



Richmond Amateur Radio Club

April 17, 2020

RE: VE7GOG (Station) Usage and Safety During COVID-19

To all RARC members,

Safety of our members and the general public is always of greatest concern during this COVID-19 pandemic. But safety is everyone's responsibility.

If you plan to use the station, you must notify RARC ahead of time so that the Station Supervisor can plan/schedule usage in order to maintain safety and security at all times. Ideally it would be good practice to leave a "safe" amount of time between users.

Inform RARC after you have occupied the station. For safety reasons and record keeping, it is mandatory to sign in and sign out on the sign-in sheet whether you have used the radios or not.

It is everyone's responsibility to disinfect before and after using the equipment. There are sanitizing wipes (Lysol) and sanitizer solution (Purell) located in the first aid area. There are public washrooms close by on Third Avenue where you can wash your hands.

Disinfect electronic equipment before turning them on. Do not use a spray, especially on the microphone, as that will damage sensitive areas of the equipment. The entrance door handle and locks should also be disinfected before opening up.

Maintain physical distancing of two (2) meter by permitting no more than two (2) people in the station at any given time. Three (3) may be permitted if face masks are worn at all times and conversation is kept at a minimum.

RARC does not provide face masks or gloves for your usage. If you bring your own face mask and gloves, **DO NOT** dispose them in the station's garbage bin as there is no scheduled garbage removal by RARC members.

Everyone must follow the latest health authority advisories. Under no circumstances are you to enter the station if you have: COVID-19 symptoms, visited someone with COVID-19 symptoms, or traveled abroad for the last 14 days. **NON-MEMBERS ARE NOT ALLOWED IN THE STATION UNTIL FURTHER NOTICE.**

Notify RARC if we run out of sanitizing wipes, hand sanitizer or if you have any suggestions to reduce the risks of exposure or contamination. Any constructive comments and/or ideas to help improve the safety of the station are welcomed.

Thank you for your understanding and catering to our concerns as an Amateur radio operator during these challenging and unprecedented times.

73

Board of Directors
Richmond Amateur Radio Club