

New Center COVID-19 Procedures & Program Offerings

June 22, 2020

The health and safety of members and staff is our #1 priority

OVERVIEW

1. Please register in advance for any programming/classes you'd like to attend either by email info@seniorcenterkennebunk.org or calling the Center at 207-967-8514.
2. The front door will be the only point of entry to the Center for the time being and it will be locked. The back door can continue to be used to exit the building to the parking lot.
3. When coming to the Center, knock or ring the bell upon arrival and staff will come to the porch to screen you before you enter the building. ***We will be in the reception area during normal business hours so we should see you before you need to ring or knock!***
4. Be prepared to have your temperature taken and answer a brief screening questionnaire (***detail on next page***).
5. Masks will be required inside the Center & outside the Center if 6 feet social distancing cannot be done.
6. Social-distancing of 6 feet is required inside the Center. Please do not re-arrange any furniture – see staff.
7. Programming will have limited in-person spaces, virtual (ZOOM) option will continue to be provided for all programming.
8. Spaces will be sanitized in between programming/classes.
9. Frequently touched services will be sanitized throughout the day by the staff.
10. We are temporarily stopping the self-serve beverage service. Please feel free to bring drinks with you but they must be in a covered container.

CENTER PROGRAMMING OPTIONS – JUNE 22, 2020		
ON-SITE PROGRAMMING	VIRTUAL PROGRAMMING	ON HOLD
<ul style="list-style-type: none">• Knitting• Book Club• Art Classes – (tentatively)• Small group discussion (reserve space: see staff)• Curbside Luncheon (starting in July - monthly basis)• Lending Library• Future<ul style="list-style-type: none">○ Tech training	<ul style="list-style-type: none">• Chair Yoga• Tai Chi• Presentations• Grief Group – may transition back to onsite	<ul style="list-style-type: none">• Bridge*• Cribbage*• Mahjong*• Self-serve beverage service <p>*Investigating online options will do training</p>

CENTER PROTOCOLS	COMMENTS
<p>NEW CENTER ENTRY SAFETY PROCEDURES</p> <ul style="list-style-type: none"> • Mask required while at the Center • Member or visitor must be signed-in by staff • Respect the 6-foot social-distancing space between yourself and nonfamily members • Tape out waiting spots on the front porch (6 feet apart) • Front door to remain locked – knock/ring upon arrival • Temperature Check • Pre-entrance screening required before to entry to building (on front porch): <ul style="list-style-type: none"> ○ Screening Questions (requires a no response to all) <ul style="list-style-type: none"> ▪ Have you had a cough or sore throat? ▪ Have you had a fever or felt feverish? ▪ Do you have shortness of breath? ▪ Do you have loss of taste or smell? ▪ Have you been around anyone exhibiting the above symptoms within the past 14 days? ▪ Are you living with anyone sick or quarantined? ▪ Have you been out of the state in the last 14 days? • Hand sanitation upon entry required – hand washing in rest rooms or sanitizers • Close doors between reception & event spaces & offices to separate event space from reception area* <p><i>*Reception and screening is staffed and administered by Center staff rather than volunteers at this time. Screening forms should be kept on file.</i></p>	<p>COMMENTS</p> <ul style="list-style-type: none"> • Staff will be positioned in reception area during all business hours • A new RING doorbell will be installed to alert staff to presence of someone looking to enter the facility • 2 Infrared thermometers purchased • Disposable masks have been purchased in case member does not have one • Small bags have been purchased to hold masks if it needs to be disposed • Hand sanitizer will be provided at multiple locations in the building for member use • Additional cleaning solution and paper towels will be in the rest rooms for use by each person after use the facilities and by staff on a regular basis throughout the day • Doors to the offices will be closed during normal business hours
<p><u>New Sanitation Procedures & Recommended Products</u></p>	
<ul style="list-style-type: none"> • Hand sanitizer will be available in multiple locations in each room • Cleaning products and extra paper towels will be available in the rest rooms and all public spaces • Staff will clean chairs or tables after each program and will make sure hard surfaces are cleaned at the beginning and end of the day • Cleaning staff will continue their practices for all surfaces during their 3 times per week cleaning days • Rest rooms will be cleaned at the end of each day 	<ul style="list-style-type: none"> • Cleaning products and paper towels have been purchased • Signage will be included throughout the facility to remind members

<ul style="list-style-type: none"> Members will be asked to wipe down surfaces they have touched in the rest rooms before they leave the room with cleaner & paper towels provided 	
<p><u>Lending Library</u></p> <p>The Library space will require that Members follow social-distancing and mask guidelines as required by the Center.</p> <p>According to the CDC and the IMLS (Institute for Museum and Library Sciences) paper items, specifically books, are not considered to be a concern with regard to transmission of the Covid-19 coronavirus.</p> <p>The lending library may resume it's normal operations assuming that a Member has gone through all of the required screening procedures and follows the required safety guidelines.</p> <ul style="list-style-type: none"> Please return all books to a staff member The maximum occupancy of the room, based on social-distancing guidelines, is 4 Members The Library will be sanitized once a day, at a minimum, with all frequently touched surfaces (including specifically doorknobs, light switches, tabletops, etc. as indicated in the above section) being sanitized between each program session <p>Source: https://www.imls.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections</p>	