



14 Heineberg Road, Burlington, VT 05408    www.heinebergcsc.org    ph 802.863.3982

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#### CENTER STAFF

**Camielle Aylwin**, Center Coordinator, aylwin@heinebergcsc.org Ext 1  
**Kerry Batres**, Program Manager, batres@heinebergcsc.org Ext 2  
**Beth Hammond**, Executive Director, hammond@heinebergcsc.org Ext 3  
**Shannon Lane**, Support Buddies Coordinator, lane@heineberg.org Ext 4

#### GENERAL PROTOCOLS

- Everyone entering our building or participating in any inside or outside activity is required to check-in.
- Everyone entering our building is required to wear a mask at all times, except eating. Participants may remove masks while seated during outdoor activities when physical distancing can be maintained.
- **Prior registration is required for all activities.** If you do not register and the class is at capacity, you will not be able to participate. Participants need to sign-up online ([heinebergcsc.org](http://heinebergcsc.org)) or by calling **863-3982 Ext 1**. Registration opens Fridays at 12:00pm for the following week. We ask participants to sign-up weekly so everyone has a chance to participate and to help reduce no-shows.
- Activity leaders and one volunteer assistant (if leaders would like) will wipe down tables and chairs at the end of class/activity. (Leaders, please do not ask individual participants to help, this wastes sanitizing wipes and is not good for the environment or our budget)
- Air purifiers will be on at all times, even when windows are open. Please do not adjust purifier settings. ONLY staff will adjust purifiers.
- For inside activities, windows are to remain open if outside temperature is above 55°
  - If outside conversations are distracting, feel free to close a few windows alongside our parking lot.
  - If class participants and leaders prefer AC on, please close windows. Our air purifiers in every corner of the room will remain on.
- There are some activities unvaccinated participants will not be able to participate in due to unknown risks, these include: inside physical activities (when the class removes masks to comfortably breath), table games, and meals at a group table. **PLEASE NOTE: Center staff will monitor who is and is not vaccinated to ensure safety protocols are followed. We ask activity leaders, volunteers, and fellow participants to refrain from asking others if they are vaccinated.** If at any time there are concerns, please do not hesitate to talk with a staff member.
- Staff will circulate building and grounds to check to ensure participants do not fill any space beyond our recommended capacity, which is 22 people on the lower level and 22 people on the upper level.
- Door handles, tables, chairs, and bathrooms will be sanitized frequently.
- There are automatic sanitizing stations on both levels of the Center and sanitizer bottles on lower level and outside tables. Please sanitize your hands when you arrive.

### **CHECKING-IN (REQUIRED BY ALL, EVERY VISIT)**

- Everyone entering our building or participating in any inside or outside activity is required to check-in before proceeding to activity. Check-in includes: attendance, temperature check, and screening questions.
  - If you do not see anyone to check in with, please either ring our outside doorbell or go downstairs to our main desk.
- Everyone entering our building or participating in any inside or outside activity will be asked the following questions. If any are untrue, we asked participant/visitor to talk with their doctor for clearance before participating in any Center activity or entering our building/grounds.
  - **Do you have any of the following COVID-19 symptoms?** Fever (100.4 F or higher), Cough, Shortness of breath or difficulty breathing, Chills, Fatigue, Muscle pain or aches, Headache, Sore throat, New loss of taste or smell, Congestion or runny nose, Nausea or vomiting, Diarrhea.
  - **Have you been in close contact with anyone having COVID-19 and waiting on test results because of it?**
  - **Are you unvaccinated and travelled for non-essential purposes?**
  - **Participants wishing to join a group table game or eating at a group table will also be asked (only by staff) if they have been vaccinated.**