

WESTON SENIOR CENTER COVID POLICIES AND PROCEDURES

ENTERING THE CENTER

These policies and procedures have been formulated for the protection of our members, visitors and staff. These policies and procedures may be changed should the need arise. All program areas and common areas will be inspected throughout the day and sanitized by the staff and/or our cleaning service as needed and at the end of each day. Our center will be open Monday through Friday from 9:00 a.m. until 2:00 p.m. (instead of 3:00 p.m.) to allow for appropriate cleaning/sanitizing of our center.

Masks and social distancing will be required. Upon entering the center, members and visitors will have their temperature taken. If a member/visitor has a temperature over 100.4, they will not be able to enter the center. Additionally, you will be asked a series of screening questions in compliance with Covid guidelines. If you are experiencing any Covid symptoms, do not come to the center and contact your physician. Anyone testing positive for Covid (staff or member) should report this information to the Director (our Pandemic Response Person) immediately. She will contact the Division of Public Health for instructions on how to proceed.

Upon a member's first return trip to the center, they will be directed to the dining room where they will be given information on the new rules of the center due to Covid. Members will be required to sign a form indicating that they have read and understand the policies and procedures. Any blatant violation of the policies and procedures will result in suspension from the center.

Your attendance at the center is done at your own risk. While every effort will be made to ensure a safe environment, Weston Senior Center and the staff shall not be held responsible should you contract Covid-19.

MEMBER RULES

-Temperatures will be taken upon entrance to the center. If over 100.4, you will be denied entry into the center.

-Social distancing will be required at all times.

-Masks will be worn at all times unless seated for lunch.

-Please wash hands with soap and water frequently. Hand sanitizer is available but soap and water is the best method for destroying the virus germs.

-Each room has a posted room capacity. This capacity was determined based on the square footage of the room and the ability to safely social distance. Do not exceed this capacity.

-Please be considerate of others waiting to enter a room if it is at capacity.

-Each room has specific instructions for that room. Please familiarize yourself with the policies for the room you are entering.

-Please report any illness, problems or concerns to the staff immediately.

-Sign-in at the front desk will be handled by staff only. You must sign in upon arrival; no going to a room due to the line and coming back later. Failure to sign in will result in suspension from the center as we must be able to report all attendees to the Division of Health and Social Services should someone test positive for Covid.

-Lunch money will be collected at the front desk during sign-in. Trip money will be collected and 50/50 and raffle ticket purchases will be sold at the front desk after 10:00 a.m. in order to minimize a backup at the front desk.

-Exit through the front doors only – unless there is an emergency.

-Be flexible as rules may change if the need arises.

ROOM RULES

DINING ROOM/LUNCH

- Room capacity is 30.
- The Dining Room will close between 11:00 a.m. – 11:30 a.m. to allow for the sanitation of tables prior to lunch.
- Only staff are permitted in the back kitchen area.
- Wash hands with soap and water before entering.
- Seating should take place in designated areas only.
- Tables will be called individually.
- Use hand sanitizer before entering the kitchen to receive your lunch.
- Social distance through the serving line at all times.
- Utensils will be handed out when going through the serving line.
- Coffee machine and water cooler will not be available for use.
- Water bottles are available for sale.
- Soda machine may be used. Please use elbow to push soda selection.
- Programs generally held in the dining room may be moved to different locations if social distancing requirements deem the move necessary.
- Tables will be sanitized by the staff after lunch.
- Report any problems or concerns to the staff immediately.

CARD PLAYERS

- Any card games must be played with coated cards so they can be sanitized.
- Social distancing is required.
- It is preferred that cards be played in the Community Room with overflow going to the Multi-Purpose Room. No cards will be played in the Dining Room on Wednesdays or Thursdays.
- Any exchange of winnings should be handled by one person only.
- Wash hands with soap and water frequently.
- All cards played in the Dining Room must end promptly at 11:00 a.m. to allow time to sanitize the room before lunch.
- Report any problems or concerns to the staff immediately.

ROOM 1 – LIBRARY/COMPUTER ROOM

- Room capacity is 6.
- Wash hands with soap and water upon entering.
- Place any books removed from the bookcases into the “Return Books Here” basket. These books will be sanitized and returned to the shelves by staff at the end of the day.
- Place a “Used Computer” tag in front of any computer station you are finished using. This will let the staff know that this station needs to be sanitized.
- Used Wii machines/controllers will be sanitized at the end of each day.
- Report any problems or concerns to the staff immediately.

ROOM 2 – BILLIARD ROOM

- Room capacity is 8.
- Wash hands with soap and water upon entering.
- Assign one person at each table to rack the balls in order to minimize the handling of the rack and the balls.
- Wash hands with soap and water between each game.
- When finished using a pool stick, place it in the container marked “To Be Sanitized.” Staff will sanitize all used sticks at the end of the day and return them to the racks.
- Racks and balls will be sanitized by the staff at the end of each day so please leave any used billiard table uncovered. Staff will sanitize and cover them at the end of the day.
- Report any problems or concerns to the staff immediately.

ROOM 3 – SHUFFLEBOARD/PUZZLE ROOM

USE SOAP AND WATER ONLY. HAND SANITIZER WILL DAMAGE THE SHUFFLEBOARD TABLES!

- Room capacity is 8.
- Wash hands with soap and water upon entering.
- Wash hands with soap and water between each game of shuffleboard played.
- Do not wash or sanitize quates. Leave them in the well of the shuffleboard table and they will be sanitized at the end of the day by the staff.
- Leave used shuffleboard tables uncovered. Staff will sanitize and cover them at the end of the day.
- Report any problems or concerns to the staff immediately.

ROOM 4 – COMMUNITY ROOM

- Room capacity is 8.
- Wash hands with soap and water upon entering.
- This room will be used when necessary for classes or room overflow. It will be sanitized by the staff after each use.
- Report any problems or concerns to the staff immediately.

ROOM 5 – CERAMICS ROOM

- Room capacity is 8.
- Wash hands with soap and water upon entering.
- Any used paints/brushes/tools should be placed in the designated “To Be Sanitized” containers. They will be sanitized by the staff and returned to their appropriate places.
- Report any problems or concerns to the staff immediately.

ROOM 6 – ARTS AND CRAFTS ROOM

- Room capacity is 8.
- Wash hands with soap and water upon entering.
- Any used scissors/tools/instruction books should be placed in the designated “To Be Sanitized” containers. They will be sanitized by the staff and returned to their appropriate places.
- Report any problems or concerns to the staff immediately.

ROOM 7 – MULTI-PURPOSE ROOM

- Room capacity is 7.
- Wash hands with soap and water upon entering.
- Any quilting equipment used should be placed in the “To Be Sanitized” container to be sanitized by the staff at the end of the day.
- Wash hands with soap and water before using ping pong table. Please leave used paddles and balls on the table to be sanitized at the end of the day by staff. Sanitized items will be returned to appropriate location and table will be covered by staff.
- Tables will be sanitized after each scheduled class held in the multi-purpose room.
- Report any problems or concerns to the staff immediately.

ROOM 37 - BINGO ROOM

- Room capacity is 24.
- Wash hands with soap and water upon entering.
- Members will use our standard bingo cards.
- Members will be required to use their own bingo chips or pennies to mark the bingo cards. If you are using a dabber, please make sure it is a light color so that your bingo numbers can be seen.
- One person will be designated to collect money. Each person will place their money in the money container. (The small cans will not be passed up and down each table.) The same person will distribute winnings. This person should wash their hands with soap and water frequently.
- Upon completion of bingo, place bingo cards in the “To Be Sanitized” container. The cards will be sanitized by the staff and returned to their appropriate location.
- Tables will be sanitized by the staff at the end of the day.
- Report any problems or concerns to the staff immediately.

GAME ALLEY

- Capacity is 6.
- Please use hand sanitizer before using any of the games in Game Alley.
- All game pieces will be sanitized by the staff at the end of each day.
- Report any problems or concerns to the staff immediately.

Wii MACHINES

- Wash hands with soap and water before using the machines.
- Social distancing is required at all times.
- Each player should use a separate controller.
- Controllers should be left on the top of the cabinet after use.
- Used Wii machines/controllers will be sanitized as time permits and at the end of each day.
- Report any problems or concerns to the staff immediately.

ACKNOWLEDGEMENT FORM

I, _____, have read and understand the Weston Senior Center Covid Policies and Procedures. I understand that if I arrive at the center with a fever, I will be denied entrance into the center. I also understand that any blatant violation of these policies and procedures will result in my suspension from the senior center.

I understand that my attendance at the center is done at my own risk. I will not hold Weston Senior Center or the staff responsible should I contract Covid-19.

Signature

Date

Phone Number