



## **Kent-Valentine House COVID-19 Protocols**

In light of the resurgence of COVID-19 in Virginia, the Garden Club of Virginia (GCV) is re-enforcing guidelines and protocols to protect the health and safety of its members, staff and visitors.

The GCV follows the health guidelines of the Commonwealth of Virginia, including Executive Orders from the Governor, regarding wearing masks, social distancing and event capacity.

### **Kent-Valentine House Protocols**

1. All visitors and guests, including GCV members and service providers, shall wear masks in common areas of the Kent-Valentine House (KVH).
2. The GCV strongly encourages all individuals who attend meetings or programs in person to be vaccinated. Virtual participation will be made available whenever possible to those who are not vaccinated or who are not comfortable to meet in person.
3. Individuals who have been exposed to COVID-19 or have had a positive diagnosis in the previous two weeks are asked to postpone visiting the KVH and are requested during this time to participate in meetings or programs virtually rather than in person.
4. At this time, 6' social distancing is not required when all guests are masked, however, we request that guests spread out as best as possible, and management reserves the right to cap attendance in order to allow for social distancing if guidelines change.

### **Scheduling In-Person or Hybrid Meetings at the Kent-Valentine House**

1. Always first clear the date with Communications Coordinator Ann Heller and GCV President Missy Buckingham to avoid conflicts with other GCV events. ([communications@gcvirginia.org](mailto:communications@gcvirginia.org); [missyb333@gmail.com](mailto:missyb333@gmail.com).)
2. Contact Office and Events Coordinator Quan McGough to assist with your meeting needs and logistics; 804-643-4137 or [quanm@gcvirginia.org](mailto:quanm@gcvirginia.org).
3. If some participants will be at the KVH and others will join remotely, Quan can set up a Zoom meeting to optimize this experience with The Meeting Owl Pro, aka "Hootie." This device is equipped with several microphones and a camera that rotates 360 degrees. The remote participants are projected onto a large screen via Zoom, and Hootie turns its camera toward whomever is speaking in the meeting room so that remote participants can see and hear the speakers. *Note: A GCV staff member will need to be in the room to help manage Hootie.*
4. Committee Chairmen and Club Presidents are encouraged to assign a greeter in the foyer to welcome visitors and direct them to their meeting space. The preferred route to the third floor meeting room is by elevator or by the East stairwell.
5. Food service shall be limited to boxed lunches to avoid shared serving utensils. Members are encouraged to bring personal beverage containers.