

**Heritage Todd Creek**  
**Reopening Plan – Clubhouse**  
**Effective June 10, 2020**

1. Reservation for use
  - a. Clubhouse is limited to reservation by resident use only. No loitering or any other use not outlined in this policy is permitted.
  - b. The following recreational reservations will be taken with capacity limits:
    1. Outdoor pool- 25 person max observing 6ft of social distancing
    2. Indoor pool- 10 person max with 6ft social distancing
    3. Hot tub- 1 person max or 2 people from same household
    4. Fitness/ Aerobics room - 10 person max observing social distancing
    5. Gym- 4 person max observing social distancing and no sharing of equipment
    6. Tennis/pickleball- Refer to tennis/pickle ball plan
    7. Note: The Clubhouse restaurant is solely responsible for reservations for the restaurant. All other reservations in the Clubhouse are described below.
    8. Reservations are for 1.5 or 2 hour increments, 30 minute - 1 hour cleaning period between reservations for sanitation
  - c. Reservations for the following groups/clubs will be taken, with capacity limits:
    1. Billiards- 1 table in use at a time and a total of 4 person max observing 6ft social distancing. HTC will not be providing chalk and it is preferred you bring your own pool stick.
    2. Darts- 1 game of 4 per Larkspur Room and 1 game of 4 in Blue Sage Room, Pairs will play on separate boards in same room. It is preferred you bring your own darts.
    3. Reservations for clubhouse rooms will be for 2 hour max and social distancing will be adhered to.
  - d. The following clubs/groups/ or rooms will not be available:
    1. Library
    2. ALL Card games and activities with small pieces. (poker, Mah Jongg, Mexican train)
  - e. Beginning 06/10/2020, reservations for recreation areas should be made through the HTC website. If you are having difficulties and need further assistance, please contact the Front Desk via phone (720)230-4700 during the hours of 6:00am – 9:00pm M-F, Saturday 7am-9pm, and Sunday 8am-9pm where our staff would be happy to assist you. (There will also be a video link for your viewing pleasure coming in an e-blast soon)
    1. To make a reservation:
      1. Login to our community website – [www.htcmasterhoa.com](http://www.htcmasterhoa.com)
      2. Along the top of the page, click on Reservations.

3. Select which amenity you are trying to reserve (the name of the amenity and not the ones with the - - and spot numbers) through the drop down menu. Each amenity will have its own time restrictions and guidelines so be sure to read all text very carefully.
4. Once on the amenity page, you will see the rules for that amenity as well as monthly calendars and the list of today's available times
  - a. To book a specific time, select the date from the calendar or look at what is available same day. Once a date is selected, you will click on first hour of the time frame you are wishing to reserve. Please note that there are blocked out times in grey that are set aside for cleaning and sanitizing.
  - b. Once you select the start time you would like, it will take you to a page to complete your reservation.
  - c. We will need each person to sign up individually. If you are signing up another person, you will need to go back through the same steps above but use their information for the reservation. Each person will still need their own waiver.
  - d. Once you make your reservation, you will receive a confirmation email with the date and time of your reservation and a second email that contains a reminder of instructions for the day of your reservation.

## 2. Day of Reservation

- a. Approximately 15 minutes prior to the start of reservation, the reservation attendees will enter the Clubhouse to register with Clubhouse staff. Face masks are required to be worn to and from your destination
- b. Each participant must sign the waiver form. (You will only need one waiver form on file for all activities) If a participant refuses to sign the waiver, their reservation will be canceled.
- c. When all the reservation participants have completed check-in, the Clubhouse staff will direct them to their reservation location. At the end of the reservation, participants are asked to voluntarily leave the reservation location and check out with Clubhouse staff.
- d. Restrooms will be open to all residents. Lockers will not be available. We strongly request that showers only be used prior to pool use as required to use our pool facilities.
- e. All residents agree to comply with posted regulations and waiver requirements
  1. Comply with all social distancing
  2. Comply with traffic flow arrows