

## Station Name: Registration

**Location:** Under tent at picnic table closest to the house side

**Setup Items:** Kiosk, clamps, blank waivers, clean and dirty pen holders, pens, registration report from staff, personal phone/iPad to check registration reports, wristbands, sanitizer solution, hand sanitizer.

**Description:** Volunteers will wear a mask while dealing with customers or when social distancing is not feasible. The registration volunteer is responsible for checking in customers, confirming that they have registered and paid online, collecting properly signed waivers, and distributing wrist bands to customers who have paid and signed a waiver.

- When a customer approaches, they should remain on the other side of the plexiglass. You will ask for their name and check that they are on the registration report. If they did not pre-register online, they will not be on the report. Please ask them to step outside to an open area away from other people and register for today's event on their phone at [www.getoutandkayak.com](http://www.getoutandkayak.com). You will be able to check that they have registered via the same registration link you were sent by staff at the start of the program
  - This link is a dynamic link, meaning it will update every time you refresh the page. If someone is not on the paper report, check the link for their name/information. Once they have appeared on the digital report, meaning they have registered and paid, they may proceed to the waiver step.
- Make a note on the printed report of who has checked in. If they register on-site, just record their first and last name on the printed report to indicate that they attended.
- All customers must provide a signed waiver each time they participate. Customers will be emailed a digital copy when they register and may print it at home to bring. If they do not bring a waiver, you will direct them to fill one out onsite. Each customer needs a separate waiver (e.g. 6 customers = 6 papers). Anyone who is under 18 must have their waiver signed by a parent or guardian. Direct customers to grab a clean pen and deposit their used pen into the dirty pen receptacle. Use the sanitizer to clean the pens in your downtime and put them back into the clean pen cup. Once a waiver is signed, they will slide it through the plexiglass into the signed waiver box.
- Once waivers have been deposited into the box, you will give each customer a wristband that they will need to wear. This wristband shows the beach volunteers that the customer went to the registration table and has a signed waiver on file. You will pass these out through the slot to prevent additional contact.

### Sanitizing:

- Pens should only be used by 1 customer before they are sanitized. After a customer uses a pen it should be placed into the dirty pens container. Dirty pens need to be submerged for 1 minute with Steramine, then placed into the clean pen container.
- Customers should hold waivers up to the plexiglass so the volunteer can confirm that it is properly signed, then the customer should slide it through the slot, so the waiver goes directly into the container, removing the need for the volunteer to touch the waiver.
- Hand sanitizer should be used any time you come into contact with an unsanitized or dirty surface.

### Cleanup:

- Sanitize all pens, handles/lid to small clear tote, and any other items that are handled. Wipe down the plexiglass shield if dirty or if touched, sneezed on, or coughed at by a customer or volunteer. When in doubt, sanitize. **DO NOT USE STERAMINE ON PLEXIGLASS.**
- Put all supplies except Steramine bottle into the small clear tote and close the lid
- Take clamps off of plexiglass shield, disassemble plexiglass shield.
- Put plexiglass and clamps into garage, put clear tote and Steramine spray bottle on table in office

