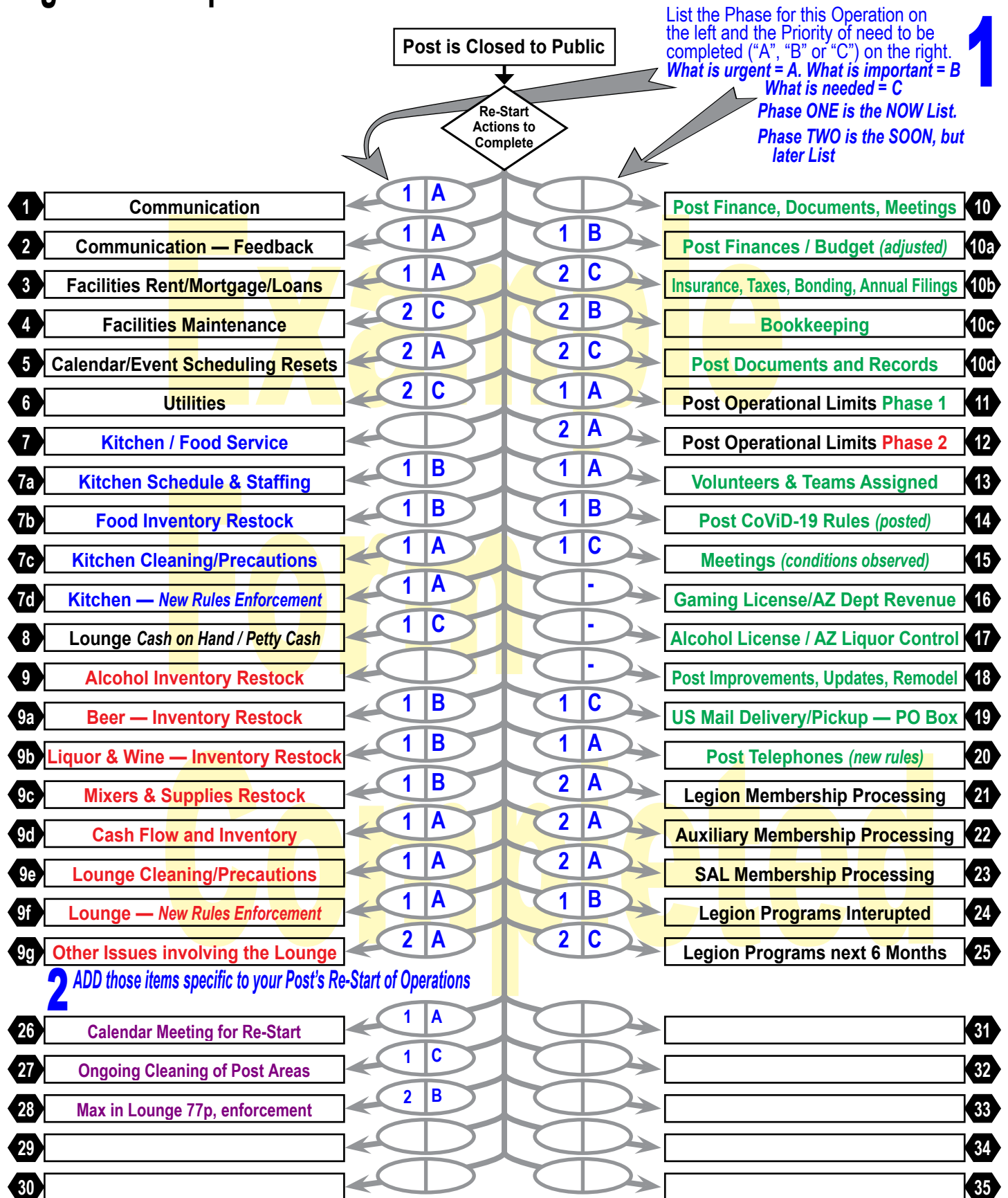


Legion Post Operations Re-Start Processes Action List



2 ADD those items specific to your Post's Re-Start of Operations

3 Place the Actionable items in their respective "Action Lists" of Phase ONE or Phase TWO by order of importance or by required "Lead Time".
 Complete each item's "Assigned to" and related details needed to complete successfully. Check the Lists EACH day until all are completed.

Post Re-Start Action List

Post # **196**

Deadline Date(s) to Re-Start in Phase 1: MAY / 20 /2020 Page **ONE**

Item#	Phase	Priority	Assigned To:	Action and Details	Completed?
26	1	A	Officers and key persons	Calendar Meeting for Re-Start Generate this action list. A meeting of key persons to discuss what efforts need to be completed BEFORE the Post can Re-Start with limited operations under the guidance of information provided by Department and other verified sources. What is our timeline? What do we need in volunteers & supplies.	<input type="checkbox"/>
1	1	A	Member Contact Info	Communication After we have the action plan somewhat defined, keep the membership informed weekly of what we need from them and how they can help the Re-Start. What is the immediate goal (limited reopen) and what is the longer term goals of the Post.	<input type="checkbox"/>
2	1	A	Officers and Committee contact	Communication — Feedback How can the membership provide feedback and volunteer in support of the Re-Start? Who do they contact for different areas of concern? Where can they ask questions of general nature or who do they contact about specific concerns? Spell out the Contact information in multiple ways. Keep an open ear.	<input type="checkbox"/>
3	1	A	Finance Officer	Facilities Rent/Mortgage/Loans Are we current on long term Debt or Rent? When is the next payment due and what is the schedule to get back on track?	<input type="checkbox"/>
7c	1	A		Kitchen Cleaning/Precautions What are the new standards for cleaning the Kitchen and Post Facilities. Do we have the supplies and volunteers to accomplish in timely manner for Re-Start date for limited operations. What are the ongoing standards for keeping the Kitchen and Post safe for sale of food and member use of Post	<input type="checkbox"/>
7d	1	A		Kitchen — New Rules Enforcement Committee to determine the NEW STANDARDS for preparing and serving food. Ongoing efforts of maintaining those STANDARDS as the new normal. Education of volunteers and Members who ALL share in the responsibility of maintaining a safe and clean environment for food & beverage sales.	<input type="checkbox"/>
9e	1	A		Lounge Cleaning/Precautions Same standards as the Kitchen. Members are required to participate in keeping a safe Post environment.	<input type="checkbox"/>
9f	1	A		Lounge — New Rules Enforcement Disposable plates, napkins, plastic ware, etc only. Store plates and metal flatware until able to resume use. Social distancing enforced. Pool table and vending machines are closed until further notice as these are "high touch" areas. This includes Pull Tabs and Pool table, etc.	<input type="checkbox"/>

Post Re-Start Action List

Post # **196**

Deadline Date(s) to Re-Start in Phase 1: MAY / 20 /2020 Page TWO

Item#	Phase	Priority	Assigned To:	Action and Details	Completed?
11	1	A		Post Operational Limits Phase 1 Operational limits defined and posted for compliance by ALL who enter the Post. Non-compliance requires exit of the offending person(s). Entrance into the Post is acceptance of the Posted Rules and strictly enforced after efforts to educate on the rules (one time only). Repeat violation = EXIT.	<input checked="" type="checkbox"/>
13	1	A		Volunteers & Teams Assigned Assemble Volunteers and assign tasks on this checklist. Assign lead person within each team to report progress and manage team's efforts. Task Lists are updated and hours contributed are added to the Post Consolidated Report, Unit Report, Squadron Consolidated Report and Legion Riders reports.	<input checked="" type="checkbox"/>
20	1	A		Post Telephones (new rules) Telephone is high contact item. Use is limited to Post Business only. Designated person on each shift answers the phone and may relay message on a number to call from their personal cell phone. Under NO CIRCUMSTANCE is the phone used by more than one person during the shift. Needs to be Strict!	<input checked="" type="checkbox"/>
9d	1	A		Cash Flow and Inventory - Lounge & Kitchen What is available and what needs to be ordered. NEW menu proposal to A) limit menu selections to what can fit in disposable plates and plastic flatware. How much does this change add to the operational cost when considering NEW menu and pricing.	<input checked="" type="checkbox"/>
7a	1	B		Kitchen Schedule & Staffing In order for the bar to be open, the kitchen must be staffed to sell food first with beverage added to the food order. Lounge serves need of Kitchen to sell food first and is the only way the Post gets to Re-Start operations allowing the membership back in the Post.	<input checked="" type="checkbox"/>
7b	1	B		NEW Limited Menu & Food Inventory Restock What can be sold and fit the disposable food items we are using. What will sell? What will we keep on the menu after we are able to resume full operations? Need creativity bridled with cost conscious offerings.	<input checked="" type="checkbox"/>
9a	1	B		Beer — Inventory Restock What do we sell? Limit offerings to offset the cash flow issues with keeping too much stock on hand. Alcohol sales are now coupled with food sales until further notice. Pitchers of beer (large or small) are not available until further notice. Disposable containers only. Signs need to be posted indicating such.	<input checked="" type="checkbox"/>
9b	1	B		Liquor & Wine — Inventory Restock What do we sell? Reduce depth of inventory to offset the cash flow issues with keeping too much stock on hand. Alcohol sales are now coupled with food sales until further notice. Disposable containers only. Signs need to be posted indicating such	<input checked="" type="checkbox"/>

Post Re-Start Action List

Post # **196**

Deadline Date(s) to Re-Start in Phase 1: MAY / 20 /2020 Page **THREE**

Item#	Phase	Priority	Assigned To:	Action and Details	Completed?
9c	1	B		Mixers & Supplies Restock When do we restock the mixers and extras that are used with the Beverage Sales?	<input type="checkbox"/>
14	1	B		Post CoViD-19 Rules (posted) A Committee to self-educate on the CoViD-19 protocols and safe practices determines the "Rules" for access to the Post. The rules are approved and supported by the Post Commander and Executive Board of the Post. The rules are posted & materials printed to help educate the entire membership	<input type="checkbox"/>
24	1	B		Legion Programs Interrupted List of Legion and Post active programs that were interrupted by the Post closure. Where do the programs stand at this time. What is canceled this year and returns next year? What donations and volunteer hours were dropped as a result of the Closure? Where and how to resume.	<input type="checkbox"/>
10a	1	B		Post Finances / Budget (adjusted) Revenues and expenses adjusted for the Re-Start operational levels to current existing levels. What is the path back to full operation and what funds need to be generated to full operation. Set Bench marks to achieve growth and keep membership informed of progress.	<input type="checkbox"/>
8	1	C		Lounge Cash on Hand / Petty Cash The adjustment of Food Sales having beverages (any type, including alcohol) as an add-on (no alcohol sales only, must purchase food to be open to membership), does this significantly alter the Petty Cash needed to complete the sales as now are offered? How many banks are needed with the reduced hours	<input type="checkbox"/>
27	1	C		Ongoing Cleaning of ALL Post Areas STANDARDS The CoViD-19 cleaning standards are set by the Committee to self-educate on the new protocols and requirements. What measures and how is the new standard implemented for ongoing operations during this operational Re-Start? Are the supplies available with instructions of use of the materials & supplies?	<input type="checkbox"/>
15	1	C		Meetings (conditions observed) Can meetings at the Post resume for the Business of the Legion Family and if so, what are the minimum standards that must be maintained at all times during the meeting(s)?	<input type="checkbox"/>
19	1	C		US Mail Delivery/Pickup — PO Box US Mail passes through many hands before it arrives at its intended recipient. This issue can spread the CoViD-19. What measures are put in place and what limits are there to protect those receiving mail at the Post. How is the mail distributed in a safe manner?	<input type="checkbox"/>

Post Re-Start Action List

Post # **196**

Deadline Date(s) to Re-Start in **Phase 2**: June / 15 /2020 Page **FOUR**

Item#	Phase	Priority	Assigned To:	Action and Details	Completed?
5	2	A		Calendar/Event Scheduling Resets What events were dropped or canceled due to Post Closure? What events are able to be rescheduled in the next two months? Given the limitations on the numbers that may attend, what is the maximum size event and can it make money at the reduced attendance?	<input type="checkbox"/>
12	2	A		Post Operational Limits Phase 2 Operational limitations imposed during the next two months on Post Operations. What limitations remain in place and how long will this set of limits remain...what is the next level or release of limits triggers an increase on limits?	<input type="checkbox"/>
21	2	A		Legion Membership Processing Same issues for the Auxiliary. What are their plans?	<input type="checkbox"/>
22	2	A		Auxiliary Membership Processing Same issues for the Auxiliary. What are their plans?	<input type="checkbox"/>
23	2	A		SAL Membership Processing Same issues for the Sons. What are their plans?	<input type="checkbox"/>
9g	2	A		Other Issues involving the Lounge	<input type="checkbox"/>
10c	2	B		Bookkeeping What areas of the bookkeeping are dormant due to reduced service? Is the process still occurring on a regular basis and in a timely manner? Is the process able to scale up to regular operations when the time comes?	<input type="checkbox"/>
28	2	B		Max in Lounge 77p, enforcement (25% of Code) The Lounge is only open when we are actively selling food. Alcohol must be sold with food. We are limited to 25% of "Max Occupancy Limit" posted at the entrance. Who and how do we monitor the new Maximum operating limit? What is done to avoid exceeding this limit?	<input type="checkbox"/>

Post Re-Start Action List

Post # **196**

Deadline Date(s) to Re-Start in Phase 2: June / 15 /2020 Page **FIVE**

Item#	Phase	Priority	Assigned To:	Action and Details	Completed?
4	2	B		Facilities Maintenance Do we have any Maintenance issues outstanding? What still remains? Is Scheduled Maintenance back on Schedule?	<input type="checkbox"/>
6	2	B		Utilities All Utilities back to normal and removed from "vacation" mode? Are all utilities current in payment status?	<input type="checkbox"/>
10b	2	B		Insurance, Taxes, Bonding, Annual Filings Verify to the new Post Officers the filings are current and nothing is in arrears for their service year.	<input type="checkbox"/>
10d	2	C		Post Documents and Records Accumulate the Post Documents related to the closure and define a formal process for future use. Secure the documents needed for the transition of Post Officers and filings for the end of the Membership year. Department filings signed, mailed and filed. Transition of the Officers	<input type="checkbox"/>
25	2	C		Legion Programs next 6 Months What are the plans for the 2021 Membership Year programs, fundraising and volunteer hours? Where were we this time last year? When and how do we get back on track?	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>