



Date: March 18, 2021
 To: WLR Residents
 From: Bing Gonzalez, Events and Volunteer Coordinator
 RE: Meeting Spaces Reopening and Online Visitation Sign Up

Dear WLR Residents,

We have exciting news to share! We are gearing up to reopen the Potomac Room, Reading Room, and Admin Conference Room for meetings only. Starting Monday, March 22nd, these 3 rooms will become reservable meeting spaces in addition to the floor lounges. Everyone must still social distance, wash their hands, and wear their PPE (personal protective equipment) at all times while in these meeting spaces. Please see the list below for further details and parameters on each meeting space.

Meeting Space	Person Limit	Room Configuration / Details	Sanitation
Floor Lounges	4	The lounges are set up for 4 people do to be socially distanced. Please do not change the set up.	All meeting spaces will have wipes or towels/sanitation sprays for you to wipe down the space before and after each usage.
Potomac Room	10	The Potomac Room is set up for 10 people to have a meeting and be socially distanced. Please do not change the set up.	
Admin Conference Room	6	Please practice social distancing as this room only has 1 configuration	
Reading Room	6	Please sit socially distanced. The chairs in this room can be easily moved.	

If you would like to reserve a space, please contact Bing Gonzalez. During this time, we will not be following the group reservation schedule that was in place prior to the pandemic. Once the pandemic is over, we will resume the regular schedule of groups and committees before COVID-19.

We are glad to be taking this step forward in providing spaces for socialization while still adhering to safety precautions. If you have any questions or concerns, please contact me at 703-552-6132 or at bgonzalez@inglesideonline.org.

On another note, we are now accepting visitation requests online! Use the link <https://www.signupgenius.com/go/10c0c48a8a72fa5fac70-westminster>. Once this webpage is open, you can choose which day you would like to have a visit by clicking the green “Sign Up” button and then the orange “Submit and Sign Up” button on the bottom of the screen. It will take you to a page where you will need to fill out your visitor’s information. Once that page is filled out, click “Sign Up Now” and you’re done! Your visitor should get a confirmation email for their visitation date.

This visitation link will be on the Portal and distributed via Paul Kinnecom’s email service. You can forward the link to your friends and family and they can use this link to sign themselves up for a visit with you. The limit on visitors is 20 people per day.

For visitation questions, please contact Kera Wooten at 703-496-3411 or at kwooten@inglesideonline.org.

Sincerely,

Bing Gonzalez

CC: Kera Wooten, Independent Living Administrator