COVID-19 has had a profound impact on the private club industry, with many either temporarily closing down all or portions of their operations. As we enter into this next phase of the pandemic, many private clubs are starting to plan their ramp-up and reopening processes. Below is a checklist of the various activities and best practices to consider as you look to get back to business.

For more reopening guidance, please refer to our COVID-19 Resource page at: Avendra.com/covid-19-supply-chain-information

As always, please ensure you follow your club’s standards and specifications. This guide is intended to be complementary to the direction given by your corporate management.

Sanitation Best Practices
- Install social distancing signs and indicators in the lobby, front and back of house and include any state guidelines; rework lobby floor plan to accommodate social distancing
- Install sneeze guards at the reception desk and appropriate F&B stations; follow state guidelines (CDC)
- Sanitize all high touch areas, such as elevator buttons, back of house doors, self-help coffee and beverage stations at regular intervals (view Avendra Clubs’ Sanitation Checklist)
- Consider requiring server teams to wear masks, change gloves after every service and wash hands frequently (CDC)
- Consider implementing contactless F&B delivery systems in place of operating the lounge
- Consider having F&B staff/server teams take orders/serve food and a separate team clear tables
- Replace reusable menus with paper/disposable menus or chalkboards
- Consider eliminating buffet services
- Update status on relevant websites or apps
- Understand how your supplier will deliver
- Review inventory needs for sanitation chemicals and related products to align with new recommended practices

Procedural Best Practices
- Discard opened condiments
- Sanitize and clean club vehicles/vans
- Power wash outdoor furniture; sanitize tabletops
- Schedule pool maintenance
- Schedule grease trap cleaning one week prior to opening
- Schedule pest control service
- Perform hood and duct cleanings
- Check temps on kitchen equipment & walk-ins
- Turn on glycol chilling system
- Deep clean all back of house equipment; replace oil in fryers
- Schedule cleaning chemical provider – Schedule elevator inspection/service, if applicable
- Schedule interior plant maintenance and exterior landscaping and adjust scope, as needed
- Schedule elevator inspection/service, if applicable
- Double-check inspection schedule for fire extinguishers, fire panel, Ansul systems
- Notify police department and fire department of reopening timeline
- Test emergency evacuation system
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- Require front of house associates to wash hands frequently, plan coverage for time away
- Re-establish bulk gas orders (CO2, etc.)
- Conduct opening inventory
- Re-establish newspapers delivery service
- Establish new master key log, issue keys
- Assist them with allocating their resources, if applicable
- Check outsourced and in-house laundry scope, if applicable
- Sanitize phone and cords
- Check and replace remote batteries and sanitize remote daily; consider using disposable remote-control wraps
- Check light bulbs & sanitize light switches daily
- Schedule full property deep clean, including all surfaces and upholstery
- Confirm all lighting and signage is operational
- Sanitize and clean club vehicles/vans
- Alert your duress alarms provider of your reopening and possible change in services or coverage
- Consider having F&B staff/server teams take orders/serve food and a separate team clear tables
- Replace reusable menus with paper/disposable menus or chalkboards
- Consider eliminating buffet services
- Update status on relevant websites or apps
- Understand how your supplier will deliver
- Review inventory needs for sanitation chemicals and related products to align with new recommended practices

Food & Beverage Checklist
- Discard opened condiments
- Sanitize and clean club vehicles/vans
- Power wash outdoor furniture; sanitize tabletops
- Schedule pool maintenance
- Schedule grease trap cleaning one week prior to opening
- Schedule pest control service
- Perform hood and duct cleanings
- Check temps on kitchen equipment & walk-ins
- Turn on glycol chilling system
- Deep clean all back of house equipment; replace oil in fryers
- Schedule cleaning chemical provider
- Remove/sanitize fountain heads
- Schedule beer/soda lines for clean/blowout
- If applicable, schedule enzyme reactivation for food digester
- Perform hood and duct cleanings (solidified grease) or check maintenance schedule
- Schedule rental uniform, mat & linen delivery
- Check shelf-life of existing inventory:
  - Discard opened condiments
  - Check BIB syrup
  - Conduct opening inventory
- Re-establish bulk gas orders (CO2, etc.)
- F&B POS: Ensure pricing is consistent with the new menus
- Re-confirm supplier delivery days and times
- Check liquor license expiration date
- Contact night cleaning to re-establish scope

Engineering Checklist
- Double-check inspection schedule for fire extinguishers, fire panel, Ansul systems
- Notify police department and fire department of reopening timeline
- Test emergency evacuation system
- Schedule elevator inspection/service, if applicable
- Schedule interior plant maintenance and exterior landscaping and adjust scope, as needed
- Schedule grease trap cleaning one week prior to opening
- Schedule pest control service
- Schedule elevator inspection/service, if applicable
- Schedule interior plant maintenance and exterior landscaping and adjust scope, as needed
- Schedule grease trap cleaning one week prior to opening
- Schedule pest control service
- – Common areas, back of house, rooms, exterior benches and trash cans
- Schedule pool maintenance
- Power wash outdoor furniture; sanitize tabletops
- Schedule rental uniform delivery
- Ensure generator is serviced and stable
- Confirm all lighting and signage is operational
- Sanitize and clean club vehicles/vans
- Alert your duress alarms provider of your reopening and possible change in services or coverage

Housekeeping Area Checklist
- Consider implementing color-coded cloths when cleaning different areas
- Assign a daily cleaning staffer for revolving/push entry/exit door(s) or find alternatives to prevent contamination when opening and closing doors
- Provide amenity-size disinfecting wipes in rooms
- Service in-house laundry equipment, if applicable, checking belts and tension, etc.
- Check outsourced and in-house laundry scope, if applicable
- – Share reopening with third-party laundry to assist them with allocating their resources, if applicable
- Sanitize phones and cords
- Check and replace remote batteries and sanitize remote daily; consider using disposable remote-control wraps
- Check light bulbs & sanitize light switches daily
- Schedule full property deep clean, including all surfaces and upholstery
- – Common areas, back of house, rooms, exterior benches and trash cans
- Test all cleaning equipment and room products
- Re-establish newspapers delivery service
- Set up new master key log, issue keys
- Reset room temperatures
- Train any new associates on chemicals and cleaning products

Let us know how Avendra Clubs can help you.

To learn more call 866-AVENDRA or visit www.avendraclubs.com