



The following procedures and protocols are strictly recommendations for senior centers once their counties have entered the “green” phase. PASC is not advocating a “one size fits all” approach. There are many variables to consider including size of facility, average number of participants, positive case statistics within the service area, etc. This resource should be used as an outline for talking points and considerations as centers formulate their own individual plans.

NOTE: If at any point the environment (local, state or national) changes to warrant reviewing social distancing requirements, senior center administration and leadership will act accordingly based on CDC/government recommendations.

Cleaning, Disinfection and Facility Set-up:

- Follow CDC, Johns Hopkins, State Department of Health, county and Municipality requirements for in-person business
- Review stock of supplies: Disposable masks, disposable gloves, hand sanitizer, disinfectant including quaternary ammonium (Clorox, Lysol), disinfectant wipes, disposable towels, touchless infrared thermometer, alcohol wipes
- Establish time-line for cleaning and disinfection
- Weekly professional electrostatic disinfection of areas of facility being used
- Establish multiple hand sanitizing stations throughout the facility (touchless)
- Re-arrange seating to maintain distancing; removal of tables and chairs to allow appropriate distancing
- Ensure that ventilation system works properly and increase circulation of outside air as much as possible
- Establish an entrance-point, confidential screening area for participants
- Establish “sick” room location to isolate members, staff, volunteers exhibiting symptoms
- Establish a holding “sick” area for participants, staff and volunteers exhibiting symptoms if they have already entered the facility
- Calculate program area capacity -
 - Participation formula for each individual program space – Facility Sq. Ft./36 sq. feet = # of participants permitted
- Post new procedure signage throughout the facility
- Establish policy on member disengagement if not following safety protocols and procedure

Staff/Volunteer Safety/Infection Control:

- If you are sick, please stay home!
- Staff and volunteer training on space sanitation using CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Staff training on communicating new procedures and protocols to members
- Masks required for staff and volunteers when not able to social distance (6 ft. apart); use of gloves during temperature checks, cleaning, food prep and distribution
- Staff will only be permitted to work at their own work station; no sharing of phones; when not possible, proper sanitizing procedures must be used between uses
- Protocols for handling money

Group Management and Programming:

- Small group activities based on facility capacity formula
- Continue virtual programming
- Consider use of outdoor area, if available
- Consider programming outside of your walls, i.e. churches, fire halls, recreation centers, etc. (cleaning, disinfecting and entry guidelines would need to be followed at these facilities as well).
- No members permitted in staffing/office area – signs posted
- Members not permitted to move tables or chairs throughout facility – signs posted prominently in all areas of the facility

Member re-entry Procedures:

- If you are sick, please stay home!
- Encourage members who have underlying comorbidities to consult with healthcare provider before attending; those conditions may include but may not be limited to chronic lung disease, asthma, heart conditions, diabetes, immunocompromised as a result of cancer treatments, smoking, bone marrow or organ transplantation, HIV or AIDS, or medications causing immune weakening
- Communicate written protocols prior to opening, after admittance and provide signage throughout facility and online
- Wear face mask covering nose and mouth
- Temperature checks upon entrance to facility – preferably no-touch method; a fever identified as >100.0°F.
- Hand washing/sanitation at arrival and departure
- Participation in verbal wellness screening (attached)
- Touchless check-in/registration – Copilot app or staff/volunteer recording
- Members responsible for sanitizing own area; tables, chairs, fitness equipment, books, TV remote, iPads

- Limited access to restroom – establish maximum number of individuals in restroom at a time based on capacity
- No physical contact of any kind amongst members, volunteers and staff
- In regard to those members utilizing public transportation, appeal to transit provider to segregate senior center participants from medical appointments, etc.
- No congregating in any area except those specified – signs posted prominently
- Members may not donate any food/drink items
- Donation of other supplies are permitted but must be dropped at a designated area for disinfection
- Members are not permitted in the office or kitchen area (volunteers are permitted if permission is granted via staff) – signs posted prominently on office doors and kitchen area

LEVEL I: Suggest partial “soft” opening of limited participation programs and restrictions – Minimum of 30 days based on case numbers in service area.

- Limited days of operation – 2-3 days a week with hours 9:00-noon or all small groups to attend in “shifts”
- Registration (sign-up) in advance of attendance to ensure appropriate social distancing
- Small group activities of <10 participants in accordance with participation formula
- Pre-registration required for all programming to manage class size
- 1:1 by appointments including social service, income tax, etc. enforcing use of masks, shields and social distancing
- Low risk activities – including lectures, individual crafts/projects (i.e. needlework, book clubs, prayer groups, discussion groups)
 - No day trips, aerobic activity or singing.
- Bingo – limit number of participants at each table
- Billiard – limit participation; must use own stick
- Fitness programs with no equipment i.e. T’ai Chi, yoga
- Schedule outdoor activities, i.e. yoga, chair exercise, pickleball (singles/utilizing own equipment), walking
- Take-out congregate meal only; consideration of “dining buddies” in-person or virtual for those who are isolated
- Socialization and programming encouraged in the outdoor area if available
- Room/equipment cleaning after each program; wipe down tables and chairs (engage volunteers and members)

LEVEL II: Gradual increase in programming and member interaction – minimum of 30 days based on case counts of service area

- All vulnerable individuals should continue to shelter in place.

- Small group fitness; participants use their own equipment; continue outside if available
- Consider resuming congregate meal with small groups or through pop-up cafes within the community such as libraries, fire halls, community centers, churches, Y's.

LEVEL III: This level will most likely may be the “new normal” extending indefinitely

- Fitness programs of <30 participants maintaining social distancing; utilizing their own equipment
- Socialization will be permitted in designated areas within the facility with <50 participants; continue to utilize outdoor facilities weather permitting.
- No outside food will be brought in to share with members or buffet style food service will be permitted
- Continue to limit capacity for restrooms based on capacity Consideration of congregate meal program offered for <50 individuals maintaining social distancing (see suggested procedures on this page).
- Members may donate food/drink and supplies as long as they are individual, pre-packaged from vendor and they should be placed on the designated donation table
- No members permitted in the office or kitchen area (volunteers are permitted if permission is granted via staff) – signs posted prominently on office and kitchen doors

Congregate Meal Program:

When state and local officials deem it safe to resume the traditional congregate meal program the following procedures should be considered:

- Seating will be arranged to allow appropriate social distancing
- Members may not move tables or chairs – signs posted prominently
- Members will be called up one table at a time to retrieve their meal; social distance indicators outlined on the floor
- Members will be required to retrieve their own meal with the exception of spouses
- Individual condiments and drinks will be provided
- Serving areas will be cleaned and disinfected on a regular basis
- Members will be responsible to clean up and dispose of their own food debris
- Members will be responsible to clean their own table and seating area before leaving
- Consideration of installing a water station

Protocol for Positive Case:

- Close facility immediately
- Inform fellow members of exposure; using HIPAA guidelines
- Cleaning and disinfection of entire facility

- Consult with local health department
- Staff, volunteers and members having contact should self-quarantine immediately and be tested

Additional Resources:

https://www.ncoa.org/ncoa_acf/covid-19-resources-for-professionals/

<https://www.aging.pa.gov/service-provider-quicklinks/covid-19-provider-guidance/Pages/default.aspx>

<https://www.asaging.org/blog/cdc-covid-19-coronavirus-resources>

<https://acl.gov/COVID-19#RemoteToolsAnchor> – Phased Re-opening Guidelines for Senior Nutrition Programs

COVID-19 STAFF AND PARTICIPANT SCREENING

Date: _____ Time: _____

Participant: _____

COVID-19 SCREENING	YES	NO
<p>1. Are you or anyone living with you experiencing any of the following symptoms?</p> <p style="padding-left: 40px;">a. Fever (100+), cough, shortness of breath or difficulty breathing, diarrhea, nausea, vomiting, chills, muscle pain, headache, sore throat, loss of taste or smell</p> <p>If yes, when, what, and steps take to receive medical attention.</p>		
<p>2. Are you, someone with whom you have had contact, or anyone you are living with been suspected of having or been diagnosed with COVID-19?</p>		
<p>3. Have you or someone with whom you have had contact been asked to self-quarantine?</p>		
<p>4. Have you, someone with whom you have had contact, traveled out of the state or country in the last 14 days?</p>		

Action required: _____

Notes: _____