



Re-opening 2020 - General Operating Procedures

- All activities will be outside or on our upper level with windows open.
- All staff (Beth and Adele) will wear masks, wash hands/sanitize according to CDC guidelines, and take temperature daily.
- Adele will sit outside as weather permits under our new awning. She will be next to our side door, our only entrance. The Center's front door will be exit only Mon – Thurs 10am – 3pm.
 - If Adele needs to sit inside, participants will be asked to sign-in downstairs.
 - Participants will be asked to remain behind the plexiglass shield at the front desk.
- Beth and Adele will circulate building and grounds to check in on activities while practicing physical distancing and remaining aware not fill any area beyond our recommended safe capacity.
- We ask all participants to note, and not exceed, the maximum posted capacity for any given space. Participants will sign-up online or by phone 863-3982 prior to coming to the Center to be sure the class is not full. Online sign-ups open on Fridays for the following week.
- Door handles, tables, chairs, and bathrooms will be sanitized throughout the day. Activity leaders will wipe down shared items at the end of class.
- Upper level participants will use only upper level restrooms. Outside participants will enter our building one at a time to use our lower level restrooms.
- Our library will remain available for participants to select books and puzzles, one at a time after sanitizing hands. Returned books will be put aside until they can be safely put back on our shelves.
- Participants will maintain at least 6' physical distance. For inside activities, standing/seating should be all facing one direction when possible (not face-to-face) and we have markers on the floors for safe distancing. There will be two configurations: circle and row standing/seating.
- **Upper Level Activities:**
 - Classes are to leave windows open whenever possible. Fresh air is always best, but if the temperature is too high, using the AC units are fine but the settings should not be adjusted. All AC Units have been cleaned and treated with anti-viral/bacterial spray.
 - No shared weights – if weights are desired please bring your own from home. And take home all personal items each day.
 - No bags or personal items should be left on chairs or tables. We have put up hooks spaced around the room. Please hang your bags, and if needed set additional items on floor under hook.
- **Outside Activities:**
 - We will leave sides to the tent open as much as possible.
 - There will be sanitizers at every table.
 - Tables are 6' – 2 people per table (each end) max

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GENERAL CHECK-IN PROCEDURES

- Everyone spending time in our building or on our grounds will be required to **check-in at our front desk**. Weather permitting, our new “front desk” will be outside under our new awning. Attendance logs will be kept at our Center for at least a month.
- Participant’s temperature will be taken with a touchless thermometer when they check-in.
- Face masks required as indicated. Masks available at the front desk.
- Everyone joining activities at the Center needs to agree to the following statements. If they cannot agree to all, they will be asked to talk with their doctors for clearance before participating in any Center activities or entering our building/grounds.
 - ✓ I have **NOT** had the following symptoms in the last few days: cough, fever, shortness of breath, chills, fatigue, muscle pain or body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea
 - ✓ I have **NOT** traveled to any other state or country (in the past month), with the exception of counties listed [here](#).
 - ✓ I have **NOT** been in contact with a coronavirus/ COVID-19 infected person.