



SAFETY

Protocols

Mandatory

Recommended Best Practices

Pre-Opening Testing

- Senior Center Staff will be tested for COVID-19 for Bi-weekly.

Facilities

Reduced Capacity, Spacing

- To the extent feasible, use cohorting of participants to minimize the risk of disease spread and adverse health outcomes. Cohorting is the practice of gathering participants together as a group who eat, travel, and participate in activities and services together. Facilities shall determine, after assessing capacity, the number of participants to include in each cohort.
- For example, centers may consider having the same cohort for congregate meals multiple times per week or the same participants for group fitness classes such as Tai Chi.
- Establish as few points of entry as possible.
- Configure layout for enhanced infection control, including holding area for symptomatic individuals.
- Follow other state protocols for gyms and pools.

Sanitization

- Implement CDC guidance for cleaning, disinfecting, and sanitizing.
- Maintain adequate inventory of PPE.
- Establish hand washing or a sanitization station at facility entrance.
- Make sanitizer available for facility and staff participants.

Signage/Communication

- Develop a communication plan including how you plan to reach different audiences and all reopening requirements (e.g. families, staff, community).
- Post signage regarding hand-washing, sanitization of equipment,
- Post signage at entry requiring safe distancing and face coverings.
- Post signage for hand-washing, sanitization of equipment, and safe distancing.
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Air Circulation

- Limit use of fans

Entering a Facility

- Establish protocols to ensure participant and staff safety including screening all participants prior to or immediately upon entering the facility.
- Pre-screen all participants and staff for COVID-19 via telephone before each visit to the facility using the tool found here.
- Maintain a daily log that includes the attendance of each participant including telephone number and address. The log shall be maintained for at least six months.
- Facilities, where possible, shall have a designated entry point that allows for participants to be picked up and dropped off safely, including providing enough space to permit participants to maintain safe distance
 - from each other and staff and accommodates
 - for adverse weather conditions. No individuals shall be allowed in the designated entry point without a mask. Air Circulation
- Fans will not be used

Reduced Capacity, Spacing

- Routine review of census to ensure compliance with safe distancing guidelines.
- Continuously evaluate the physical layout of the building to identify environmental changes supporting infection control and social distancing criteria (e.g. storing furniture and removing magazines from common areas).
- Observe and evaluate spacing, activities, vans and transportation to maintain adequate social distancing.

Signage/Communication

- Ensure all communications are culturally and linguistically appropriate as well as accessible for individuals with disabilities.
- Develop a communication plan for participants and families
- Issue updated facility policies and transportation plan (where applicable).
- Educate participants and families about the risks of COVID-19 and safety measures.
- Post signs with COVID-19 screening questions, if possible.
- Post directional signage to encourage separation of entrances and exits, if possible.

Entering a Facility

- Screening for staff, participants, and visitors should include, at a minimum:
 - Temperature checks
 - Required cloth face covering or facemask
 - Questionnaire about symptoms and potential exposure
 - Observation of any signs or symptoms

(Continued on next page)

Mandatory

Recommended Best Practices

Congregate Activities

- Establish appointments and sign-ups for activities ahead of time.
- Prohibit field trips, excursions, and large group events.
- Cancel activities if there is no ability to social distance.
- Encourage outdoor activities (i.e. classes, etc.) as appropriate and participants can safely join.
- Follow state COVID-19 protocols for outdoor sports such as pickleball, bocce ball, shuffleboard, tennis, etc.
- Require arrival to group activities no more than 10 minutes before start time.
- Alter schedules to reduce contact (e.g., stagger meal, activity, arrival/departure times).
- Maintain and, in some cases, enhance virtual options to conduct group activities (music, games, socialization)
- Examples include FaceTime, Skype, and Zoom

- Create activity packs for participants to work independently or in a socially distanced group.

Employees

- For the purpose of the Order, staff includes volunteers.
- Train staff on:
 - Infection control
 - Appropriate use of PPE and hand sanitizer
 - Spacing/social distancing
 - Sanitizing surfaces
 - New facility procedures for COVID-19
- Other CDC recommended topics:
 - www.train.org/cdctrain/welcome
 - Train personnel necessary for the operations of the facilities which include, but may not be limited to, staff, contracted and emergency healthcare providers, and contractors conducting critical on-site maintenance.
 - If possible, participants should be assigned the same aide throughout the day.
 - Require direct administrative staff who do not need to be physically present in the center to stay at home and work remotely.
- Require staff to wear face coverings except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation.
 - Facial coverings are in violation of documented industry standards.
 - Facial coverings are not advisable for health reasons.
 - Facial coverings are in violation of the business' documented safety policies.
 - Facial coverings are not required when the employee/volunteer works alone in an assigned work area.
 - There is a functional (practical) reason for an employee/volunteer not to wear a facial covering in the workplace

- Routinely review CDC training and other state training resources to identify updated and or new training materials and opportunities.
- Assess staff readiness including social and emotional support.
- Adjust appropriate staffing levels including contingency plans for staff absences due to COVID-19.

Mandatory

Recommended Best Practices

Members

- Participants considered to be a risk to others shall not be accepted into the facility until it is safe for everyone.
- Providers shall assess existing capacity and identify participants best suited to return to the facility. Facilities shall include this prioritization within facility policies.
- Participants should be reminded about the risks of the spread of COVID-19 and the appropriate safety measures to take to protect themselves.
- During this initial phase of limited capacity, participants unable to wear masks shall not be permitted to return to facilities.

- Senior Center prioritization may include individuals:
 - Without chronic conditions
 - With the ability to wear a mask and follow safe distancing practices
- Remain in contact with the individual's case manager to ensure service coordination (ADS only).

Transportation

- All drivers will be required to wear a mask at all times.
- Transportation providers shall adhere to the Ohio Department of Transportation Guidance and the Mass Transit Transportation Providers COVID-19 Checklist.
- Transportation shall accommodate spacing of participants and continued circulation of air.
- All individuals participating in pick up or drop off shall be required to wear a mask during the process of pick up or drop and at all times while inside the designated entry point.

- Drivers should use curbside pick-up and drop-off where possible.
- Encourage families to assist with transportation.

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Shutdown area for deep sanitation if possible.
- Notify the City at the Community Center front desk or call 440-546-2300.

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/ notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact the City and the local health department to initiate appropriate care and tracing.

WHAT WE WILL DO IF A COVID-19 INFECTION IS IDENTIFIED:

- **Immediately report employee or customer infections to the local Board of Health.**
- **Work with the local Board of Health to identify potentially exposed individuals.**
- **Facilitate appropriate communication/contact tracing. Shutdown for deep sanitation and cleaning.**
- **Reopen in consultation with the local Board of Health.**

***Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.**