



American International Women's Club of Geneva AIWC 2021 COVID Protection Plan Modified and Updated, 16 February, 2022

This document is the COVID Protection Plan ("the Plan") pertaining to the operations of the American International Women's Club of Geneva ("AIWC") during the COVID pandemic.

Every part of this Plan is derived from the directions, rules, and guidance of the Swiss Federal [1] and Geneva Cantonal[2] governments. The AIWC, as a registered non-profit organisation operating in Geneva, Switzerland, is required to follow the governmental directions.

This document modifies the "January 3, 2022 Plan", modifications based on recent changes to Swiss federal and Geneva cantonal guidance, dated February 16, 2022.

Summary of Changes

This Plan applies to the AIWC, whether in the Clubrooms, or at an AIWC-sponsored or AIWC-organised activity or event outside the Clubrooms.

In accordance with new governmental and cantonal directives as of midnight 16 February 2022 there will be no COVID related limitations on entering the Clubrooms and the only limitation on participating in any activities is the use of masks when using public transportation.

Because we continue to want to reduce the risks for all our members, we will continue to:

- Emphasise ventilation of the rooms
- The plexiglass screen will remain at the Welcome Desk
- Leave hand sanitizer and cleaning equipment in each room for your use.

Although masks will no longer be required, we recognize that COVID-19 continues to circulate in our community with significant consequences for some. **Consequently we recommend that you wear a mask indoors in all communal areas (kitchen, entry and hallways) to help protect everyone.**

Background

The AIWC has modified its operations over the course of the Coronavirus pandemic, beginning in March 2020.

Guiding Principles

The following principles have guided the creation of this plan

1. The health and safety of all AIWC members and guests participating in AIWC activities or events, within or outside the Clubrooms, is of paramount importance.
2. Activities/events in the Clubrooms, and on-site access to the Clubrooms, should be maximised.
3. We will follow the directives and recommendations of the Swiss federal and Geneva cantonal governments. (More information about the situation in Switzerland can be found on the Swiss Federal Office of Public Health (FOPH) website: www.bag.admin.ch).
4. We will maintain flexibility in scheduling, and flexibility in use of space, within the Clubrooms.
5. All Club members using the Clubrooms will be asked to assist in keeping the environment healthy for all. For example, not attending the Club when sick, assisting with cleaning the physical environment between groups, and accommodating changes in the frequency and scheduling of activities.
6. Regularly scheduled activities in the Clubrooms should take priority for use of space. If a group needs to have an occasional business meeting and there is no space or time available on the schedule for the Clubrooms, a video conference meeting should be considered.
7. When participating in AIWC activities and/or events, including visiting the Clubrooms, it is presumed that all individuals are assuming responsibility for their own safety. The AIWC will follow the recommended Swiss guidelines to optimise member safety; however, the ultimate responsibility is placed on the individual.

This Plan continues to attempt to balance these principles, to optimise access of all members and guests to AIWC activities, AIWC events and to the Clubrooms, and keep everyone safe and healthy at the same time

2020 AIWC COVID-19 Protection Plan – February 2022 Update

General

The following measures apply to all AIWC members, guests, visitors, and leaders for AIWC activities/events whether occurring within or outside the Clubrooms.

1. Illness, Quarantine and Self-Isolation

- 1.1 Members must not attend an AIWC activity, event, or the Clubrooms if they are showing any symptoms or signs of illness.
- 1.2 Members must not attend an AIWC activity, event, or the Clubrooms if they have been diagnosed with COVID-19 and have not completed the isolation period.

2. Vulnerable People

All individuals who participate in the AIWC Activities, Events and visit the Clubrooms do so at their own risk. The Club will always follow the Swiss government's guidance and direction regarding the coronavirus.

3. Physical Distancing

3.1 Please respect other people's need for social distancing, even though it is no longer a requirement.

4. Masks

4.1 Although masks will no longer be required, we recognize that Covid continues to circulate in our community with significant consequences for some. **Consequently we recommend that you wear a mask indoors in all communal areas (kitchen, entry and hallways) to help protect everyone.**

4.2 Masks must be worn to cover the nose, mouth, and chin. A mask will be provided if members/guests do not have one.

5. Ventilation

5.1 Ventilation and improved airflow are increasingly being recognized as a critical factor in preventing transmission of coronavirus.

5.2 Windows should be opened as much as possible, either continuously or intermittently (if too cold or windy), during indoor AIWC activities and events in the Clubrooms.

5.3 Fans are not helpful and may in fact may worsen the dispersal of virus around a room. Fan use is therefore discouraged unless it is for managing a too hot room, and windows are wide open to the outdoors.

6. Hygiene: Hands, Respiratory Etiquette

6.1 Members will be asked to wash their hands using soap and water, or sanitise using an alcohol-based hand sanitizer, upon arrival at an AIWC activity or event, or at the Clubrooms. Frequent hand washing/ sanitising is encouraged for the duration of an activity/event or visit to the Clubrooms. This applies even if member(s) have received the COVID vaccine.

6.2 Members should practice "respiratory etiquette": Sneeze or cough into a tissue, or the crook of your elbow or sleeve. Immediately dispose of a soiled tissue in a covered garbage can. Wash or sanitise hands immediately thereafter.

7. Contact Lists

7.1 All members and guests participating in an AIWC activity/event will be asked to pre-register online through the website calendar.

ADDITIONAL GUIDANCE SPECIFIC TO OPERATIONS OF THE AIWC CLUBROOMS

1.General

1.1. The Clubrooms are open to members and the public Monday – Thursday from 09.00 – 16.00

1.2 The Welcome Desk is staffed by volunteers from 09.30-13.00 and 13.00 -16.00.

2. Clubroom Cleaning

2.1 The cleaning company will continue to clean the Clubrooms on Tuesdays and Fridays.

2.2 The cleaning company has informed us that their procedures comply with Swiss guidelines and they will continue to use a special disinfectant which we purchased for their use as well as ours.

Conclusion

This plan is a “Living Plan” and will necessarily need to be updated and modified as the coronavirus pandemic evolves.

Respectfully submitted,

AIWC COVID-19 Task Force Members – **Appendix D**

Appendix A - Protection Plan for the Clubrooms

Reception Area and Hallways

- Leave the main door open when the office/WD are staffed to avoid hand contact with handles.
- Notice informing guests about the rules to follow, including mask wearing and hand sanitising posted in a prominent location.
- Hand sanitiser available on the front desk.
- We recommend that you wear a mask indoors in all communal areas (kitchen, entry and hallways) to help protect everyone. Masks must cover the nose, mouth, and chin.
- Provide disposable face masks if guests request one.

Appendix B - Cleaning Supplies and Procedures

The following cleaning and personal hygiene supplies are provided by the Club:

Cleaning Supplies

- Cleaning cloths and paper towels
- Reusable gloves
- Disinfectant spray

Personal Hygiene Supplies

- Alcohol-based hand sanitizer
- Disposable face masks
- Disposable gloves

Hand sanitizer will be placed in each room as well as at the Welcome Desk. Disposable masks and gloves are in the Office.

Cleaning Procedures

- A box containing cleaning supplies and detailed instructions will be placed in each room as well as the Office.

Appendix C - Communication Plan

With each update to the Plan, and regularly in between formal updates:

- Special Shout Out announcing changes to the Plan.
- Ongoing notices in weekly Hotline outlining reminders, changes to the Plan.
- Announcements on Facebook and Instagram.
- A full copy of each new version of the Plan will be uploaded to the website for all members to access and will be available in the Clubrooms.

Appendix D - AIWC COVID-19 Task Force

In May 2020, an AIWC COVID-19 Task Force (“Task Force”) was created to review the guidelines from the Swiss government and to recommend plans to reopen the AIWC Clubrooms in compliance with the guidelines.

The final approval of each change to the plan rests with the AIWC Governing Board.

Current members of the Task Force are:

- Maria Stotts -AIWC President (as of June 1)
- Clare Nash – AIWC Office Administrator (as of June 1)
- Candy Gibson – AIWC Activity Director (as of June 1)
- Barbara Keith – AIWC Co-Membership Director (as of June 1)
- Jo Kitson – AIWC Co-Membership Director (as of June 1)
- Angie Al Fakhouri – AIWC Member-at-Large (as of June 1)
- Aurianne Ortai – AIWC Parliamentarian (as of Jan 1)
- Leisa Weld – AIWC Member
- Sue Garland – AIWC Welcome Desk Coordinator

FOHP website for more information:

<https://www.bag.admin.ch/bag/en/home/das-bag/aktuell/medienmitteilungen.msg-id-87216.html>