

COVID-19 Preparedness Plan for Community and Seniors Together (CAST/CASTLE)

Community and Seniors Together (CAST/CASTLE) is committed to providing a safe and healthy Senior Center, located in the New Ulm Community Center, for all our staff, volunteers, patrons, guests and visitors. To ensure we have a safe and healthy Senior Center, Community and Seniors Together (CAST/CASTLE) has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Program Director, volunteers, and Board of Directors are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our Senior Center and community, and that requires full cooperation among our Program Director, volunteers, and Board of Directors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our Senior Center.

The COVID-19 Preparedness Plan is administered by Cara Knauf, Program Director, who maintains the overall authority and responsibility for the plan. However, CAST/CASTLE volunteers and the Board of Directors are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our staff, volunteers, patrons, guests and visitors are our most important assets. Community and Seniors Together is serious about safety and health and protecting our staff, volunteers, patrons, guests and visitors. Their involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We will continuously involve our staff, volunteers, patrons, guests and visitors in this process by taking suggestions and feedback, addressing concerns, and integrating them into the plan.

Community and Seniors Together's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick staff, volunteers, patrons, guests and visitors stay home, and prompt identification and isolation of sick persons;
- social distancing – staff, volunteers, patrons, guests and visitors must be at least six-feet apart;
- staff, volunteers, patrons, guests and visitor's hygiene, including face coverings;
- Community Center/Senior Center building and ventilation protocol;
- Community Center/Senior Center cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Community and Seniors Together has reviewed and incorporated the industry guidance applicable to our Senior Center provided by the state of Minnesota for the development of this plan, including the following industry guidance for Meeting and Entertainment venues.

Identification and Isolation of Sick Persons Protocol

Staff, volunteers, patrons, guests and visitors will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess their health status prior to entering the Community Center/Senior Center, and for anyone to report to the staff and/or volunteers on duty when they are sick or experiencing symptoms.

- Advise all persons when they are taking/making reservations or arriving at the Senior Center not to enter if they are potentially infectious.
- Have all persons review and respond to health-screening-survey questions and/or complete a health-screening questionnaire upon arrival and verify that they are not potentially infectious.
- Post health screening questions at entrances and access-points throughout the building.

Before the Senior Center reopens, Community and Seniors Together will implement a policy for informing staff, volunteers, patrons, guests, visitors and the Board of Directors if they have been exposed to a person with COVID-19 at the Senior Center and requiring them to quarantine for the required amount of time. The policy includes reporting exposure to staff, volunteers and the Board of Directors by phone, and others by phone or email, within 24 hours of notification. The privacy of people's health status and health information will be protected by not divulging names, addresses, gender, race or medical history.

Social Distancing Protocol

Social distancing of at least six feet will be implemented and maintained between a person and the next person in the Community Center/Senior Center through the following engineering and administrative controls:

- Occupancy requirements will be followed for all activities and programs.
- Required occupancy will be posted at both entrance doors, the door to each room, and on the registration form that will be completed as people enter the building.
- Staff and/or volunteers will be present at each entrance door to ensure the registration form and health-screening questionnaire is completed as patrons enter the building.
- Staff and/or volunteers will track the number of people entering the building. When the occupancy level has been reached they will close the doors, prohibiting additional people from entering the building.
- Signage, markings and instructions for social-distancing will be displayed throughout the building.
- Seating for activities and programs will be set up in adherence to the requirements and other chairs removed and/or made inaccessible.
- People will be prevented from gathering in groups in common areas through the use of directional signage and barriers, if needed. A staff person or volunteer will assist with flow when needed.
- Questions or concerns about social-distancing will be encouraged through communication with the Program Director or Board of Directors.
- Required protective supplies, such as face coverings, gloves, and hand sanitizer will be available free of charge at each entrance door and activity room.

Staff and Volunteer Hygiene Protocol

Basic infection prevention measures are being implemented at our Senior Center at all times. Staff and volunteers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

All patrons, guests, and visitors to the Senior Center are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the building so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Required protective supplies, such as face coverings, gloves, and hand sanitizer will be available free of charge at each entrance door and activity room. These supplies will be provided and maintained by checking and refilling them at the beginning and end of each shift and before and after each activity or program.

Staff, volunteers, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. All are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the building. These instructions will be included in the signage posted throughout the building.

Workplace Building and Ventilation Protocol

Operation of the building in which the Senior Center is located includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

- These systems are operated and maintained by the City of New Ulm's Park and Recreation Department, who own the Community Center building.
- The maximum amount of fresh air is being brought into the building, air recirculation is being limited, and ventilation systems are being properly used and maintained.
- Steps are also being taken to minimize air flow blowing across people by adjustment of vents.

Community Center/Senior Center Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the building, including restrooms, break rooms, lunch rooms, meeting rooms, drop-off and pick-up locations.

- Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, and copy machines.
- The building is cleaned and maintained by a full-time custodian, employed by the City of New Ulm's Park and Recreation Department.

- The tables, chairs and supplies used for activities and programs will be cleaned by staff or volunteers after each activity or program.
- Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Drop-off, Pick-up and Delivery Practices and Protocol

We do not have product or supply drop-offs or pick-ups or delivery of supplies. Any items needed by the Center are transported by hand by staff or a volunteer.

Communications and Training Practices and Protocol

This COVID-19 Preparedness Plan was communicated by email to staff, volunteers and the Board of Directors on 04/21/21.

Necessary training will be provided before the Senior Center reopens on 05/05/21. Additional communication and training will be ongoing through emails and by holding a training session with volunteers at the Center on or before 05/03/21. Training will be provided to all volunteers who did not receive the initial training and prior to working their initial shift at the Center by appointment with the Program Director.

Instructions will be communicated to all staff, volunteers, patrons, guests and visitors about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) practices for hygiene and respiratory etiquette;
- 3) requirements regarding the use of face-coverings by any person in the Community Center/Senior Center.

All people will be advised not to enter the building if they are experiencing symptoms or have contracted COVID-19.

The Program Director and Board of Directors will monitor and report how effective the program has been implemented. They will take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by Community and Seniors Together Board of Directors. The plan will be posted throughout the Community Center/Senior Center and made readily available to any person in the building on or before the Senior Center reopening on 05/05/21. It will be updated as necessary by Cara Knauf, Program Director, and/or Deb Beatty, President of the Board of Directors.

Cara Knauf, Program Director

date

Deb Beatty, President, Board of Directors

date

