**Communicating Coronavirus (COVID-19) to Club Members**

In response to member inquiries about the potential spread of COVID-19 at the club, one NCA member developed this communication to clarify its responsibility and role in protecting its membership and staff.

Dear Fellow Members,

As we follow the news and learn more about the Coronavirus outbreak, we must rely on the World Health Organization and the federal government and its health agencies to prescribe the everyday preventative actions we all should be taking locally and to handle the screening of international travelers for our protection. We do not regard it as the role of the board or management to establish additional public health policies or protocols to address the virus, or to monitor or evaluate the domestic or international travel history of our members, guests and staff who visit our Club. However, as any further guidance we receive from the government and professional health community going forward may dictate, we will of course promptly address any situation that we feel may place our members and staff at risk.

*We have added hand sanitizer stations around the Club, and at the front and rear entrances to the Clubhouse, and encourage members, guests and staff to use them frequently.*

We will closely monitor all changes in WHO, federal and state health guidelines, including from the Centers for Disease Control and Prevention, as they relate to the Coronavirus outbreak and continue to ensure a safe environment for everyone’s safety and well-being here at [Club Name].
Sincerely,[Name]President
Disclaimer: The foregoing example is not intended as and does not constitute legal advice. Each club should consult its own board, management and legal advisors.