pool or spas,
    - carry your belongings with you as you use the facility, and
    - be aware that your wet hair and clothing could need protection from the elements when you leave the facility.
- **Furniture and Equipment** – The Staff will (a) set up equipment, tables, chairs, other furniture, fans and air purifiers, (b) close off access to some equipment and furniture to allow social distancing, and (c) open windows and doors. Do not (i) move any furniture or equipment, (ii) block exit areas or doors, (iii) open or close doors, or (iv) turn fans, heaters or air purifiers on or off.
- **Staff Instructions and Signage** - Follow all staff instructions and signage regarding rules and protocols for using the facility (such as for closed areas, maximum capacity, entrance and exit flow, and proper trash disposal).
- **Changes and Closures** - The Board and Management reserve the right to close or further limit access to the KCA Club or any of its amenities and to adopt or change safety protocols at any time to protect the health and safety of the users and to conduct necessary repairs and maintenance. Do not access or attempt to access any closed areas, amenities, furniture or equipment.

**Area and Activity Protocols** – Each amenity at the KCA Club and each KCA-sponsored event will be subject to its own rules, which may change from time to time. The schedule, reserved time slots and maximum occupancy for each amenity or event will be posted at [www.theKCA.org](http://www.theKCA.org) and at the KCA Club. Access to, the maximum occupancy for each area and the timing of each reservation will be driven by the public health guidelines and best practices and will change from time to time.

- **Lounge Area** – When open, the Lounge Area will be used for quiet work and WIFI access during the day. On occasional evenings, the Lounge Area may be used for additional seating for the KCA Café. If the Lounge Area is being used as additional seating for the KCA Café, the guidelines and regulations for the KCA Café shall apply. When using the Lounge Area during the day:
  - You may only use the table and chairs that have been reserved for you. (Walk in reservations may be available but priority will be given to those with advanced reservations.) Wait for the staff to direct you to your assigned table.
  - Masks must be worn at all times.
  - Remain with your household group at your designated table and do not wander around the room or the facility.
  - Ask for staff assistance to turn the TV on or off or change the channels.

- **Book, DVD and Game Library** – The facility’s collection of books, DVDs and games will be made available through a library loan system only. *Do not touch, use or otherwise handle these items.* Once the system is set up, you can request an item on line or via the Front Desk and the staff will retrieve them for you to take home and enjoy.
  
- **KCA Café** – When the KCA Café area is closed, entry is prohibited. When open, the KCA Café will provide drinks and light meals in the afternoon and evening. On occasion, the KCA Café may also be used as additional seating for the Lounge Area. If the KCA Café is being used as additional seating for the Lounge, the guidelines and regulations for the Lounge Area shall apply. When using the KCA Café area:
  - You may only use tables and chairs that have been reserved for you. (Walk in reservations may be available but priority will be given to those with advanced reservations.) Wait for the staff to direct you to your assigned table.
  - Masks must be worn at all times, except when eating or drinking while sitting at a table. When sitting at a table and not eating or drinking everyone must wear your mask. After leaving the table and while move through the facility everyone must wear a mask.
  - No eating or drinking except when seated at a table and no outside food or drinks.
  - Follow staff directions and posted guidelines for ordering food or drinks. Remember that these guidelines may change from time to time.
  - Remain at your designated table and do not wander around the room or the facility.
  - Ask for staff assistance to turn the TV on or off or change the channels.
  - Never enter the area behind the bar or help yourself to food or beverages.
  
- **Restrooms & Locker Rooms** – The restrooms and locker rooms will be open for changing and sink and toilet use only.
  - Masks must be worn at all times.
  - Do not crowd the area and wait to use it if people outside your household group are present.
  - Showers, lockers, and swimsuit spinners are off limits. Do not use them, remove their signs, uncover or unlock them.
  - You may use the locker area to change, but you cannot store your belongings in the room. You will need to take your belongings with as you move throughout the facility.
  
- **Gym Rules** – When open, the gym will be available for use by household groups. When using the gym area:
  - Masks must be worn at all times except when exercising vigorously.
  - Please wipe down any equipment used before and after use.
  - Please do not bring any additional equipment into the gym other than your personal belongings and any towels, water bottles, and yoga/floor mats for personal use.
  - Ask for staff assistance to turn the TV on or off or change the channels.
  
- **Spas** – When open, each spa may only be used concurrently by persons in the same household group who share a reservation. When using the spas:
  - Masks must be worn at all times except when in the spa. (Immediately replace masks after exiting the spa tub.)
  - You must shower before entering the spa. (Lotions and bodily contaminants cause major issues with chemical imbalances and are prohibited. Failure to rinse them off can cause spa shutdowns.) The pool/spa deck shower will not be available so please shower before coming to the KCA Club.
  - Place your towel and other belongings on one of the designated drop spots or hooks.
  - A spa reservation provides access only to a designated spa (as well as limited use of the pool/spa deck to enter and exit the spa). It does not provide access to the tables and chairs on the deck or to the pool or other spa.
  - Never move the spa covers and never enter a spa when it is covered or closed.
  
- **Pool** – The pool may be opened during winter holiday week and other peak holiday periods during the winter. If the pool is opened, it will be divided into separate areas (lap lanes and recreational areas) to be used by each household group with a reservation. When using the pool:
  - Masks must be worn at all times except when in the pool. (Immediately replace masks after exiting the pool.)
  - You must shower before entering the pool. (Lotions and bodily contaminants cause major issues with chemical imbalances and are prohibited. Failure to rinse them off can cause pool shutdowns.) The pool/spa deck shower will not be available so please shower before coming to the KCA Club.

- Place your towel and other belongings on one of the designated drop spots or hooks.
  - A pool reservation provides access only to a designated area in the pool (as well as limited use of the pool/spa deck to enter and exit the pool). It does not provide access to the tables and chairs on the deck or to the pool or other spa.
  - Never move the pool covers and never enter the pool when it is covered or closed.
- **Spa and Pool Deck** – The spa and pool deck will be available to access the spas and pool when those amenities are open. It may also be used from time to time as extra seating for the Lounge Area or the KCA Café. If the deck is being used for extra Lounge Area seating, the guidelines and regulations for the Lounge Area shall apply. If the deck is being used for extra KCA Café seating, the guidelines and regulations for the KCA Café shall apply.

**Effective Date** - These emergency rules were adopted by the Board of Directors of the KCA on November 18, 2020. They will go into effect the day the KCA Club opens and will remain in effect for 120 days unless earlier terminated or amended by the Board of Directors.