

# **NOTE: FOR REOPENING & COVID-19 PROCEDURES**

## **Policies and Procedures**

**Reopening 2021 - COVID-19**

***Approved by the Board of Directors on 05/19/21- updated 07/22/21***

*As reported to the Highland County Senior Citizens Center by the Ohio Department of Health, the following is information about the release of an announcement from Governor DeWine in regards to the current expiration of health orders.*

### ***“Expiration of Health Orders***

*Governor DeWine also announced that he has asked the Ohio Department of Health to remove most pandemic health orders on **June 2nd**. The timeline will allow any Ohioan who has not yet received a COVID-19 vaccine to obtain one to protect themselves and others before the lifting of coronavirus mitigation protocols.*

*“It is time to end the health orders. It’s been a year. You’ve followed the protocols. You’ve done what we’ve asked. You’ve bravely fought this virus,” said Governor DeWine. “And now, our cases are down, and we have a tested and proven weapon with the vaccine that all Ohioans 12 and over can utilize.”*

*Measures being removed will include facial covering protocols, social distancing guidelines, and capacity restrictions for indoor and outdoor events.*

***Governor DeWine announced that any pandemic health orders that would remain solely relate to either 1.) nursing homes, assisted living facilities, or other healthcare congregate settings serving older adults, and 2.) data collection related to the pandemic.”***

NOTE: The Highland County Senior Citizens Center will continue to actively work with the Highland County Health Department to ensure full safety measures are being followed during the current health concerns of Covid-19. Any new updated mandates from the state will be followed.

# HIGHLAND COUNTY SENIOR CITIZENS CENTER COVID-19 VACCINATIONS POLICIES AND PROCEDURES

## **Mandatory**

All staff of the Highland County Senior Citizens Center are required to be fully vaccinated against Covid-19 in order to report to work. Staff will maintain the CDC recommended vaccine schedule. Vaccination documentation of staff will be kept private and on file. The vaccination requirement is a policy of the Highland County Senior Citizens Center.

As defined by the CDC:

*“People are considered fully vaccinated: ±*

- *2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or*
- *2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine”*

Definition of Staff:

Staff is anyone who is employed by the Center, volunteering or working at the Center through programs such as Vantage or Job and Family Services.

## **Outside Volunteers**

Outside volunteers are required to be fully vaccinated against Covid-19, or be able to provide a negative Covid-19 test result within 48 hours prior to the date they will be volunteering. Results must be submitted to the Executive Director prior to their approval to volunteer. Tests must be administered by a doctor or a legitimate testing site as defined by the state.

Outside volunteers include those who help with our programs, such as our gym program, conduct bingo at the Center or provide a service or item to our membership. Outside volunteers also include those who volunteer for fundraising events.

## **Other Working Participants:**

Working participants, such as persons under the supervision of the Highland County Probation Department, will be permitted to complete work for the Center outdoors, as long as they are not within 6 feet of other participants. It is preferred they complete these tasks while the membership is not present.

## **Vendors and Contractors**

Vendors and contractors who are not vaccinated will not be permitted into the building during operation hours when the membership is present, unless:

- They will enter and exit the building at an assigned door by the Executive Director.
- If they will be more than 6' away from the membership and staff at all times during their task.
- They MUST wear a mask that covers their nose and mouth while in the building if they must be closer than 6' from the membership.
- Their temperature will be taken before entering and they have no fever.
- They will be asked the health screening questions before they enter and must be able to answer appropriately.

When possible, contractors and vendors will enter the building when the membership is not present.

### **Notification of Requirements and Documentation**

The vaccination status and Covid-19 test results of staff will be put on file and kept private. The Highland County Health Department will be notified of the Center's staff's Covid-19 test results if there is a positive case.

Anyone applying for employment, or volunteering through outside programs, will be notified of the Center's Covid-19 vaccination policies before applying.

### **Positive Covid-19 Cases**

If a positive case is reported to the Senior Center staff, the membership will be notified. The person's name and information will not be provided but the date of their participation will be reported to the membership. This information will be released for contract tracing purposes. The Highland County Health Department will be notified immediately of the person's name and contact information.

Rapid testing has been offered from the Highland County Health Department for the Senior Center's staff. Any staff member who shows symptoms will need to be tested immediately, and have a negative test result before returning to work.

## **DAILY OPERATIONS**

### **Health Screening**

The Center shall maintain a log of staff and participants, such as memberships, guests and vendors, that includes their name and contact information. This information will be

kept on file and can be used in the event of a positive Covid-19 case. Files will be maintained in private but will be provided to the state and/or the Highland County Health Department for contact tracing and to notify the involved parties. This information is not available to the public, staff or other participants.

The Front Desk staff will sign in each member, guest and vendor and will ask the following:

1. Do you have any Covid-19 symptoms?

If the participant answers “no,” they will be permitted to further enter the building and participate at the Center.

If they answer “yes,” they will not be permitted to enter the building and participate. The Executive Director must be notified immediately.

If a member or person entering the building mentions that they have been around someone with Covid-19, and they have not been fully vaccinated, they will not be permitted to enter the building. They will be directed to the Highland County Health Department to investigate their encounter with the positive Covid case. This person may not enter the building until cleared by the Executive Director.

All entering the building will need to immediately disinfect their hands. The Center will furnish those supplies. *See Cleaning and disinfecting*

### **Staff Screening**

Staff will be screened before reporting to work before each shift. Staff will self-assess and will sign-in. The Executive Director and Director of Food and Banquets will also self-assess. These screenings will be kept in a private file. The Highland County Health Department, the Senior Center's Board of Directors and Senior Center senior staff will have access to these files.

### **Key Fob Entrance**

The Senior Center membership will be assigned a key fob. This fob will grant the member access to the building at the scheduled times for members. Once the member enters the building, the Front Desk will conduct the health screening and sign them in for the day.

If the member has reported a positive case of Covid-19, the Executive Director will be immediately notified and their key fob will be deactivated. Their fob will only become active again to gain access to the building once they provide a doctor's note stating they are no longer contagious. This can be mailed to the Center at 185 Muntz Street, Hillsboro, Ohio 45133 ATTEN: Executive Director. They may also call ahead to provide the statement.

## **Signage**

There will be a sign posted at the Front entrance, and at the entrance that vendors are assigned to, for the following:

1. Symptoms of Covid-19- what to look for
2. The Highland County Health Department's contact information for Covid-19 concerns
3. Anyone who has Covid-19 or symptoms of Covid-19 are not permitted on the property

Handwashing and sanitizing signs will also be posted throughout the Center

## **REPORTING REQUIREMENTS TO PARTICIPANTS**

The Center's membership will be notified of the Center's Covid-19 policies by the Center's newsletter prior to reopening. They will also be notified at the Center by signs posted around the Center. Local media will be notified prior to the Center reopening.

Staff will relay to participants/members the policies of the Center, in regards to Covid-19, such as the health screening, disinfecting rules and the Center's schedule, to ensure the the membership's and other participants understanding of these policies.

Any discrepancies from members/participants who refuse to follow the Center's Covid-19 policies or procedures, must be reported to the Executive Director immediately. If the Executive Director is unavailable, the Director of Food and Banquets will handle the situation immediately.

Staff will not discuss, while at work, their personal beliefs about the Covid-19 pandemic or the Covid-19 vaccine to the membership or participants. The discussion will not be permitted as it can become political and sensitive.

## **Cleaning and disinfecting**

Sanitation stations will be placed at the front entrance of the building. A portable sink will be available and hand sanitizer. Signs will ask those entering the building to please wash their hands or sanitize before entering the building any further.

All high touch surfaces will be disinfected every two hours. A staff person will be assigned to complete this task. Members and participants will be asked to disinfect their game or activity items after each person is finished using the item and before a new person uses that item. Cleaning supplies will be provided by the Center.

Participants will be required to wash or disinfect their hands before participating in activities such as, chair volleyball, cards, bunco or other activities that game items will be touched by multiple people during the activity and it is not possible to disinfect during the activity.

Bathrooms will be thoroughly clean daily and high touch surfaces, such as faucets and bathroom doors will be disinfected every two hours.

Participants will be asked to wipe down each piece of gym equipment after each use, and/or before the next person uses the equipment. Seats and handles will be disinfected. The gym will be disinfected every two hours and at the end of the day by a Senior Center staff member.

Floors will be swept at the end of each day and mopped as often as needed that the membership participates at the Center or after an event of any kind or before anyone returns to participate.