

2020 Center Protocols

ALL Participants and volunteers need to read and follow these protocols

- All activities will be outside or inside on our upper level.
- 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 ring our outside doorbell.
Please do not continue to your activity without having Adele (or check-in volunteer) sign you in and take your temperature.
- 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 have created safe class size limits for all activities. Participants will need to sign-up online (heinebergcsc.org) or by phone **863-3982 Ext 1** prior to coming to the Center to be sure the class is not full. Online sign-ups open on Fridays at 11:00am 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.

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 or shields 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.

Upper Level Activities:

- Classes should try to leave windows open whenever possible. Fresh air is best, but if the temperature is high, we can use the AC units but the fans should be pointed directly up or down, not across the room. Please use only one or two of the AC units on the far ends. 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*. All personal items each day should be taken home each day. *If you have weights borrowed from Bone Builders, we will have containers to store them in, please talk with your class leader.
- No bags or personal items should be left on tables. We have put up hooks spaced around the room. Please hang your bags, and if needed set additional items on floor under hook.
- Participants are asked to maintain at 6' physical distance and while participating in a group activity, face in one direction if possible (not face-to-face). We have markers on the floors for safe distancing. There will be two configurations: circle and row standing/seating.
- The Dept of Health recommends all inside class participants keep their masks or face shields on. If breathing becomes difficult or you feel dizzy, please listen to you body and remove your mask and/or go outside for fresh air. If it becomes necessary to remove your mask, please be mindful of fellow participant's comfort levels.

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
- The Vermont Dept of Health has approved removing masks outside as long as participants remain 6' apart and seated.

Beth Hammond, Executive Director, hammond@heinebergcsc.org 863-3982 Ext 2

Adele Hohertz-Serpan, Center Coordinator, adele@heinebergcsc.org 863-3982 Ext 1