

Hillsboro Elks 1862  
Phase 1 Protocol  
5/23/2020

In order to protect our members and employees, we are required by the Oregon Health Authority to have required protocol in place in order to start operations at the Lodge. We ask that each member supports the required protocol that is in place and please be respectful to other members and employees. The Board of Directors is in full support of making sure that all protocol measures that are put in place are followed. We are all looking forward to being in the Lodge again, doing our charitable work and socializing. The business operations are not going to be normal anymore, we will be operating with a new way of doing business and we hope that we have your full support as members and your guests.

1. Entering/Exiting of the Lodge will be through the front doors only. There will be designated signs and arrows for entering and leaving.
  - a. You will only be able to enter and exit the building through the front door. All other access points will have temporary barricades and signs with no entry.
  - b. You will be seated by a greeter who will be sitting in the hallway lobby.
  - c. All members must use the card reader to gain access.
  - d. Please observe all signs and instructions within the Lodge so that we do our best at protecting our members and employees.
2. Lodge hours of operations will be every day from 2:00 PM – 10:00 PM.
3. Food service will be Tuesday – Saturday 2:00 PM - 8:00 PM, times will adjust as needed.
4. The Dining room will be moving into the Banquet room. The tables are set up as required by the State for social distancing, six feet apart when a chair is pulled away from the table.
  - a. Dinner will only be served in the Banquet/now Dining room area and we are requesting that dinner reservations are made to ensure your seat is saved.
  - b. There will no longer be any self-serve food stations. All food will be served at your table.
  - c. We can have no more than 10 people together at a table if a party of 10 should come to dine at the Lodge.
  - d. If a table is partially full you may join at the discretion of the members who are already occupying the table.
  - e. Dinner will not be served in the social quarters, but you will be able to order off a limited bar menu.
  - f. We will have meals to go whenever the kitchen is serving food.
  - g. Dining room capacity will be set up for a maximum of 45 people.
5. Social quarters seating will be in what used to be the Dining room in addition to the room that has been the Social Quarters, and along the feature wall as well.
  - a. There will be no seating at the bar, this is a requirement of the Oregon Health Authority.
  - b. We are asking members not to order from the bar, we will provide 100% of the service at your table. We are requested to reduce the amount of casual engagement face to face.
  - c. Social Quarters capacity, in what used to be the Dining room, is at 34 seats and in the normal Social Quarters we are at 38 seats.
  - d. Pool tables, Shuffleboard and any type of games that shares items, like cards and dominos, will not be permitted.
6. Video Poker will have every other machine non-operational so that social distancing requirements are met.
  - a. We ask you to be considerate of other members who would like to play so we will have a 30-minute time limit until all the machines come back online.
  - b. 10 minutes away from the machine will be strictly enforced so that others can play. The machine will be cashed out if unattended longer than the 10 minutes.
  - c. Each machine will require to be wiped down after every use and before being used by another member.
  - d. Only one player will be allowed at or around the video poker machine at a time.
  - e. Machines will need to be wiped down after each player leaves the machine.
  - f. Please follow the any posted signs on the machine.
7. Employees will be wearing PPE, face mask and gloves when handling food.
  - a. Members can wear PPE if they choose to but are not required.

Please be aware that the outlined protocol may not be perfect and require some adjustment, so please observe all signs and directions that are posted in our Lodge. We really want to get back in our Lodge and enjoy it the best that we can under these unusual circumstances. We need to protect ourselves and our surroundings.

Troy Ceballos  
PER, 5-year Trustee, Club Liaison