

Summary of Operator Procedures for Reopening Phase 1

1. Do you have the new shack key? If not, make arrangements to obtain one.
2. Waiver of Liability must be signed and provided to an officer or board member.
3. Sign up for desired time slot(s) on club website using new scheduling tool
 - a. Only one operator per room per shift (1 in front room, 1 in back room)
 - b. No additional persons (except board member on duty) present in shack
4. You may use the club call or your personal call – STAY WITHIN YOUR PRIVILEGES
5. Sanitize hands using materials provided upon entering and leaving station
6. Wipe down desk area and touch points (eg. keyboard, mouse) with provided wipes before and after use
7. Hand sanitizers and wipes are located at Station 2
8. Wear mask whenever a 2nd person is present (board member, etc.)
9. If you want to use headphones/headset, bring your own
10. Bring your own key/paddle
11. If operating phone, apply mic cover and use foot pedal for PTT – be sure to dispose of mic cover when finished operating
12. No food or water is available in the shack:
 - a. Bring whatever items you think you'll need with you
 - b. Clean up any food/drink residue before leaving
 - c. Take all empty containers/bottles/unconsumed items out with you when you are finished
13. All used wipes and other expendable items should be placed in trash bin near door
14. You may adjust shack temperature as desired while operating
15. Keep shack doors locked while operating
16. If you are last one out of station, be sure that:
 - a. All station equipment is turned off and antenna homed and grounded (center position on both antenna switches)
 - b. Air conditioning set to 78 with fan on “auto”
 - c. Front and back doors of shack locked
 - d. Front and back gates of station compound locked
 - e. If after park hours, park exit gate locked