

**To: ACW members from Margi Jenks,  
President, [mdjenks5@gmail.com](mailto:mdjenks5@gmail.com)**

**Trying a new sign-up scheme for the shop  
reopening**

In the interests of trying to solve some problems that members have reported with our present sign-up system for shop use, the Board agreed to develop, and then implement a new system for sign up.

The purpose of this new system is to fairly allocate the few hours that we have decided to open, and to make sure that the Covid restrictions that we have formulated are being followed. The shop will be open Monday, Wednesday, and Saturday from 9AM to 1PM.

STEP 1: Margi needs to compile a list of all the members who would like to come to the shop and use the shop's tools for the next few months. **To compile this list, Margi needs your name, email address and phone number by Tuesday afternoon, February 16th, at 5 PM.** This list will help her set up a database to make sure that everyone who wants a turn will get a turn, and to help the Board understand how many members want to use the shop for woodcrafting.

**The following is for regular weeks. For our opening week beginning on the 17th, please let Margi know only**

if you want to come to the shop on Wednesday, the 17th and/or on Saturday, the 20th.

STEP 2: Anyone who wants a chance to use the shop for a particular week will send Margi an email, text, or phone call (phone [503/939-5943](tel:5039395943), email

[mdjenks5@gmail.com](mailto:mdjenks5@gmail.com)) **by 5:00 PM, the Saturday**

**before each week.** She needs to know which day (Monday, Wednesday or Saturday of the following week) that the member wants to come to the shop.

STEP 3: She will then randomly choose, by drawing out of a hat, the names of seven of the members who have requested each open day of that week. She will notify each member who has been chosen, by **both text and email**, by 5 PM, Sunday night (Or Tuesday night this first week). If you do not receive a confirmation, your name was not drawn from the hat. She will also send the list of chosen members to the supervisor for that day. Only the listed people will be admitted to the shop by the supervisor.

STEP 4: Each member who uses the shop must wear a cloth or disposable mask covering both the nose and mouth at all times, the entire time they are in the shop. The members at the shop and the supervisor will make sure that the large folding doors in the main room are open 2 feet from the floor the entire time that the shop is open.

FAQs:

1. Do I have to sign up to be on the overall shop user list each week? **No**. If you don't sign up during this first week, Margi will add you later, but you will not be among the people who are in the hat to be chosen until the following week.

2. Can I ask to be considered for all three days each week? **Yes**, but you will only be chosen to come a second or third day if everyone else who has asked just for that day has been chosen.

3. What if someone cancels for their day after 5 PM Sunday? Will another member be substituted? **No**

4. Will wind, rain, heat or cold close the folding doors?

**No**, the heat in the main room will be on, but come dressed for the weather. We will have monitors to watch whether the mask wearing and door rules are being followed. If a member is not wearing a mask as requested, the Board decided that the member will be dropped from the choosing process for the following week. If the doors are not open correctly, the Board will be notified, and they will take proper action.

5. What about buying wood or picking up toy parts?

Any member can come to the shop for both those items during the time that the shop is open. They must also wear a mask over their nose and mouth the entire time that they are in the shop. The amount of time that the wood buying/toy part member is in the shop is limited to 30 minutes.

6. Can I drop by the shop just to visit? **No.** Until Covid settles down to a low county percentage as defined by the Board, we will only allow the chosen woodcrafting members to come to the shop.

If you have other questions, please call me at [503-939-5943](tel:503-939-5943).

Margi Jenks

President

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