

COVID-RESPONSE PLAN

ACTIVE ADULT PROGRAMMING

MINI-GYM:

Phase 1 (Prior to re-opening)

Manager recruits and facilitates successful online instruction program.

Manager(s) prepares the building for eventual public use:

- Organizing the equipment storage room to minimize physical closeness while maximizing physical distance between program participants.
- Taping floor to mark recommended class positions for exercise classes.
- Posting appropriate signage and reminders clearly.
- Preparing the bathroom area to serve as a handwashing station while maximizing physical distance between program participants.

Manager communicates with instructional staff regarding updates and impacts on BIMPRD decisions.

Manager prepares and distributes Contractor Instructor Agreements.

Manager completes Cost Analysis on all proposed summer activities.

Phase 2 (Pre-opening)

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure the Mini-Gym is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures when requested.
 - Require an online staff meeting of all Summer 2020 Instructors (employed and contracted):
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer
 - Introduce PPE kits that will be issued to each instructor
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 12 in order to reflect attention to the minimum 6-foot distancing as well as the 1/3 facility capacity recommendations.

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 provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - 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 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:
 - 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.
 - 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 1 (Prior to re-opening)

Manager recruits and facilitates successful online instruction program.

Manager(s) prepares the building for eventual public use:

- Taping floor to mark recommended class positions for exercise classes.
- Posting appropriate signage and reminders clearly.
- Preparing both the bathroom and the kitchen area to serve as handwashing stations while maximizing physical distance between program participants.

Manager communicates with instructional staff regarding updates and impacts on BIMPRD decisions.

Manager prepares and distributes Contractor Instructor Agreements.

Manager completes Cost Analysis on all proposed summer activities.

Phase 2 (Pre-opening)

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure **Island Center Hall** is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures when requested.
 - Require an online staff meeting of all Summer 2020 Instructors (employed and contracted):
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer
 - Introduce PPE kits that will be issued to each instructor
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 20 in order to reflect attention to the minimum 6-foot distancing as well as the 1/3 facility capacity recommendations.

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 provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - 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 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:
 - 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.

COVID-RESPONSE PLAN

ACTIVE ADULT PROGRAMMING

PRU'S HOUSE, HILLTOP PROPERTY:

Phase 1 (Prior to re-opening)

Manager recruits and facilitates successful online instruction program.

Manager(s) prepares the building for eventual public use:

- Post room arrangements that allow for social distancing.
- Posting appropriate signage and reminders clearly.
- Preparing the kitchen and bathroom areas to serve as handwashing stations while maximizing physical distance between program participants.

Manager communicates with instructional staff regarding updates and impacts on BIMPRD decisions.

Manager prepares and distributes Contractor Instructor Agreements.

Manager completes Cost Analysis on all proposed summer activities.

Phase 2 (Pre-opening)

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure Pru's House is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures when requested.
 - Require an online staff meeting of all Summer 2020 Instructors (employed and contracted):
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer
 - Introduce PPE kits that will be issued to each instructor
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 8 in order to reflect attention to the minimum 6-foot distancing as well as the 1/3 facility capacity recommendations.

Phase 3 (Opening)

Manager will post a weekly facility-use calendar by the door of Pru's House each Monday morning.

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

- Manager provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - 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 packets 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 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 entrance shelter.
 - Staff will use the questionnaire and take the temperature of each participant prior to entering Pru's House.

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 Pru's House.

- Participant Protocols:
 - Upon first class meeting, entrance protocol will be explained to the participants, including how to enter, wash hands, and claim a workspace.
 - Thereafter participants will enter individually after passing the entrance screening, hand wash, take their place and remain at least 6 feet apart from all other participants and all times.
 - 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 Pru's House 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:
 - Staff should thoroughly wash their 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 leaving Pru's House to staff the entrance screening area.
 - Masks and gloves are **recommended** during class instruction.
 - Instructor actively monitors that all recommended procedures regarding movement throughout the classroom at a distance are observed by all participants.
 - Instructor actively monitors that all recommended procedures regarding the cleaning and packing of supplies 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.
- Equipment Standards:
 - Whenever possible, participants are issued (or bring) their own personal kit of supplies and do not use shared materials or equipment.
 - Facility's equipment is expected to have been left by the last instructor in sanitized condition.
 - Cleaning supplies should be available when students do use common areas and equipment (kitchen area and bathroom).
 - Equipment will be thoroughly cleaned and disinfected by the instructor at the end of each activity.

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.