

June 21, 2020

Hello Carderock Springs Swim and Tennis Club Members!

As discussed in our last communication, as part of being able to open our pool, Montgomery County Regulations require us to manage capacity and usage to ensure that social distancing and safety can be maintained at all times. There are a few different rules, but in general the key relevant ones to you as a member include the following:

- If you are sick or think you might get sick... please stay home. If you are showing any signs of being sick, you will be asked to leave immediately. Symptoms may appear 2-14 days after exposure to the COVID-19 virus. Symptoms can include: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
- Individual members must maintain social distancing at all times. Family units are allowed to be together but are not allowed to intermix within 6 feet of other members (regardless if they have intermixed together regularly outside the pool). The regulations require us to organize our pool space (Both in water and outside water) to ensure this rule is enforced.
- Members must wear a face covering anytime a member is transiting into or out of the pool and picnic areas, but the coverings may be removed when they are either in the pool or at the designated picnic area.
- Swim lanes that are designated as swim lanes are allowed to have only one member in the lane at a time. Open areas of the pool require each member unit to be separated by at least 6 feet from each other (i.e. Families can be together).
- Facility use will be limited to bathroom use only. Showers and changing facilities will not be available.
- No guests are allowed in the pool or facilities at this time. We'll revisit this as time goes on, but for now, this will be enforced.
- Everyone is required to check-in at the front desk with their reservation pass, which should be reserved beforehand. See next pages for instructions on getting your pass.

To help manage capacity and give all members opportunities to use the facilities, we are implementing a reservation system called **Amenity Pass**. Instructions are on the next pages. Please note, this software application allowed us "out of the box" functionality to quickly setup a reservation system, but do know, this application was originally designed for apartment complexes to manage shared amenities. You will see references to things that don't sound like us (apartments, etc.)... but functionally, it should give us what we need. Many of the features are very simple and we don't have a lot of flexibility to make changes. We're hoping this type of reservation system will only be needed this year, therefore we thought it would be in all of our best interests to do something quick and easy.

This is a unique situation for all of us... we'll be monitoring what's working, what's not and will adjust where we can. If this is successful, it's thought that Montgomery County will reduce some of these restrictions. More importantly, we all share in the objective of keeping our families and neighbors safe... so we respectfully ask for patience as we work together to bring our community spirit to the Club... safely!!

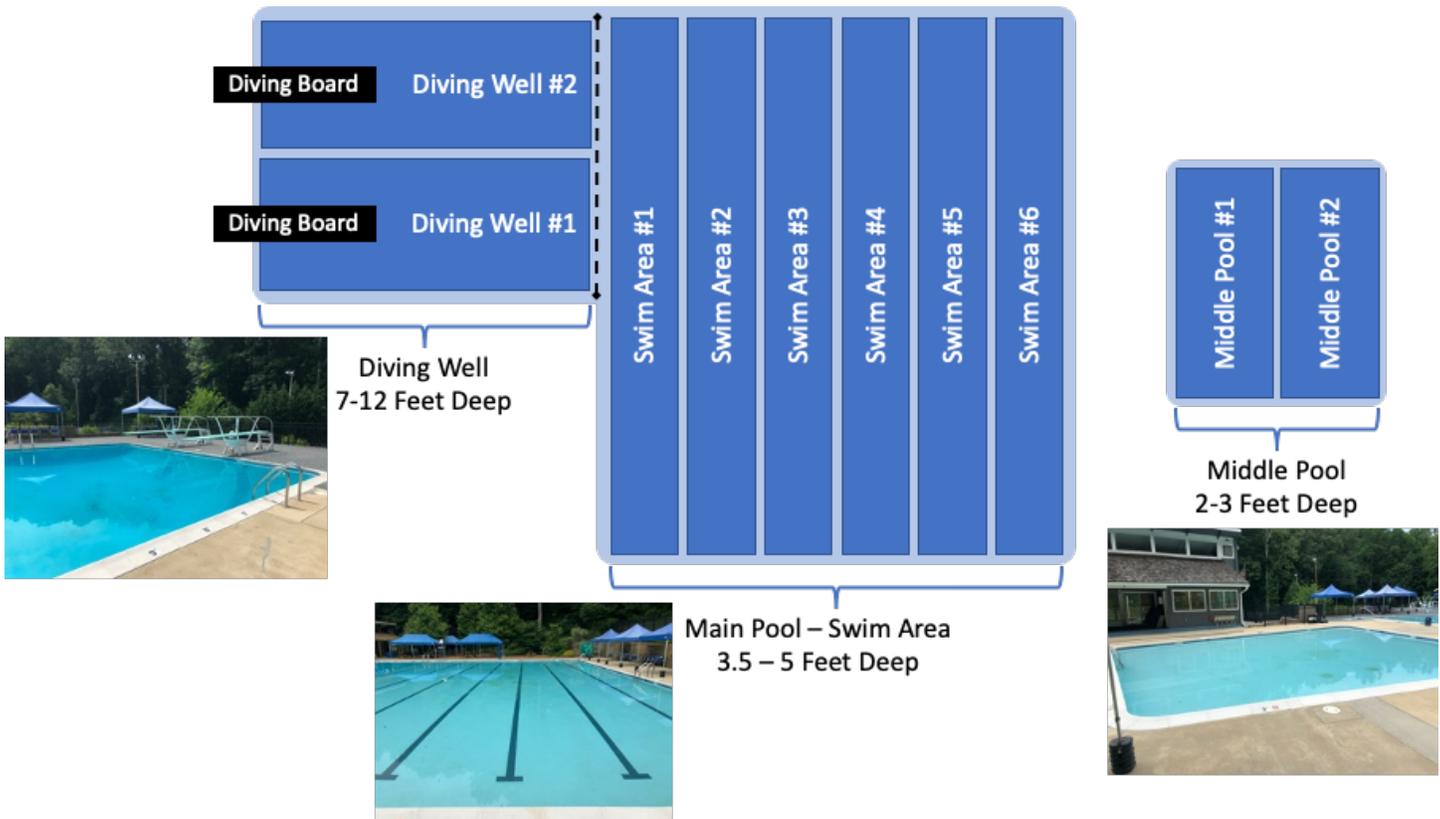
As always, please let us know if you have any questions.

Thanks,
Carderock Springs Swim and Tennis Club Board of Directors

CARDEROCK SPRINGS POOL RESERVATIONS

For regular hours of operation, there are going to be 10 areas of the pool and 13 picnic tables broken out as follows:

- 10 areas of the Pool (See picture below). Each pool reservation will be for an area in the pool and a designated seating area on the deck. Each area can be reserved and used by one-member unit (individual or family).
 - **Main Pool** - 6 open areas designated by lane ropes. These are 3.5 to 5 feet in depth from one side of the pool to another. Members can use the full reserved area so long as they stay within the reserved area and maintain at least 6 feet of separation from other members in adjacent areas.
 - **Diving Well** - 2 open areas in the dive well. These are 7-12 feet in depth. Each diving board and area can be reserved but must stay on specific side of dive well... no swimming or diving across the two areas.
 - **Middle Pool** - 2 open areas in the middle pool. These are 2-3 feet in depth. No swimming across the two areas.
- 13 picnic tables all socially distanced apart as follows:
 - 5 tables under the Pavilion
 - 6 tables in the mulch, but under cover
 - 2 tables in the mulch, in the open



HOW RESERVATIONS WILL WORK

- At the beginning, each membership will get the following quota. We will revisit these limits as we go forward.
 - o Max of 2 reservations a day to reserve spots. This can be used for different areas of the pool or picnic tables at different times, but cannot be used for different areas for the same timeslot
 - o Max of 6 reservations for a week
 - o Max of 20 reservations for a month

- Each membership will receive ONE passcode to be able to make reservations. Regardless of whomever is making the reservation, each reservation by the member unit will count towards your member usage quota. **DO NOT LOSE YOUR PASSCODE...** you will need it every time you make/change a reservation online/from your phone. Passcode resets have to be done manually and may delay your ability to get/change a reservation. Print it out... write it down... put in your phone.

- Each membership can only have ONE reservation for the same timeslot. You cannot reserve multiple different areas for the same timeslot. NOTE: The reservation system does not systemically prevent this, but we hope members will follow this rule on honor. We want to give all members opportunities to use the pool. Front desk will be able monitoring reservations as part of check-in.

- Each reservation can be cancelled in the reservation system before your reservation starts ... BUT if you forget to cancel a reservation or don't use your reservation for whatever reason, that reservation will go against your quota. **IT IS YOUR RESPONSIBILITY TO MANAGE YOUR RESERVATIONS.**

- If the pool is closed for weather, it is your responsibility to cancel your reservation. We won't have any means to do a "make up" for you. We advise that you please check weather and conditions and plan accordingly.

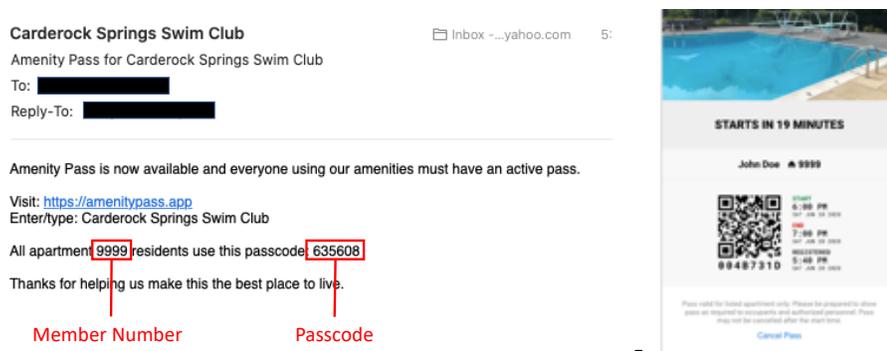
MAKING A RESERVATION USING AMENITYPASS

Getting Your Passcode

You will be getting an e-mail from “Carderock Springs Swim Club” with the Subject “Amenity Pass for Carderock Springs Swim Club”. See example below. That will have your Member Number and your unique Passcode. You will need both of those to make a reservation, cancel a reservation or change your reservation. Please look in your INBOX and your JUNK e-mail before contacting us. **NOTE: You cannot reset or change your passcode yourself if you forget it... so please memorize it or keep it somewhere where you won't lose it.**

Making a Reservation

- Login to: <https://amenitypass.app> . You can use your computer or phone using modern browsers.
- If Carderock doesn't show up at first... just type in search for “Carderock Springs”. Most browsers will remember your pick next time you visit the site.
- You will have the option to select from 4 different areas of the pool: Diving Well, Main Lanes, Middle Pool, and Picnic Tables. Your reservation IS NOT for a specific lane or side of the diving well... it's just to use the general area first come, first serve. Note: Early Bird will be an option for swimming laps at a certain time in the morning. This option will be made available later in the season.
- Once you pick your area, timeslots for the next 48 hours will be shown. You cannot make a reservation beyond 48 hours. You will be able to see in real-time available slots. Select your available slot to make your reservation. NOTE: The 48-hour limit is a “rolling” 48 hours... so new slots 48 hours in advance will open throughout the day. Press **Continue**
- To make your reservation, fill out each field below (**IMPORTANT NOTE: Don't use memorized “auto-fill” logins from your browser... it may cause issues**)
 - o Apartment – **Put your Member Number here**
 - o Passcode – This should be your unique 6-digit number provided in the e-mail.
 - o Name
 - o Phone Number
 - o E-mail
 - o You will need to check the box noting that you agree to follow the rules as included in the “rules” tab on the screen. (**IMPORTANT NOTE: You are agreeing that you have read and understand all the rules and will ensure you and your family are following them**)
 - o Press “Get Pass”.
 - o You then will get a pass that you can print or take a pic with your phone. See sample below. You will always be able to pull it up logging back into <https://amenitypass.app> . On the left side you will see an option “Your Passes” where you can see all your reservations. Please bring a version of your pass to the pool. You will need it to check in. Once your pass expires or is cancelled, it can no longer be used.
 - o To cancel a reservation, you log in to <https://amenitypass.app>, pull up the reservation and click “Cancel Pass” at the bottom of the reservation. **NOTE: You will need your passcode to cancel**



If you need help, please contact Michael Lindstrom at: malindstrom@yahoo.com