



## **COVID-RESPONSE PLAN ACTIVE ADULT PROGRAMMING STRAWBERRY HILL CENTER**

**As per the clarified guidelines issued by the Governor's office on 1/11/2021, referencing the current cornerstone document ROADMAP TO RECOVERY REPORT dated 1/8/2021.**

### **Phase 1**

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 that **Strawberry Hill Center (SHC)** 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.
  - Share all BIMPRD-specific operational procedures
    - 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 6 for inside instruction. COVID-screening will be conducted at the start of every class before participants are allowed into the facility. 6-foot distancing minimum will be required during class. No gathering will be permitted before or after class.***

**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 role
- 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 cell phone, 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 Strawberry Hill Center.

***Any YES answer to the questionnaire OR a temperature more than 100.4 degrees will result in the participant being sent home. The participant may NOT enter Strawberry Hill Center.***

- 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 must wear a mask while in BIMPRD facilities.
- Participants are encouraged to wear gloves but do so at their discretion.
- Participants will leave Strawberry Hill Center 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 interior of SHC to staff the entrance screening area.
  - **Masks are required at all times** 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.

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

**All class attendance rosters and pre-class health check-in sheets must be submitted to the BIMPRD Manager at the end of each session per the Governors new guidelines.**

**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.**

**Updated by Sue Barrington 2.1.2021**