



***RACINE TRANSITIONAL CARE, INC.  
BENJAMIN HOUSE  
4848 HWY. H  
FRANKSVILLE, WI 53126***

5-20-2020

To our Members,

We are happy to announce the Benjamin House will re-open its doors beginning June 1st. Keeping our recovery folks safe is the number-one priority for the Benjamin House. The communal nature of our facility and the unknown number of attendees per meeting makes it especially challenging to accommodate necessary social distancing and sanitation during this time. We are taking steps to expand access to our facility in a reasonable way, now and in the future as recommended by the Central Racine County Health Department (CRCHD).

It is our hope that our all of our visitors are proactive about compliance with these suggestions and take action to enforce them on behalf of their fellows. It is not sufficient to post signage requesting that our members and guests maintain distancing or follow recommendations. We are all in this together. Please support one another in our consistent effort to protect our most vulnerable population when they are present.

This Document Provides Guidelines for Protecting Our Members and Guests

#### Health and Hygiene

Members and guests who have a fever or other symptoms of COVID-19 are requested not to attend meetings.

Benjamin House will make every effort to supply an adequate amount of paper goods, soap and hand sanitizer to allow proper hand hygiene among members and guests.

Cleaning services are provided weekly. Members and guests are responsible for their own PPE as well as hand sanitizer (in the event the Benjamin House is not able to source hand sanitizer).

The Benjamin House strongly recommends that members and guests wear face masks or cloth face coverings; please consider the health of your fellow. Although not enforceable, we are asking members to request a mask if they don't have one.

If able (sourcing) the Benjamin House will provide a mask for the occasional guest who present without a mask and in need of a meeting.

#### Cleaning Protocols

The Benjamin House is cleaned weekly. The membership and guests will be made aware of this through this letter and postings throughout the facilities. The use of the bathroom will be discouraged at this time.

High guest contact areas such as doorknobs, handrails and touch surfaces will be cleaned after each meeting by the chairperson. The soda machine will be closed.

The highest level of contamination and potential virus sharing is our meeting tables. Therefore, all meeting tables will be pulled to diminish potential virus sharing within our population. This also increases our square footage and allows more participants to gather together while meeting the 6' social distancing recommendations.

#### Social Distancing

The Benjamin House recommends the elimination of unnecessary physical contact between one another and maintain social distancing with a six-foot distance between individuals whenever possible.

Meeting Room capacities at this time are; upstairs 14, downstairs 11, pavilion 12

The 7<sup>th</sup> tradition will be practiced by placing donations in a basket at the meeting room entry door.

#### Additional Member Protections

All touch point materials will be removed and are discouraged at this time.

Members and guests will be encouraged to bring their own recovery material

And/or access them on their phone during meetings.

The Benjamin House discourages the use of communal materials at this time. This includes the sharing of reading material, electronics and food/drink sharing

We will continue to encourage virtual experiences for our club members and guests who are unable to join us at this time due to health, age, illness or personal choice.

Please contact a board member if you are willing to host an online meeting

#### Speaker Meetings

Speaker meetings will be held outside on the second Friday of each month weather permitted only.

We would like our member to feel free to use the supplies provided by the Benjamin House. Due to the high demand/cost of these supplies we ask that they be used responsibly.

The Benjamin House will continue to supply these items as best as possible but as donations are currently down these supplies are critical to the ability to hold all of our many scheduled meetings.

The Benjamin House Board members thank you for your efforts and continued support.

Sincerely,

Jennifer Rose

Benjamin House secretary