

COVID-RESPONSE PLAN

ACTIVE ADULT PROGRAMMING

MINI-GYM

Phase 3 (Opening)

Manager will post a weekly facility-use calendar by the door of the Mini-Gym each Monday morning.

Manager meets with instructors 30 minutes prior to their first scheduled class:

- Manager reviews the Covid-19 PPE kit with instructors:
 - Bottled disinfectant (DC-Plus 240)
 - Hand sanitizer
 - Paper towel roll
 - 100-glove box
 - 25-mask box
 - Gown
 - Eye protection
 - Contact list
 - Thermometer
- Manager checks out facility key to the instructor with reminder to keep facility locked.
- Manager issues each instructor a personalized packet of instructor materials, to include:
 - Roster
 - Daily checklist of duties now required of instructors during Covid-response phases.
 - Emergency directions including how to communicate any/all issues correctly (be sure all instructors are encouraged to connect with manager often for any/all issues as they arise via cellphone as manager may not be on-island).
 - Novatime directions (invoice directions for contractor instructors)
 - Student evaluation forms for final class meeting.
 - Instructor evaluation form due when returning key before final payment.

Manager accompanies instructor for first class meeting:

- Introduce self and role – available as a resource
- Welcome and thank participants.
- Explain all new Covid-related protocols and answer questions
- Encourage participants to check website for all updates.

Activity Program Protocols:

- Participant Arrival Protocols:
 - Participants should remain in/at their cars until called to the screening shelter.
 - Participants will be motioned from their car one at a time.
 - The instructor will screen each participant for symptoms of COVID-19 using the outdoor screening shelter.
 - Staff will use the questionnaire and take the temperature of each participant prior to entering the Mini-Gym.

Any YES answer to the questionnaire OR a temperature in excess of 100 degrees will result in the participant being sent home. The participant may NOT enter the Mini-Gym.

- Participant Protocols:
 - Prior to first class meeting, participants will be sent this document and be informed to wear class attire to the facility and bring their own hand towel and water bottle.
 - Upon first class meeting, entrance protocol will be explained to the participants, including how to enter, gather class equipment and claim a workout spot.
 - Thereafter participants will enter individually after passing the entrance screening and get their equipment, take their place and remain at least 6 feet apart from all other participants and all times.
 - Program equipment access may be restricted in order to maintain proper social distancing standards. High-touch surfaces, including program equipment, handrails and doorknobs, will be frequently cleaned and disinfected.
 - Properly spaced class-end procedures, including putting away chairs and equipment will be practiced.
 - Participants are encouraged to wear gloves and masks but do so at their discretion.
 - Participants will leave the Mini-Gym at a distance from one another and not congregate at the entrance or in the parking area. Socializing, even at a distance, before or after class is not appropriate.

- Instructor Work Habits:
 - Instructor should thoroughly wash his/her hands before and after class.
 - Masks AND gloves are **required**:
 - for all cleaning procedures.
 - when cleaning all high-touch areas both before and at the end of the class activity.
 - when staff prepares and distributes class materials
 - All high-touch areas are to be thoroughly cleaned/disinfected before moving from the Mini-Gym to staff the entrance screening area.
 - Masks AND gloves are **recommended** during class instruction.
 - Instructor actively monitors that all recommended procedures regarding getting equipment and exercising at a distance (staying within the marked areas on the floor) are observed by all participants.
 - Instructor actively monitors that all recommended procedures regarding the replacement of equipment at the end of the class.
 - Instructor will clean each piece of equipment thoroughly and put in final storage after the class has been dismissed.
 - The instructor thoroughly cleans/disinfects all high touch-areas before leaving the facility.
 - The use of fans and open doors will be employed as often as possible when class is held inside.
 - ***Holding class outdoors is advisable when the weather permits and when the instructor deems that the conditions are safe for all participants.***

- Equipment Standards:
 - Equipment is expected to have been left by the last instructor in sanitized condition.
 - Cleaning supplies should be available while equipment is being claimed by students if they feel more comfortable giving their equipment another cleaning before use.
 - Equipment will be thoroughly cleaned and disinfected by the instructor at the end of each activity.

COVID-RESPONSE PLAN

ACTIVE ADULT PROGRAMMING

ISLAND CENTER HALL

Phase 3 (Opening)

Manager will post a weekly facility-use calendar by the entrance to Island Center Hall each Monday morning.

Manager meets with instructors 30 minutes prior to their first scheduled class:

- Manager reviews the Covid-19 PPE kit with instructors:
 - Bottled disinfectant (DC-Plus 240)
 - Hand sanitizer
 - Paper towel roll
 - 100-glove box
 - 25-mask box
 - Gown
 - Eye protection
 - Contact list
 - Thermometer
- Manager checks out facility key to the instructor with reminder to keep facility locked.
- Manager issues each instructor a personalized packet of instructor materials, to include:
 - Roster
 - Daily checklist of duties now required of instructors during Covid-response phases.
 - Emergency directions including how to communicate any/all issues correctly (be sure all instructors are encouraged to connect with manager often for any/all issues as they arise via cellphone as manager may not be on-island).
 - Novatime directions (invoice directions for contractor instructors)
 - Student evaluation forms for final class meeting.
 - Instructor evaluation form due when returning key before final payment.

Manager accompanies instructor for first class meeting:

- Introduce self and role – available as a resource
- Welcome and thank participants.
- Explain all new Covid-related protocols and answer questions
- Encourage participants to check website for all updates.

Activity Program Protocols:

- Participant Arrival Protocols:
 - Participants should remain in/at their cars until called to the screening shelter.
 - Participants will be motioned from their car one at a time.
 - The instructor will screen each participant for symptoms of COVID-19 using the outdoor screening shelter.
 - Staff will use the questionnaire and take the temperature of each participant prior to entering Island Center Hall.

Any YES answer to the questionnaire OR a temperature in excess of 100 degrees will result in the participant being sent home. The participant may NOT enter Island Center Hall.

- Participant Protocols:
 - Prior to first class meeting, participants will be sent this document and be informed to wear class attire to the facility and bring their own hand towel and water bottle.
 - Upon first class meeting, entrance protocol will be explained to the participants, including how to enter and claim an exercise spot.
 - Thereafter participants will enter individually after passing the entrance screening, claim their place and remain at least 6 feet apart from all other participants and all times.
 - Properly spaced class-end procedures will be practiced.
 - Participants are encouraged to wear gloves and masks, but do so at their discretion.
 - Participants will leave the hall at a distance from one another and not congregate in the parking area. Socializing, even at a distance, before or after class is not appropriate.

- Instructor Work Habits:
 - Instructor should thoroughly wash his/her hands before and after class.
 - Masks AND gloves are **required**:
 - for all cleaning procedures.
 - when cleaning all high-touch areas both before and at the end of the class activity.
 - when instructor prepares and distributes any class materials
 - All high-touch areas are to be thoroughly cleaned/disinfected before class begins and before moving outside the hall to staff the entrance screening area.
 - Masks AND gloves are **recommended** during class instruction.
 - Instructor actively monitors that all recommended procedures regarding exercising at a distance (staying within the marked areas on the floor) are observed by all participants.
 - The instructor will thoroughly clean/disinfect all high touch-areas before leaving the facility.
 - The use of fans and open doors will be employed as often as possible when class is held inside.
 - ***Holding class outdoors is advisable when the weather permits and when the instructor deems that the conditions are safe for all participants.***

Manager communicates with instructors regularly to see how activities are progressing and if they have any supplies in need of re-ordering, which will be done via email to Mike Pratt.

Manager conducts weekly site visit to assure that new facility-use calendar is posted, facility signage is still in position, supplies are well-stocked and the facility is clean and orderly, especially with concern to Covid-19 protocols and procedures.