



Facility Re-opening Policies and Procedures Effective September 7, 2021

We are pleased to announce the re-opening of **The Torch** facility for meetings and activities beginning September 7. All meetings will be scheduled in consideration of CDC and State of Michigan guidelines pertaining to COVID-19 and within general health and safety protocol. The health and safety of our facility occupants is of importance. Any changes will be communicated timely to Facility Managers, Southfield Alumnae Chapter leadership and posted on TOWF's website.

The following are TOWF's policies for COVID-19 screening and social distancing for safe facility meetings:

- Face masks are required, everywhere in the building, whether or not you are vaccinated.
- Disposable masks will be available when entering the building for those who may not have a mask.
- Temperature checks will be conducted upon entry to the Reception Area and Multipurpose Meeting Room. Anyone with a temperature above 101 degrees will not be allowed inside the meeting areas.
- All meeting attendees will be required to Sign In for meeting participation.
- Contactless hand sanitization units will be available at the Multipurpose Room and Reception area entrances.
- Socially distanced seating is required within the posted meeting rooms maximum capacity. Multipurpose Room – Maximum Seating (49), Library – Maximum Seating (6) and Peggy Harrell Room – Maximum Seating (4).
- Meeting room tables will be cleaned by Facility Manager(s) immediately following meetings using professional grade cleaning products. Committees will be responsible for Multipurpose Room tables and chairs set up and return to storage area.
- Children will not be allowed until further notice.

All meetings must be scheduled with Felicia Hunter, Facility Director at (248) 320-9212 or vptowfplaza@gmail.com to confirm room scheduling and assignment of a Facility Manager for opening/closing. Unscheduled meetings will not be allowed.

Facility Availability - Meetings/Rentals

Facility will open 30 minutes prior to scheduled meeting

- Monday – Thursday, 6:30 to 8:30 p.m.
- Saturday – 9:00 a.m. to 5:00 p.m.
- Sunday – 2:00 – 5:00 p.m.
- Meetings can be scheduled for **6** or more attendees.
- Facility rentals will tentatively resume January 2022.