**Generations Intergenerational Center COVID-19 Reopening Plan**

Generations will look to open in phases, following the phases of Sheboygan County’s Safe Restart. Our goal is to begin Phase 1 on June 1, 2020 unless we see a dramatic spike in active cases within Sheboygan County. Case count numbers are monitored daily.

Generations Intergenerational Center first and foremost cares about the health and safety of our staff, members, tenants and community who utilize our facility. In the wake of the COVID-19 pandemic, we will institute strict adherence to U.S. Centers for Disease Control’s (CDC) protocol for cleaning, hygiene and social distancing. Generations serves a high-risk population. It is imperative that all follow the guidelines as stated in this guidance.

* Do NOT come to Generations if you have any of the following symptoms: fever above 100.4, dry cough, shortness of breath, headache, muscle aches, sore throat, loss of taste of smell, diarrhea or vomiting.
* If you live with or have been in contact with someone who has tested positive for COVID-19 do NOT come to Generations for a minimum of 14 days.
* If you have tested positive for COVID-19 you may not return to the facility until you have met all of the following:
	+ Mandatory 14-day quarantine completed
	+ No longer have symptoms
	+ Have gone 72-hours fever-free without using fever reducing medications.

**Phase One:** Appointments rescheduled for the foot clinic beginning on June 5. One nurse & client will be in the foot clinic room and the other in the craft room. Those needing services will wait in their car until called to enter or brought in by a nurse.

Silver Sneakers Circuit: M,W,F 8 a.m. and 9 a.m. classes beginning with a limit of 20 participants per class. 9 a.m. Silver Sneaker Circuit class will move to 10 a.m. to allow for an hour of cleaning between classes. TU & TH Cardio Pilates 7:30 a.m. Members will use the taped recording. Silver Sneakers overflow from M,W,F at 9 a.m. Arthritis at 11 a.m. Tai Chi at 1:15 p.m. A minimum of thirty minutes between classes. Members must preregister.

**Phase Two**: Quick Fit, Walk Fit, Chair Yoga, Mat Pilates. Same guidelines as above. Wii Bowling if possible on a hard floor max 4 participants at a time, social distancing, each participant has their own remote.

**Phase Three:** Silver Sneakers Classics, high risk participant class, cards, other games, pool, puzzles.

**Phase Four:** Open for normal business again.

*All phases and schedules are fluid based on the amount of participants and amount of active COVID cases in Sheboygan County.*

Rentals and groups who utilize our facility: we will follow the capacity guidelines set forth in each phase of Sheboygan County’s Safe Restart plan. Each individual group that meets here can determine if they want to begin meeting here again. Guideline for this are in the attached document outlining groups and programs other than exercise.

**Facility Requirements**

* Hand sanitizing and handwashing stations have been set up throughout the building. Everyone entering Generations is required to sanitize or wash hands upon entering the building and upon exiting.
* Everyone will be required to wear masks while in the building. Cloth face masks will be provided by Generations to staff and members. These should be washed after each use. The face masks should not be touched while you are wearing them. The only exception being those who for a health condition cannot. In this case, Generations will provide them a face shield. It is highly recommended and desired that anyone in exercise classes wears a mask during class.
* Everyone must enter Generations from the east doors (Door B) and exit the north doors (Door D) or the doors that open to the patio.
* Lingering and conversations in the hallway should be limited to allow for the free flow of traffic through the building and the provision of social distancing. We ask that you have conversations outside or in larger space rooms that allow for proper social distancing.
* It is highly recommended that all shower once they return home.
* Avoid touching your face: eyes, nose, mouth. If you do, you must immediately hand wash or sanitize and avoid touching anything until you do.
* If you must sneeze of cough, use a tissue, paper towel or napkin and immediately discard in the trash and wash or sanitize your hands.
* If you touch your cell phone, wash your hands or sanitize immediately afterwards.
* Sanitize or wash your hands before and after drinking or eating anything.
* Social distance when possible of 6 feet and 10 feet in exercise classes.
* Newspapers, pens, pencils, brochures, magazines, etc. will be removed until the threat has passed.
* Water fountains will be shut off.
* Food and drink are not allowed for any activities where games pieces, cards, paddles, cues, etc. are shared.
* Remember effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing or sneezing.
* Stay home when you are sick, exhibit any symptoms of COVID-19 (shortness of breath, dry cough, fever above 100.4, chills, headaches, loss of taste or smell, muscle pain, intestinal issues), have tested positive for COVID-19 even if asymptomatic, or have had exposure to someone diagnosed with COVID-19. Anyone who has been ill, is not allowed back into the facility until they have been fever-free without fever-reducing medications for a minimum of three days and completed the 14-day required quarantine.
* The coffee bar will not be available until further notice.
* Do not share or touch anyone else’s equipment.
* Everyone will be asked a series of health-related questions before entering the facility.
* Please scan your membership card to check-in as normal. We ask that you pre-register for classes. If you do not have a computer/internet to pre-register call Generations at 920-892-4858 so a staff member or volunteer can register you for class.

**General Employee Guidelines**

Generations’ staff should follow all Facility Requirements outlined above. In addition to the above guidelines, each department will have their own guidelines which employees will be required to follow. If any employee has concerns regarding the requirements or is concerned with violations of requirements, please speak with your immediate supervisor or the executive director. Our main concern is everyone’s safety.

* Do NOT come to work if you have any of the following symptoms: fever above 100.4, chills, dry cough, shortness of breath, sore throat, muscle pain, loss of taste of smell, diarrhea or vomiting.
* If while you are at work and begin to experience symptoms or are informed that someone you have been in close contact has been confirmed positive for COVID-19, isolate where you are, immediately inform your supervisor or executive director so we can confirm where you have been in the building and whom you were in contact with and immediately leave the building.
* In addition to cleaning and disinfecting, Generations will contact the local health department to discuss the appropriate management of potentially exposed employees.
* Employee will need to contact their health care provider for a virtual consult and/or COVID-19 testing.
* If an employee is confirmed to have COVID-19, Generations will inform employees of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.
* Exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
* Employees not considered exposed by public health should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.
* Employees who have tested positive for COVID-19 may not return to work until they have completed the 14-day quarantine **and** no longer have symptoms **and** have not had a fever over 100.4 for 72 hours **and** have not used fever-reducing medications for 3 days.
* Employees handling mail or newspapers should sanitize immediately after touching these items and avoid touching their face or eating while doing so.
* Identify a place where sick employees can be safely isolated.
* Allocate safe transportation option for employees to get them home or to a healthcare facility.
* Have the appropriate materials on hand to disinfect the work area and any equipment/materials handled by a sick employee.
* Draft language to inform potentially exposed employees while maintaining confidentiality as required by privacy policies, reporting and regulatory guidelines. The employer should instruct exposed employees how to proceed based on the [**CDC Local health Recommendations for Community-Related Exposure**](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html).
* Include your [**Local Health Department**](https://www.dhs.wisconsin.gov/dph/index.htm) information in your plan.

**Fitness Class Requirements**

Fitness classes will be limited in participants to adhere to required social distancing guidelines.

* It is highly recommended and desirable that all exercise participants wear face masks throughout class.
* Floors have been marked for 10 feet of social distancing.
* Pre-registration online is required for attending classes so we can maintain class limits due to social distancing and in case contact tracing would be necessary.
* If you have you own equipment, Generations asks that you use it. For those without equipment, Generations will continue to supply equipment but used equipment must be placed in the “Used” garbage can after class. Equipment will be washed at the end of each day. Please understand that due to limited supply of equipment and strict order quantities being enforced by our suppliers, the equipment you normally use, may not be available. Please do not touch anyone else’s equipment.
* All yoga/pilates mats must be wiped off by participants after class with antimicrobial wipes supplied by Generations.
* Any chairs needed for classes must be taken from the “Cleaned” chair stacks and returned to the “Used” chair area/stacks.
* Class times will be staggered to allow for social distancing while entering and exiting the building. Generations asks that if you wish to have a conversation, you do so outside or in a larger space that allows social distancing.

**Activities**

* No eating or drinking while taking part in any activity where you are sharing cards, game pieces or equipment. Eating and drinking during a movie or concert where social distancing is occurring is acceptable. Immediately sanitize hands after eating or drinking before touching anything.
* Face masks must be worn
* Cards must be taken from then “new” bin and after use returned to the “used” bin so they are nor reused for a minimum of 7 days.
* Cribbage boards must be left out on the tables so they can be sanitized.
* One person only will be allowed per table for puzzle making. You must sanitize or wash your hands before, after and during if you touch your face while working on puzzles.
* Pre-registration online is required for attending Generations so we can maintain class limits due to social distancing and have accurate accounts for those in the building in case contact tracing would be necessary.

**Pic a Deli**

* When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter after each customer at checkout.
* Employee should wash hands **each and every time before and after**: food prep, going outside, smoking, handing food to a customer, handling money, touching your face.
* Do not share equipment, if you must - wash with soap/water, bleach water mixture or wipes before or after use. This includes the cordless telephone.
* Sanitize food contact surfaces after each use.
* Do not use disinfecting wipes to wipe more than one surface; use one wipe per item or area and discard after each use or when visibly soiled.
* Disposable menus available upon request. Instruct the customer after using to dispose of it in the trash next to the order window.
* Use gloves to avoid direct bare hand contact with ready-to-eat foods or unwrapped single-use items such as straws, stir sticks or toothpicks.
* Wrap food containers to prevent cross-contamination.
* Use rolled silverware/napkins stored in sealed bags. Staff will roll silverware in designated sanitary areas. Do not preset silverware. Once removed from the sealed bags, utensils may not be reused, even if they have not been unwrapped.
* Continue curbside pick-up and no window pick-ups from anyone not on staff or working in the building until further notice.
* Once we reopen for in-house dining, limit each tables to six guests. Extra chairs should be removed and tables may not be combined. Six feet must remain between tables.
* Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of distance.
* Utilize disposable items instead of reusable whenever possible, and provide adequate trash receptacles to accommodate waste.
* No shared condiments or buffets until further notice.
* Avoid direct hand-off if possible for curbside pick-ups
* Every staff member who will be working curbside pick-up must watch ServSafe’s free takeout and delivery training videos for curbside and delivery operations with COVID-19 precautions.
* All cloth materials should be washed at the highest possible heat setting and dried thoroughly.

**Maintenance**

* Single use gloves should be worn while cleaning. Remember you can still transfer germs even though you are wearing gloves so be careful with what you are touching. After you complete a cleaning of a room, safely remove the gloved and dispose in the trash.
* Trash liners must be changed daily. Do not just dump out the trash into a larger bin.
* All floors must be washed every night.
* Hand rails, door knobs/pulls **inside and outside of all doors**, bathroom fixtures, switch plates, handwashing stations, elevator buttons, hand rails, any high touch surfaces must be cleaned every two hours.
* Volunteer desk, touch screen, phone, desk top and chair must be sanitized at noon every day between volunteer shifts.
* Chairs in the “Used” chair stack must be cleaned thoroughly at the end of each day and moved into the “Cleaned” chair stack.
* Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area. Discard wipe if soiled.
* All cloth materials should be washed at the highest possible heat setting and dried thoroughly, nightly.
* **Diluted household bleach solutions may also be used** if appropriate for the surface.
	+ Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
	+ Unexpired household bleach will be effective against coronaviruses when properly diluted.
	**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
	**Leave solution** on the surface for **at least 1 minute.**
	**To make a bleach solution**, mix:
	+ 5 tablespoons (1/3rd cup) bleach per gallon of water
	OR
	+ 4 teaspoons bleach per quart of water
* Bleach solutions will be effective for disinfection up to 24 hours.

**Cleaning and disinfecting your building or facility if someone is sick**

* **Close off areas** used by the person who is sick.
	+ Companies do not necessarily need to close operations, if they can close off affected areas.
* **Open outside doors and windows** to increase air circulation in the area.
* **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
* Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
* [Vacuum the space if needed](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
	+ Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
	+ Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
* Once area has been **appropriately disinfected**, it **can be opened for use**.
	+ **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
* If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
	+ Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**Volunteer Guidelines**

* Volunteer reception area will be sanitized by maintenance in-between shifts.
* All volunteers need to wear a face mask or face shield.
* Hand wash or sanitize immediately upon entering, exiting and any time after touching the face.
* We will be installing plexiglass between the desk and where the volunteer sits.
* Tissue will be available for sneezing, coughing, etc. and should immediately be thrown away.
* Members will scan to check in. We hope most will pre-register for any class/activity. If they have not, after they scan their card the volunteer will need to check them in so we have only one person touching the screen.
* If you are sick and unable to work your shift contact Linda/Jan or Generations directly asap so we can cover your shift.
* Please bring your own coffee/water/beverage as we are not allowing food or beverages except water in exercise class for members, but volunteers can as your shifts are longer.
* Phones need to be answered Generations instead of Plymouth Adult Community Center. The Plymouth Council recently approved this change.
* Any questions or concerns from volunteers or issues members present to you can be directed to Jane Brill, executive director ext. 105.
* Do not allow anyone else to use your equipment unless you thoroughly sanitize afterwards.
* Please do not carry on conversations with members as they check in due to the bottleneck it will cause in the area and inability to preserve social distancing.
* Use hand sanitizer before touching any binders, pens, papers, etc. Any papers you need to touch for recording ie foot clinic appointments should not be done while drinking or eating.
* Library books that are returned should be placed in the designated spot and a piece of paper should be placed on them with the day they were returned. After 7 days, these can be put back on the shelves.
* We are discouraging use of the sharing table during this time.
* Gathering in the library will be discouraged until Phase 3 of our plan.
* If at any time during your shift you begin to experience any symptoms such as: sore throat, fever, chills, cough, shortness of breath, diarrhea, headache, muscle aches, loss of taste or smell or are notified you have been in contact with a confirmed COVID-19 case, contact Jane Brill at ext. 105 or a staff person immediately so we can check where you have been in the building, escort you from the building and provide you information of where you can go to be tested.