

Prior to Entry to the Event

- The Woodside Club must have received a completed Contact Tracing Form with all required guests' information. The form must contain all persons who will be attending the event. This form must be returned no later than one (1) week prior to the event and be filled out in its entirety. Each person will be accounted for upon their arrival to the event. The form will ask for each guest's name, date of birth, home address, email address and phone number.
- The maximum seating capacity per table is ten (10) persons. It is mandatory that persons of the same household are seated together at the same table. This seating chart must be supplied to the Woodside Club no later than one week prior to the event
- Each table will only be permitted to dance together in a specified quadrant of the dance floor. Masks **must** be worn while dancing. At no time, are guests of one table permitted to dance with guests of another table or remove their masks while dancing **except**:
 - For select attendees, who are designated to the venue prior to the event, may participate in ceremonial dances (I.e.: Father daughter dance) so long as they maintain six (6) feet of separation from other attendees during the dance.
- You must notify your guests that they must provide a negative P.C.R test taken within 72 hours of the event, **or** a rapid antigen test taken within 6 hours of the event, **or** proof of vaccination two (2) weeks or more prior to the event if:
 - The event is indoors, and the event will have from 101-150 guests.
 - The event is outdoors, and the event will have from 201-500 guests

*****Important*****

Persons who have contracted the Covid-19 virus may test positive for up to ninety (90) days after recovering from the virus. If a person cannot provide proof of vaccination or a negative test, they are not permitted to attend the event, unless they have a release from isolation or quarantine given by the health department.

Upon Entry to and During the Event

- All guests must register with the appropriate designated personnel upon entry to the venue. This registration will consist of:
 - Matching name and identification to the contact tracing form
 - Completion of the mandatory health screening form
 - Thermal Temperature Scan
 - Proof of negative test result, release from quarantine or isolation, or proof of vaccination (when applicable)

*****Important*****

Any person who cannot, does not, or is unwilling to submit to any part of the entry process shall **not** be allowed into the event.

- Guests will be permitted entry to the event utilizing the main entrance of the building. Handicapped guest will be permitted to use the rear entrance of the building where the ramp is located.
- All Guests **must** wear a face covering at all times except for while seated at their designated table **and** they are eating and drinking **except for**:
 - The temporary removal of a facial covering by an attendee who is presenting/speaking at the event. This person must maintain twelve (12) feet of social distance from other attendees of the event while the facial covering is removed.
 - Select attendees, who are designated to the venue prior to the event, may remove masks as they participate in ceremonial dances (I.e.: First Dance, Father daughter dance, etc.) so long as they maintain six (6) feet of separation from other attendees during the dance.
- Restroom capacity will be limited and monitored to avoid overcrowding. Social distancing must be maintained within and while waiting to use restroom.
- Guests will be directed as to when they are permitted to travel from one area of the venue to the next and in what direction they will be traveling. When traveling from one area to another (I.e.: cocktail hour in dining room to reception in ball room) the guests shall be moved in a staggered format as to prevent overcrowding and congregation from occurring at entry and exit points
- Tables will be spaced apart a minimum of six (6) feet apart. Guests may only sit in/at their predesignated seats/ tables. This policy applies for ceremonies, cocktail hour, and receptions.
- Guests may **not** congregate in large groups with others who are not seated at their tables. Social distancing must be maintained at all times from persons other than those who are seated at the same table.
- Eating or drinking is only allowed while seated at a persons predesignated table. No persons may consume food or beverage while standing. Further, attendees must not consume food or beverage if members of a different table are within six (6) feet.
- All events must be concluded no later than 12 am.
- Upon the conclusion of the event, guests will be directed to leave in a staggered fashion as to avoid congregation at the points of exit.