

**Wood County Committee
on Aging
COVID-19
Reopening Plan
DRAFT: July 8, 2020**

Note: dates are listed as to be determined and are for development of a timeline only and will be modified based on information and directives received from the State of Ohio and direction of the WCCOA Governing Board.

Proposal Outline

- I. Purpose of the document
- II. Introduction
- III. Operations
 - a. Timeline for return to operations
 - b. Partial Closure of WCCOA Locations
 - c. Phase 1
 - d. Phase 2
 - e. Phase 3
 - f. Phase 4
 - g. Considerations
- IV. Work Place Protocols Introduction
 - a. Screening, Exposure to Follow when Returning to Normal Operations
 - b. Screening Protocols for Employees, Volunteers, Participants and Guests
 - c. COVID-19 Exposure and conferment Illness Protocol
 - d. Reporting Transparency Protocol
 - e. Social Distancing and Health and Safety Protocols
 - f. Social Distancing Protocol
 - g. General Health and Hygiene
 - h. Cleaning and Disinfecting Protocol
- V. Conclusion
- VI. Appendix: WCCOA Face Mask Policy

Purpose of this document

This document is designed to provide WCCOA staff and volunteers, participants, guests, vendors, and family members with an understanding of the procedures for re-opening the centers as well as describing workplace protocols.

Introduction

In the midst of the COVID-19 pandemic, the priority of the Wood County Committee on Aging (WCCOA) is to keep our staff, volunteers, participants, and guests safe and healthy. As such, we will abide by local, state, and federal governmental guidelines as we balance public health concerns with the needs of our organization. This “Re-opening Plan” details how we intend to resume operations and still keep employees, volunteers, participants, guests, and their families safe. This plan is based on the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines. The plan highlights responsibilities of supervisors and employees and outlines the steps to address COVID-19.

While we will implement various protocols to ensure safety, it is up to our staff to execute protocols daily (or more often necessary). By releasing this plan, we hope to clearly communicate how we will move forward, highlight workplace protocols to protect the safety of all and establish a level of comfort as the community returns to our locations.

Timeline for return to operations

Because of the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. We will continue to monitor applicable federal, state and local guidance and determine appropriate steps. We have created a tentative phased approach for returning to normal operations. Throughout each phase, we have made every effort to consider the communities we serve, be responsive to the needs of employees, volunteers, participants, and guests while maintaining hygiene protocols to prevent the spread of an outbreak within WCCOA locations. Each phase of the plan will ensure the least possible disruption to services provided to our communities. ***NOTE: any reference to “WCCOA locations” includes all agency vehicles and off-site events and activities.***

Partial closure of WCCOA locations

Currently, WCCOA locations are closed to the general public (including participants and visitors). WCCOA staff continue working normal schedules with modified responsibilities providing essential services determined during this pandemic.

Phase One – To Be Determined

Workspace modifications – The WCCOA Director of Fiscal and Facility Operations will assess the layout at all WCCOA locations (activity areas as well as office space to determine modifications necessary to ensure proper distancing for staff, volunteers, participants, and guests. All entrances and exits will be visibly marks to control traffic flow and physical distance. Offices and work areas will have signage designating STAFF ONLY or AUTHORIZED PERSONS. This will be completed by July 17, 2020.

In-person meeting modifications – until all social distancing requirements are lifted, limit in-person meetings and continue to follow social distancing protocols. Staff should only conduct and participate in virtual meetings. Employees who are in the WCCOA locations must avoid gathering in groups.

The locations will remain closed to the general public.

Social distancing and office protocols (as outlined on page 6) must be followed.

Phase Two – To Be Determined

Under Phase Two, WCCOA locations will be open to visitors and participants, with scheduled appointments between the hours of 10 a.m. – 2p.m.

Locations will re-open in stages.

No congregate dining or group programming may take place.

No beverage service or water fountains will be available to participants or visitors. People will be encouraged to bring bottled water or container for personal use (no sharing allowed).

Rummage volunteers may return.

Volunteers over the age of 70 may return to their assigned activity.

Recruitment / identification of volunteers to assist with temperature checks of participants, guests and vendors, upon entering facility. These temperatures will not be recorded, only checked upon entry.

Phase Three – To Be Determined

Determine what is allowed by registration / appointment based on Ohio Department of Health / State Orders.

Implement Grab and Go lunch option at sites will be phased in as sites open to participants (available between the hours of Noon – 1 p.m.). Stickers will be placed on each meal reminding the consumer of refrigeration / food safety and that meals cannot be consumed on-site. Reservations for lunches must be made by 2 p.m. the prior day at the site where Grab and Go will be picked up. Grab and Go lunches MAY NOT be consumed at any of the WCCOA locations.

Non-contact activities may begin with social / physical guidelines in place and monitored.

Phase Four – To Be Determined

Determine what is allowed by registration / appointment based on Ohio Department of Health / State Orders.

Congregate dining (with defined physical distancing requirements) will be phased in at 50% Fire Code Occupancy permitted as each WCCOA location. Reservations will be required by 2 p.m. of the prior day. WCCOA may implement timed serving / reservations based upon number of seats permitted. Seating times will be structured to allow for disinfecting of tables and chairs prior to next seating.

Restroom capacity will be limited to one (1) person at a time.

Considerations

It is important to note that these phases are tentative and are subject to change based on federal, state and local guidance, and the trajectory of the pandemic itself. Should an employee, volunteer, participant, or guest test positive for COVID-19 after any phase of the reopening, our plan may change to protect employees, volunteers, participants, and guests. In addition, if cases of COVID-19 spike again at any phase of the re-opening in the state, or in a local area, WCCOA will consider whether to remain open or close.

Workplace Protocols to Follow When Returning to Normal Operations

WCCOA has implemented various protocols designed to preserve the health and safety of WCCOA employees, volunteers, participants, and guests. This section defines these protocols.

Screening, Exposure, Confirmed Illness and Reporting Protocols

Safety is our priority. To accomplish this task, we have developed protocols for screening employees, volunteers, participants, and guests coming into WCCOA locations, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency.

Screening Protocols for Employees, Volunteers, Participants, and Guests

All employees, volunteers, participants, and guests will have their temperature taken daily upon entering the location via a non-contact infrared body thermometer (available at each WCCOA location). Staff is

required to complete the daily site log for their temporal reading (along with date/time). Participant, guest and visitor temperatures will not be logged. Anyone registering at temperature of 100.4⁰F or higher will be denied entrance and participation.

WCCOA reserves the right to implement screening protocol for symptoms, such as temperature checks, at any point. The Equal Employment Opportunity Commission does permit employers to measure employee's body temperature before allowing them to enter a worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned will be treated as confidential medical information – specifically, the identity of employees exhibiting a fever or other COVID-19 symptoms will only be shared with members of administration with a need to know.

COVID-19 Exposure and Confirmed Illness Protocol

Employees, volunteers, participants, and guests who test positive for COVID-19 or believe they have been exposed/infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. Employees, volunteers, participants, and guests who are symptomatic or who have tested positive should not return to WCCOA locations until the conditions outlined below are met.

Individuals symptomatic but was not tested for COVID-19 may return to WCCOA if:

- They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.
- Coughs and other symptoms have improved.
- Seven days have passed since they first experienced symptoms.

Individuals tested as POSITIVE for COVID-19 may return to WCCOA if:

- They no longer have a fever.
- Coughs and other symptoms have improved.
- They have received two (2) negative COVID-19 tests in a row.

NOTE: Individuals without symptoms choosing to be tested for COVID-19, are advised that if they undergo one of these tests, they will be restricted from entering a WCCOA facility until they are able to produce negative test results. If the concern that they have coronavirus is strong enough that they have the test, this restriction will ensure that they are limited in their contact with WCCOA staff members, senior population, and WCCOA guests who they may come into contact with. *WCCOA Staff: If you plan to be tested for COVID-19 and will need to be off work while you wait for the results, please alert the WCCOA Manager of Human Resources immediately.*

If an individual tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, those who have been in close contact with an individual who has tested positive will be advised to self-quarantine and present evidence of a negative COVID-19 test before re-entering a WCCOA facility. If WCCOA employees have been exposed, they will be instructed to self-quarantine.

Reporting Transparency Protocol

Any WCCOA Employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify the WCCOA Manager of Human Resources (HR) and/or the WCCOA Executive Director as soon as practical. Depending on the circumstances, HR will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. WCCOA may elect to close that location for a period up to 72 hours following a confirmed case to allow for deep cleaning and/or natural deactivation of the virus.

Social Distancing and Health and Safety Protocols

Our returning to normal operations relies on how well we all follow social distancing and health and safety protocols.

Social Distancing Protocol

Employees, volunteers, participants, and guests should follow social distancing best practices while at WCCOA locations, including but not limited to workspaces, offices and common areas. Specifically, employees, volunteers, participants, and guests are asked to do the following:

- Stay six (6) feet away from others. Where a minimum distance cannot be maintained, physical barriers will be in place.
- For any exercise or fitness activity, ten (10) foot spacing is required.
- Avoid face-to-face interactions with others when possible.
- Avoid contact with others whenever possible (e.g. handshakes).
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Enter and exit doors as designated.
- Avoid nonessential gatherings.
- Avoid using common areas.
- Participants, vendors, and guests may not use staff workspace (desk or chairs) or equipment and supplies.

General Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing the following good hygiene at WCCOA and at home:

- Avoid touching surfaces that may have been touched by others.
- Disinfect your space often.
- Avoid touching your face.
- Regularly wash your hands throughout the day for at least 20 seconds with warm water and soap, specifically before eating.
- Cover coughs and sneezes.

To help employees, volunteers, participants, and guests to remain healthy, hand sanitizer is available throughout all WCCOA locations. We have limited amounts of these supplies and will continue to restock as able. It is suggested that you wash your hand more frequently than normal. Additionally, WCCOA employees will disinfect high-touch point areas such as faucets, countertops, railings, and door handles throughout the day.

Employees, volunteers, participants, and guests must wear masks at all WCCOA locations in accordance with the WCCOA Face Mask policy adopted by the WCCOA Governing Board June 10, 2020.

Cleaning and Disinfecting Protocol

WCCOA employees and volunteers should do their part to help keep locations as clean as possible by cleaning and disinfecting workstations and surfaces they commonly use. Employees and volunteers should avoid using others' workstations, tools, and equipment. When using a common piece of equipment such as a printer/copier, it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies are available.

Effective July 13, 2020, individuals coming to a WCCOA location for business or scheduled appointments will be greeted by WCCOA staff and have their temperature taken. All visitors will be required to wear a mask unless medically prohibited. WCCOA will have a supply of masks available for

those needing one. They will be directed to the assigned meeting area without unnecessarily interacting with others. They will be required to practice social distancing and good hygiene while on-site.

Conclusion

WCCOA looks forward to returning to “normal” operations. The COVID-19 pandemic has created uncertain times and resulted in unprecedented changes within many industries and operations. WCCOA is prioritizing the health of our employees, volunteers, participants, and guests every step of the way as we consider re-opening. We will execute our plan cautiously, in accordance with federal, state and local guidance.

Finally, we ask that employees, volunteers, participants, and guests be patient and understanding of the fact that COVID-19 may require changes in our return reopening plan. WCCOA will provide as much notice as possible in the event of an unforeseen setback or office closure.

Questions regarding the content of this reopening plan should be directed to WCCOA’s Executive Director.

**COVID-19 Face Mask Policy
for Employees, Participants and Guests
effective: June 10, 2020**

The health and safety of employees, participants, and guests is our highest priority.

All employees, volunteers, participants and guests are now required to wear masks or cloth face-coverings covering mouths and noses at all times participating in a WCCOA service, activity or event whether located at a WCCOA site or another location/facility. Masks may not be shared with another person. Each participant must have their own face-covering.

How to put on a face mask

- *Clean your hands with soap and water or hand sanitizer before touching the mask.*
- *Make sure there are no obvious tears or holes in either side of the mask.*
- *Determine which side of the mask is the top.*
- *Determine which side of the mask is the front.*
- *Follow the instructions below for the type of mask you are using.*

Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.

Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.

Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.

If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.

- *Pull the bottom of the mask over your mouth and chin.*

How to remove a face mask

Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.

Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.

Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.

Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.

Clean your hands with soap and water or hand sanitizer.

Face Mask Care

Employees, participants and guests must maintain the cleanliness and sanitation of masks.

Proper care of fabric masks include:

- Hand wash or machine wash in a garment or mesh bag on gentle cycle. **DO NOT MICROWAVE**

- Hang or lay it flat to dry. Using a dryer can shrink the fabric and destroy any elastic in the mask.

***Please note the following exceptions:**

- Employees, volunteers, participants and guests whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so but may be restricted from participating in a service, activity or events. Final determination in these situations will be made by the WCCOA Executive Director.
- Employees, participants and guests who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

All WCCOA advice on physical / social distancing remain in place. Please continue to practice physical / social distancing even when wearing a mask.

This policy will remain in effect until such a time that immunization related to the COVID-19 virus is available to the public and the policy is rescinded by the Governing Board of the Wood County Committee on Aging, Inc.

Policy # 10.22

WCCOA Governing Board Approved: 06/10/2020