



Hillsboro Club Protocols, Effective November 1, 2020

At the Hillsboro Club, the health and well-being of our members and guests is our top priority. We understand the concern and uncertainty you may be experiencing surrounding the coronavirus (COVID-19) and we are committed to being responsive to your needs as the situation evolves.

Medical experts define COVID-19 as a new, highly contagious coronavirus that has spread globally. Symptoms of the disease - which typically first affects the respiratory tract - can range from mild (or no symptoms) to severe and it can be fatal. According to the CDC, risk of adverse outcomes increases with age, and members or guests with underlying medical conditions are especially vulnerable. Members and guests visiting the Hillsboro Club assume all related risks to exposure.

The information below details the protocols and requirements for the 2020/2021 winter season, as well as many changes we have made for your convenience and pleasure. We do not expect any of these changes to interfere with your enjoyment of the Hillsboro Club, but we do emphasize that following the stated protocols is not optional. Anyone not adhering to these protocols will be asked to leave the property immediately.

This season we will be very understanding with our cancellation policy. We will still have a 30-day cancellation noted on our confirmations, but we will forgive cancellations up to 24 hours before arrival. By sending in your deposit we know that you are committed to coming. If you cancel, your additional deposit will be refunded to you. If you are unable to come at all this season, your room deposit associated with member dues will roll over to next year. Committed reservations allow us to make our schedules and be better prepared for the membership.

I. Prior to arrival at the Club:

Release form: The Hillsboro Club will require a signed release form that must be signed by each adult (age 18 and over) coming to the Hillsboro Club, along with a release for each minor in the party. This must be on file at the Club before you arrive, or you will not be admitted at the gate. Please make sure you take the time to complete and email or mail to the Club in advance of your arrival. It will be mailed and emailed to each member household and will be on the website. It will also be attached to each email sent to the membership.

Advanced PCR testing: It will be mandatory for any person above the age of two (2) to provide proof of a negative PCR COVID-19 test within 72 hours of arriving to the Club. Test results

may be e-mailed, faxed or printed and shown at the front gate upon arrival. No one over the age of two (2) will be permitted on the property without proof of advance testing with a negative result.

Please confirm that the Club has received all your pre-arrival items before leaving home.

II. Upon arrival at the Club:

The front gate personnel will not allow entry to anyone without the Club already having on file your signed release form and a negative PCR COVID-19 test by all parties. The executive office will hold all the materials until the front desk is open. After December 18 all the pre-arrival materials will be kept by the front desk staff. Front desk staff will maintain all documents in a manner that protects any medical information and Personally Identifiable Information (PII).

Driving to the Club: If you are planning on driving to the Club you may have a problem with the timing of testing. To alleviate this, we can direct you to local testing sites that you will need to make an appointment to have your test completed and bring your results with you. You will not be able to enter the Club without the written form. Please let us know if you are driving. It was also brought up in the Town Hall Zoom Meeting about driving an RV to the Club. We would be able to have an RV parked on the property if it is not hooked up or exceeded 180 days.

Screening at gate: When you arrive at the front gate the guard will be taking temperatures of all occupants of the car. This will include the driver even if it is a hired car. Anyone with a temperature over 100.4°F will be required to take an additional COVID screening test or be cleared by a medical professional before entering the Hillsboro Club.

Check In: Check-in has changed to 4:00P.M to allow extra time for cleaning. Please schedule your arrival accordingly. If your room(s) are ready when you arrive at the front gate, they may give you your keys to your room so you may go there directly. If your room is not ready you will be directed to the living room area. Please maintain social distancing while in the living room. We have changed our check-in process to minimize physical exchanges. The front desk representative will go over your information with you to make sure you do not have any changes, but you will not need to sign the folio.

III. Throughout your stay:

General Guidance: Everyone will need to follow the [CDC guidelines](#) and any additional guidelines the Club posts.

Masks: Masks are required while on the Clubs property under all circumstances.

Hand Sanitizer: Please wash or sanitize your hands frequently. Sanitizer will be available in dispensers and bottles throughout the property. Disinfection wipes will also be available for your use and at any communal spaces (water stations, coffee machines). Please use wipes before and after use.

Social Distancing: also called “**physical distancing**,” means keeping a safe space between yourself and other people who are not from your household. To practice **social** or

physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

Screening: You must have your temperature taken when coming on property and when coming in the main entrance to the living room and dining areas. Anyone with a temperature over 100.4°F (fever) after arrival will need to self-isolate until cleared by a health professional or providing a negative COVID-19 test.

Testing after arrival: On day three (3) of your stay, each person over the age of two (2) is required to do an additional COVID screening test. The cost will be \$109 per test and will be added to your room account. The Club will schedule this test on your behalf to be conducted onsite. At check in, you will be given a location on campus and a time that testing will be conducted. The Club will require you to provide a copy of your results. Prior to the 3-day test results, members should maintain strict social distancing (from anyone outside your family) until your test results are confirmed negative. Should you travel during your visit, you will be required to test upon your return. Monthly testing will be required for full and half season stays, and other longer reservations as the Club may deem appropriate. The Club may ask anyone in-house at any time to have a test or to quarantine. Members will be required to follow direction by management.

If you test positive: If you receive a positive COVID-19 test at any time during your stay you will be required to isolate in your room until you meet the [CDC requirements to end isolation](#), currently for 10 days after symptom onset (or positive test) with improving symptoms and no fever for 24 hours. You may leave isolation to go to a health facility for treatment. Your immediate family will also need to quarantine. Each member of the family will need to remain quarantined for 14 days. All meals and supplies that you need will be delivered to your room(s) during this period. We will also support the contact tracing efforts of the Department of Health (DOH) - Broward to inform other members that may be considered close contacts. This will be conducted by DOH Public Health Professionals. Public health professionals tasked with contact tracing are experts in protecting client confidentiality, counseling, and cultural competency. We will email the entire membership should a member or employee test positive. This communication will not contain any PII. Anyone refusing to isolate, or quarantine must leave the property immediately.

If you have been in contact with a positive case: If it is determined that you were in contact with a person that has tested positive, you will be informed by DOH Public Health professionals. You will need to quarantine in your room for 14 days or until released by DOH-Broward.

If you begin experiencing any symptoms: If at any time during your visit should you feel ill refrain from using any Club facilities and contact the front desk at 6004 info@hillsboroclub.org. You will need to be cleared by a health professional before resuming regular activities or accessing any public area. Anyone testing positive must remain isolated until the [CDC requirements to end isolation](#) have been met. Immediate members of the family will quarantine for 14 days or until cleared by a health professional.

Guests on property: For the 2020/2021 season we will not allow guest on property that are not staying overnight at the Club. Off property guests may not come on property for meals or any other reason.

Members in the area: Any local members in the area but not currently in residence at the Club will need to call the executive office to discuss their individual circumstances. They will need to provide a negative PCR test result, supply a signed release form and discuss any recent travel or off property activities they have been participating. Members in the area may not come on property without approval of the executive office for each visit. If the executive office is not open, you will not be able to gain access, so please plan ahead. Members in the area may not bring guests on property.

Leaving the Club: If you need to leave the Club you may do so, but we highly recommend this to be limited. While off property we expect you to follow the same safe practices you follow while on property. Wearing a mask and keeping social distance as well as sanitizing your hands frequently is important. You will be asked to fill out our 909 Healthcare survey when you return to the Club. This is a tool that all members can use to see if they are likely to be exposed or not. The front gate person will remind you to take the survey. We will encourage all members to complete this survey.

Employees: Our employees will all be doing daily screening and temperature tracking. Employees will be tested with a frequency to be determined based on the cost and availability of rapid testing. All employees are required to wear masks at all times on the property and will be trained on proper hand sanitation and social distancing.

Group Activities:

- **Tennis and Croquet** will be played according to the CDC guidelines. While playing tennis do not make physical contact with anyone (such as shaking hands or a high five). Avoid touching your face after handling a ball, racquet or other equipment. Wash your hands promptly if you have touched your eyes, nose or mouth. Use your racquet/foot to pick up balls and hit them to your opponent. The balls should be marked with numbers to indicate each person's ball. Only handle your numbered balls. While playing croquet you should avoid touching the balls with your hands and guide the ball with your mallet. You must wear a face mask at all times. Keep social distancing from all players not in your family. All equipment needs to be disinfected with a wipe (provided in the closet) each time they are used. Our professionals will remove anyone not following guidelines. All guidelines will be posted and updated regularly both at the tennis shop and croquet area.
- **Golf** clubs will be available at the first tee. You will be required to get clubs from the unused golf bag and replace your clubs in the used golf bag. Members are not permitted to share any personal golf equipment. All equipment will be disinfected daily. Golf tees, balls and scorecards will be given out at the front desk. Masks will need to be worn when you are near anyone outside your family. The cups on the course are shallow so the ball can be easily removed without touching the flagpole or the cup.
- **Shuffleboard** equipment will be available from the bellman. Equipment must be returned and disinfected between users. Each player will need their own set of discs, such that partners [outside of your own family unit] will not be using the same discs. Hand sanitizer will be available near the court.
- **Bridge** games are permitted as long as you follow our procedures. You must get the cards and bridge boxes from the front desk. They will be sanitized after each use. You must wear a mask while playing and you must sanitize your hands prior to playing and

after playing. The front desk has a SoClean sanitizer for small items to get sanitized. This can include cards and bridge boxes.

- **Jigsaw puzzles** may not be put together in public areas. We will have puzzles that are sanitized available for your room if you would like. This is to avoid people passing by to touch an unfinished puzzle. Please return to the front desk for it to be sanitized for the next person.
- **Playing cards** will be available at the front desk. You will need to wear masks and sanitize your hands prior to and after play. Always return cards to the front desk so they may be sanitized for other members. Do not leave out for others to use.
- **Backgammon and chess sets** will be available for use at the front desk. You will need to wear a mask and sanitize your hands prior to and after play. These items are signed out and must be returned to the front desk.
- **Fitness classes** will be conducted outside and socially distanced. All mats and other equipment will be disinfected between each use.

Beach and Pool: The beach and pool will be open for use. All chairs, cabanas and lounges will be disinfected daily. Wipes will be available at the beach and near the lifeguard stand at the beach. Chairs and cabanas will not be setup prior to your arrival at the beach. If you want one setup, call the front desk and they can radio the beach to set it up for when you arrive.

Montgomery Lounge: The Montgomery Lounge will not be open. There will be a bar setup at the pool and at Malcolm deck. You may not gather around the bar; please wear your mask until you are seated or socially distanced from others. Evening cocktails will be available each night from 6:00 to 11:00P.M. (this may change as local guidelines change). We will have later service for New Year's Eve (providing local guidelines allow). We will also have beer, wine and liquor available for sale in the gift shop. We will only have socially distanced events. We will not be able to have dance parties or other events that bring members into close contact.

Fitness Center & Spa: The Fitness Center will not be open. We are going to attach bands and have free weights available on the back Montgomery deck for use and for a training area. We understand fitness is a priority for many members and we are actively finding creative opportunities to allow for this outdoors. We are unable to bring the equipment from the fitness center outside due to the harsh salt air environment. We are looking into safe options for possible massage areas or spa treatments on property. We will inform you later as this gets developed.

Game Room: The game room will be closed. The ping pong table will be available for use outside. You may pick up ping pong paddles and balls at the front desk. You will need to sanitize your hands prior to and after play and wear a mask while playing. Always return paddles and balls to the desk and do not hand off to other players. A basketball will be available at the front desk for use. Please always return the basketball to the front desk, so it can be sanitized for the next person.

Nana's Cottage: All Nana's cottage activities will be conducted outside in the backyard. We will add tent canopies for shade and rain protection. The cottage will be closed except for the use of the bathrooms. The cottage and bathrooms will be disinfected daily with an electrostatic

machine. All tables, chairs and supplies will be disinfected daily and as used. All toys will be disinfected daily and as used. Disinfection solutions will be available as well as hand sanitizers and wipes. All outside equipment will be cleaned and disinfected between uses.

Babysitting: Your child's care and wellbeing will be their top priority. Babysitting services will be available. All babysitters will be trained, as all employees are, in proper sanitation. They will maintain proper mask wearing and frequent hand cleaning. Each babysitter will have hand sanitizer with them at all times. Babysitters will have a COVID-19 test weekly. We will try to avoid one babysitter having multiple families during a stay. If one babysitter needs to go between two families, you will be notified. Safe precautions will be taken with hand sanitation and cleanliness if a babysitter needs to sit with more than one family in a day.

Contact with Employees: Greeting members as they come back to the Club has always been a happy event enjoyed by both members and employees. This year each employee will be instructed to limit interaction. Employees will maintain a distance and no handshaking or physical contact will be allowed.

Administrative Office: In order to limit non-essential contact, some certain offices will be closed to members and business will be conducted by e-mail or phone.

- **The reservations office** will be accessible by email or phone call. If you need to meet with Mike Fogg, you may make an appointment and he will meet you at an outside location. mikef@hillsboroclub.org or Ext. 6018. The reservations office will be open Monday – Friday and e-mail will be the recommended way to reach them, as we no longer have staff dedicated to the phones.
- **The sales office** will also not be accessible to members. Jonathan Inverso would be happy to correspond by e-mail, phone or meet you at an outside location to plan your event or wedding. Please call or email to set up a time and place to meet. jonathani@hillsboroclub.org or Ext. 6141.
- **The membership office** can be reached by emailing or calling Nancy Simon at nancys@hillsboroclub.org or ext. 6055 for your membership inquiries. Nancy will be happy to meet with you Monday through Friday at a location outside her office.

Front Desk. The front desk will look and feel a little different than you are used to. This is a high traffic area and we are working to keep everyone safe. We have placed a glass partition at the front desk to separate staff from guests. We will want to limit passing items back and forth from employee to member at the front desk, but when that is not possible there is sanitizer at the desk that we ask you to use prior to handling any item.

The front desk will be available for your needs, but we will want to try and perform as much as we can via email or phone call. Please email any questions or requests to info@hillsboroclub.org or call extension 6004. If you have room service food requests, we can email you a menu and you can either order through the front desk at extension 6004 or through Room Service at extension 6047.

The front desk will email items to you to limit the need for printed items. Please make sure we have the best email address for you.

There is a sanitation device at the front desk to sanitize keys, cards and other small items, which is available should you need it.

Newspapers will not be available through the Club. Newspapers can be available electronically.

Payments: The front desk will email all charges to you for your review. If you need a copy of a paid room account, we can email it to you after payment. Payments are due upon checkout and weekly for stays over two weeks. Please remember payments by check or cash is preferred. We will charge a fee of 4% to any credit card charges at any location at the Club.

Housekeeping changes: To avoid having people in and out of your personal space, service of rooms will be by request only, not automatic and daily. You will need to put your service sign out prior to 1:00P.M. each day to receive service that day. If you only require trash removal you may put it outside your door, and it will be removed. If you only need towels you may ask a housekeeping person or call the front desk at 6004.

The halls, stairwells and public areas will be disinfected by electrostatic cleaners daily. The public rooms, bathrooms, dining room and kitchen will also be sanitized with electrostatic cleaners. We will be removing all the pillow shams from all rooms, such that all bedding is washed in between guest uses. We will limit items in your room such as postcards and writing paper. It will be available upon request. Please ask your housekeeper or the front desk for items you may need, but do not help yourselves to items on housekeeping carts or their closets. Housekeeping staff will be well versed in proper sanitation and have the correct equipment to protect them and you from spreading viruses.

All member rooms are equipped with air sanitation devices that will sanitize the air and room within 60 minutes. This includes all guest rooms and public areas. We will not allow members moving from room to room this season, other than emergency situations.

Dining Room: Upon entering the Sea Room, you will be temperature screened and asked to use hand sanitizer. You must wear your mask in the room unless you are seated at your table. And if you get up for any reason during your meal, you are required to put your mask back on. Breakfast will be in the Sea Room only. There will be tented space for shaded outdoor seating, in addition to the deck, or you may sit in the limited seating in the Sea Room. Depending on the house count, we will either have a breakfast buffet or a la carte. We may not have both available at the same time. We will spread out the buffet stations which will be served by staff or offer pre-packaged grab and go items. The same buffet line will be used for lunch. The grill will be available for you to order items for lunch. Dinner hours will be 7:00 to 8:30P.M. Children's dinner will be served in the Sea Room beginning at 6:00P.M. Room service will be available at each mealtime. The charge for room service will be \$15.00 and you may have your meal delivered anywhere. Would you like to eat by the pool or at the gazebo? As long as the area is not reserved for a function you may request to have dinner outside your room around the property. Seating for all meals should be immediate family only until all members have been tested negative after arrival to the Club.

Coffee station and water stations: As this is another high traffic area, we have adjusted the process for the coffee station. An employee will be taking your coffee order and serving juices and drinks during breakfast and lunch. During slower periods of use you may operate the machine yourself, but you must use hand sanitizer and wipe all buttons prior and after using the machines. Wipes and sanitizer will be supplied near the machine. There will be water stations around the property, and we request you use your own reusable container and wipe the lever before and after use. Wipes will be provided. Cups may not be provided at all areas.

Cell phone use: We have adjusted our electronics policy this year to allow for the use of cell phones in outside spaces on the property for the use of business, remote working and learning. Please keep your phone on silent, remove yourself from occupied areas and be respectful of other members while using your cell phone. If the use of electronics becomes disruptive, employees will be trained to discretely ask you to move to a more private area. Using cell phones in indoor public spaces is not permitted except in your room. We are upgrading our WiFi reliability and strength in order to be prepared for more use by members doing business on property.

Office space: We have converted new space into personal office spaces for rent. These offices will include a workspace with a printer, speaker phone, USB charging ports and extra outlets, paper, pens, stapler and can be reserved on a daily, weekly or monthly basis. Office spaces may be shared only between members of your immediate family. Let us know ahead of time if you will need space while you are at the Club. Call for pricing.

Gift Shop: We will only allow 2 people in the gift shop at one time. As with other public spaces, face masks are required. The gift shop will still carry many of the items you expect, but this year we are also offering a robust selection of pharmacy, food, and beverage items that guests would normally go off property for. A list of items in the shop will be in your room for you to order and have delivered to your room. We will email the membership the item list to help avoid packing items you may get while you are here. Please check with us if you do not see something on the list – we are working out the inventory and would like your input. And if you need something specific, please let us know in advance of your stay and we will try to have it for you when you get here.

Library: Six people may be in the Library at any one time. Social distancing and masks are required at all times. The Library will be sanitized daily. The Library is a cell phone free zone, but you may use electronics on silent.

Business Center: The business center will be open. Masks will be required. The business center will be disinfected daily. Please wipe all touch points before and after use. Wipes will be supplied. Cell phones can be used providing you are the only person in the room. Do not disturb other members by having your phone ring. Please keep it on silent and only use if you can discreetly.

Laundry Facilities: Laundry rooms will be available, but only one person is permitted at a time. Masks must be worn. Wipes will be available to sanitize all touch points before and after use. Laundry rooms will be sanitized each day.

IV After leaving the Club:

If within 10 days of leaving the Club, you test positive for COVID-19 we ask that you inform us. Please call 954-941-2220 and press the 8 key to be connected to the Executive Office or email susanw@hillsboroclub.org.

Mills Pond drive through testing in Fort Lauderdale. Results are back in 2 to 3 days. No cost and no appointment. Directions will be at the front desk.

Holiday Park drive through testing in Fort Lauderdale. Rapid results available to anyone with Covid symptom's or people ages 5 to 17 or over 65. Results same day. Appointments necessary. Directions at the front desk.

MD Now. Appointments can be made but are not necessary. 954-943-3880. 2502 N. Federal Highway, Lighthouse Point.

Access Labs. We can setup appointments at the Club for members for testing with 24 to 48 hour turn around results (except Sunday). The cost would be \$109 per individual test.

All the above information is subject to change without notice in order to better protect the membership.

Appendix B. Information.

Additional Information.

COVID-19 Background:

BACKGROUND – TRANSMISSION MODES

[Per CDC:](#)

Respiratory droplets are produced during exhalation (e.g., breathing, speaking, singing, coughing, sneezing) and span a wide spectrum of sizes that may be divided into two basic categories based on how long they can remain suspended in the air:

- **Larger droplets** some of which are visible and that **fall out of the air rapidly within seconds to minutes while close to the source.**
- **Smaller droplets and particles** (formed when small droplets dry very quickly in the airstream) that **can remain suspended for many minutes to hours and travel far from the source** on air currents.

Airborne is used to describe any size particle (e.g., droplet, dust, pollen) capable of travel through the air. For respiratory droplets, that can include droplets that are close to the source and those that have moved farther away. However, most infectious disease and public health experts reserve the term airborne specifically for use in the context of airborne transmission to describe infections capable of being transmitted through exposure to infectious, pathogen-containing,

small droplets and particles suspended in the air over long distances and that persist in the air for long times.

Circumstances under which airborne transmission of SARS-CoV-2 appears to have occurred include:

- Enclosed spaces within which an infectious person either exposed susceptible people at the same time or to which susceptible people were exposed shortly after the infectious person had left the space.
- Prolonged exposure to respiratory particles, often generated with expiratory exertion (e.g., shouting, singing, exercising) that increased the concentration of suspended respiratory droplets in the air space.
- Inadequate ventilation or air handling that allowed a build-up of suspended small respiratory droplets and particles.

CLOSE CONTACT

Close contact is defined by CDC as exposure to a COVID-19 positive person that satisfies all the following criteria:

- 1) Exposure greater than 15 minutes
- 2) Exposure was within 6 feet of the infectious individual (regardless of wearing a mask or not)
- 3) Occurring within 48 hours prior to symptom onset in the COVID-19 positive contact, or the 48 hours prior to a positive test.

RISK FACTORS FOR TRANSMISSION

Per CDC:

“We know that a significant proportion of SARS-CoV-2 infections (estimated 40-45%) occur without symptoms and that infection can be spread by people showing no symptoms.”

Asymptomatic individuals (staff, members and guests) are a mode of transmission. Testing surveillance, in addition to screening for symptoms, especially of individuals that are playing sports in enclosed areas for prolonged times, or those from outside of the region, may help exclude asymptomatic exposures.

Symptomatic individuals (staff, members and guests) are a mode of transmission. Symptom screening may help exclude symptomatic exposures.

MITIGATION OF TRANSMISSION

Per CDC:

Among these interventions, which include social distancing, use of masks in the community, hand hygiene, and surface cleaning and disinfection, ventilation and avoidance of crowded indoor spaces are especially relevant for enclosed spaces, where circumstances can increase the concentration of suspended small droplets and particles carrying infectious virus.

Report to Governor DeSantis from the Re-Open Florida Task Force:

Individuals are encouraged to practice good hygiene and engage in healthy activities, including outdoor activities, while practicing social distancing. The following general guidance is recommended for all individuals throughout each phase of re-opening:

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol base if soap and water are not available.
- Consider wearing a face mask or cloth face cover when entering a business, or within close proximity to members of the public.
- Avoid touching eyes, nose and mouth.
- Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue.
- Clean and disinfect frequently touched items and surfaces as much as possible
- Monitor your symptoms carefully. If you feel sick, stay home
- If you believe you are infected with COVID-19, contact your health care provider immediately.
- If you are older than 65 years of age or have a serious underlying medical condition, avoid large crowds

GETTING HERE:

Florida does not currently require travel related quarantine for out of state travelers. It is always recommended that individuals monitor themselves for changes in health status. Travelers from overseas or international places of origin, however, should quarantine upon arrival.

ISOLATION: A term used for individuals that should make every effort to stay home because they are ill. The CDC has guidance on when to end isolation.

QUARANTINE: a term used for an individual that should limit interactions outside of the home because they were exposed to a disease and MAY develop the disease. It is not possible to end quarantine with a negative test. Individuals should make every effort to complete a full 14 days of quarantine as COVID signs and symptoms can develop up to day 12 in most cases.

IS QUARANTINE AND ISOLATION MANDATORY: No. However, all states have the ability to enforce public health isolation and quarantine orders in special circumstances. This enforcement may include fines and/or confinement.

CAN I RETURN HOME IF ISOLATED OR QUARANTINED: It is highly recommended that people do not travel when sick or potentially infectious. In some cases, this may mean extending your stay. The DOH is the best place for a current answer on travel while isolated or quarantined (1 (866) 779-6121).