

**Clayton County
Senior Services
Facilities Re-Opening
Under COVID-19 Guide**



CLAYTON
C O U N T Y • G E O R G I A
Cc: Clayton connected

*Developed by KovirPage LLC
Modified by Clayton County Senior Services Administration
Modified on August 28, 2020*

Table of Contents

Purpose	4
Step 1: General Recommendations to Consider	5
Safety First	5
Staff Returning	5
Screening	5
Personal Protective Equipment (PPE)	6
Social Distancing	6
Disinfecting and Cleaning Common Touch Areas	7
Cleaning and Disinfecting Before and After Programs	7
Ventilation	7
Step 2: Phased in Programs	8
Ground Zero	8
Phase One	8
Phase Two	8
Phase Three	9
Phase Four	9
Step 3: Think Through Specific Programs	10
Check In/Screening	10
Timing and Spacing	10
Transactions	10
Refunds & Cancellations	11
Registration	11
Classes	11
Fitness	11
Aquatics	12
Gardening	13
Nutrition & Congregate Lunch	13
Support Groups	14
Speakers	14
Social Clubs	14
Independent Art Classes	14
Games and Interactive Crafts	15
Travel	15
One-on-One Services	15

Step 4: The Participant Experience	14
Participant Mental Health	14
Bathrooms	16
Leaving the Building	15
Step 5: The “What if...”	16
...Someone answers “yes” to a screening question?	16
...Someone isn’t following the guidelines on site?	16
...Someone is diagnosed with COVID after participating?	17
Activity Planning Worksheet	18
Screening Log & Contact Tracing	19
Covid-19 Disinfecting Schedule and Checklist	20
Covid-19 Cleaning and Disinfecting Before and After Programs and Events Checklist	20
Covid-19 Participant Screening Tool	21
Covid-19 Approved Cleaning and Disinfecting Supplies	22
Program Participation Letter To Members	23
Aquatics Program Participation Letter to Members	24

Purpose

This manual provides guidance and procedures on how to open Clayton County Senior Services facilities due to closing from Covid-19 and how to operate facilities during the pandemic.

Clayton County Senior Services is a member of the National Council on Aging (NCOA). As a member we are able to network with Senior Centers across the county; which has proven to be extremely helpful during these unprecedented times. The NCOA provided a template, written by KovirPage LLC which is a senior center consulting and outsourcing solutions provider to assist Senior Centers and Senior Services Departments with establishing protocols for reopening our facilities during the Covid-19 pandemic. KovirPage LLC consulted with medical providers such as University of Michigan Hospital, St. Joseph Mercy Hospital, and the Chief Operating Officer and President of Illinois Hospital Association.

Senior Services Administration carefully reviewed the template and retrofitted it to meet the needs of our department. We will use this as a guide to ensure that all facilities under Clayton County Senior Services Department are consistently following the same level of precaution throughout our facilities during the Covid-19 pandemic.

Clayton County Senior Services Department will continue to follow all CDC, GA Health Department guidelines and recommendations along with consulting our EMS Department; which has an Epidemiologist on staff, to ensure our staff and participants are safe. We are reopening in four distinct phases; however as Covid-19 conditions change we will make adjustments to ensure safety of our staff and participants during each phase.

Our goal is to ensure that our staff and participants are confident and comfortable with the procedures and protocols we will follow to provide services moving forward under the current conditions.

Tori Strawter-Tanks
Director of Clayton County
Senior Services Department

Step 1: General Recommendations to Consider

Safety First

The safety and health of our participants is the top priority. As we all know well by now, older adults have a high risk of complications and death from Covid-19. Those most at risk are described as 65+ or with pre-existing conditions such as lung disease, heart disease, diabetes, cancer, and certain medications or treatments that compromise their immune system. Unsurprisingly, this represents huge percentage of the population that frequent to our facilities. In our reopening we will consider timing and planning because the safety of our staff, seniors, families, adults, youth and teens comes first.

Staff Returning

During the pandemic Senior Services remained in touch with our staff as much as possible during the shutdown keeping them abreast of changes, organizational health and their overall well-being.

Upon staff returning, all county policies regarding Covid-19 were reviewed and discussed. Clayton County's Human Resources provided all information regarding sick leave under Covid-19 conditions and all telework policies and procedures.

Senior Services staff were invited back within (1) of offering abbreviate services and programs. This allowed for training staff on new procedures, rearranging our facilities' seating, rooms, and implementing other safety precautions. Plexi glass shields were installed at all reception desk, to ensure safety during close contact and direct care of participants. Staff does proper screenings and are required to wear masks.

Screening

It is now mandatory for participants to wear a mask, and for all participants to be screened. All participants visitors and participants must visit the designated screening areas to have their temperatures checked and to answer a few screening questions. It is preferred if someone is not feeling well to not even attempt to come to their scheduled program the following day.

Screening can be done by staff and volunteers.

Screening questions start with, "Have you or anyone in your household had the following symptoms?"

- Fever greater than 100 degrees
- New cough
- Shortness of breath
- New body aches
- New sore throat
- New sinus pain/pressure
- Diarrhea
- Loss of taste or smell

We use a touchless thermometers to verify their temperatures. We will keep logs of participant's stats. This information must be stored in a very confidential location under lock and key as not to violate HIPPA laws. Assuming a participant says no to all the questions, they are free to enter and enjoy activities. If a client or participant says yes to any one question, they should not be permitted to come on site and recommend they call their doctor as soon as possible.

Personal Protective Equipment (PPE)

Masks are mandatory for as long as the Clayton County mandates wearing them. All Senior Services staff is required to wear PPE equipment daily.

Note: Masks should be removed during any exercise. More on this in the fitness section.

Social Distancing

Social distancing is recommended for as long as the CDC and Health Departments recommend it be followed (which could likely be through the rest of 2020).

For classes and lobby areas, we have spaced chairs 8ft apart. This allows a person to be standing next to their chair but still following social distancing recommendations. We have removed seating to ensure enough space for each person.

Senior Services has placed indicators on the ground to suggest where persons can stand while waiting in line or where chairs should stay. Commonly tape X's or squares or signs are used.

In hallways, directional indicators have been place on the floor so participants can follow one side to enter and the other side to exit. Many hallways have not been designed with social distancing measures in mind, so in these areas we simply do the best we can to keep our people as healthy as possible.

The current government guideline is for sites 50,000 sq. ft. (or less) to allow 25% of maximum occupancy to be in the building at one time. If a facilities' largest room is capped at 300 people, we now can only allow a max of 75 persons. If your building is larger, 4 people are allowed for every 1,000 sq. ft.

Disinfecting and Cleaning Common Touch Areas

Senior Services maintenance staff thoroughly cleaned and disinfected all facilities 1 week prior to staff returning. We will ensure that common touch points are disinfected per CDC guidelines once participants are allowed to return to the centers.

- Touch screen sign-in stations
- Games and puzzles
- Light Switches

- Door Handles
- Remotes
- Gym equipment
- Tables
- Toilets
- Sinks
- Faucets

These areas will be equipped with appropriate wipes or hand sanitizer, others will need to be relocated, and the rest may have to close for a period of time individual sanitizer wipes.

Senior Services has developed and implemented a Covid-19 cleaning and disinfecting plan for the maintenance staff to follow per the CDC guidelines below. This plan includes a disinfecting schedule/checklist and a cleaning schedule/checklist (**See Appendix**). The plan will be implemented prior to Phase 2.

Please visit the CDC's website on updated cleaning and disinfecting guidelines for staff and facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Please visit the EPA's website for a listing of approved cleaning and disinfecting products: All Senior Services facilities must use the same cleaning and disinfecting supplies from the approved list below.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Disinfecting and Cleaning Before and After Programs

To ensure we are reducing the spread of Covid-19 all areas in which programs will be cleaned and disinfected immediately after use. Maintenance staff will complete the checklist form, sign it and submit it to the program staff in charge of the program. This has to be done before the next program or class is offered. This includes all equipment, hard surfaces and furniture.

Maintenance staff must complete the **Before and After Program/Events Checklist**. (**See Appendix**)

Ventilation

There has been concerns over the spread of the virus in association with air conditioning. While current studies have not provided a strong correlation, there is evidence that the outdoor air is beneficial to a healthy lifestyle. We will consider opening windows and doors as weather permits and offer outdoor programs.

Step 2: Phased in Programs

Many medical and wellness facilities are moving forward with a three phased opening. Clayton County Senior Services will be taking a four phased approach to reopening. All phases of reopening will be contingent upon current conditions, state and local health department recommendations. Each phase will be ran for 3 or 4 weeks allowing adjustments to be made. Our plans may be altered for longer or shorter periods of time, to be open for fewer days, shorter times, or whatever is called for in our circumstances.

It should also be noted that if any participant comes to the center that are later diagnosed with COVID19, the facility will be thoroughly deep cleaned and disinfected. Senior Services will immediately follow contact tracing guidelines to ensure all participants and staff are protected. We will consult out to our EMS Director to assist us with ensuring proper protocols are followed.

Socialization is very important for overall health, so as senior centers we are eager to open our doors. We must do so slowly and safely, but also as promptly as allowed.

Ground Zero

During ground zero senior services continued to deliver Home Delivered Meals and In-Home Services to clients. Started March 1, 2020 - May 11, 2020

- Medical Transportation (Dialysis Only)
- Meals on Wheels (regular routes and emergency calls)
- In Home Services to senior who did not decline services out of fear.
- Emergency Home Delivered Meals for Congregate participants.

Phase One

During phase we offered more programs and services focusing on clients who were on the Tier 1 & 2 Meals on Wheels Waiting List, Congregate Participants and providing virtual classes and activities for Senior Center participants. Started: May 11, 2020 – July 6, 2020

- Meals on Wheels (Tier 1 & 2 waiting list)
- Congregate Meal pick up (congregate participants who drive)
- Congregate Meal delivery
- Virtual Classes
- Virtual Support groups
- Wellness Checks

Phase Two

Phase Two will introduce activities and programs that do not have common touch points and easily allow for social distancing. Participants **MUST** complete our check-in and screening process before entering the facilities (See Check-In/Screening below). Phase Two will consist of all of the services offered from the previous phases with limited cafeteria and In -Person classes. Starts: July 7, 2020 –September 4, 2020.

- Full Medical Transportation Services restored

- Virtual Classes
- Outdoor Programs
- Cafeteria Services- (CARRY OUT ONLY) - Start date: July 13 2020
- Summer Drop-In Programs(Kinship Only) with social distancing guidelines - (Starts June 22nd)
- Gardening (Social distancing)

We will allow (1) hour between each of our programs to accommodate participant flow and cleaning time. More on this in the timing and spacing section.

Phase Three

Phase Three will consist of all of the services offered from the previous phases with offering small group programs under 20 participants, programs that do not require equipment and aquatic programs. Still avoiding common touch points and adhering to social distancing.

Examples include. *Painting (no shared supplies between participants), social clubs (no games) and Meet -ups*, Programs Starts: September 8th, 2020.

- Full Medical Transportation Services
- Virtual Classes
- Outdoor Programs
- Limited classes (under social distancing guidelines)
- Cafeteria Services- (CARRY OUT ONLY)
- Limited classes (under social distancing guidelines)
- Aquatics Programs
- Speakers

Phase Four

Phase Four is the final phase of reopening. This phase will include returning things to as close to normal as possible (Games, crafts, congregate lunch, events, and other activities) all under social distancing guidelines, limited number of participants, smaller class sizes, coupled with continued strict cleaning and disinfecting regiment put in place during Phase 2. Please see the Think Through Specific Programs Section for guidelines as you plan your programs and activities under social distancing.

- Full Medical Transportation Services
- Virtual Classes
- Outdoor Programs(under social distancing)
- Limited classes (under social distancing)
- Full Cafeteria Services (under social distancing)
- Social Clubs (Social distancing)
- Gardening (Social distancing)
- Billiards (Must bring own pool sticks)
- Games (Social distancing)
- Congregate lunch (Social distancing)
- Travel (Social distancing)

- Events and other activities (Social distancing)
- In -Person Support Groups(Social distancing)

Step 3: Think Through Specific Programs

Check In/Screening

Facilities with more than one entrance, will choose one as the entrance and one as the exit.

This will help greeters/screeners with the flow of people as well as help people maintain appropriate social distancing. Sometimes doors may be propped open to avoid a common touch point.

Each facility will have the same screening process as participants enter the building. All participants **MUST** have a temperature scan and **MUST** be asked questions from the **Screening Tool (See Appendix)**. This will include the following.

We will **not** document the temperature scans or algorithm questions only if a participant answers yes to one of the questions. If the participant's temperature is above 100.4 and or answers yes to one of the questions they will not be allowed to enter the facility

We will incorporate something motivational or uplifting – as we are not a sterile doctor's office after all! We will have a welcome back sign, treats (with a "you-touched-you-you-take-it" sign), cheers, air high-fives, pictures of events and activities from before the shutdown.

Ensure that the below have been implemented around the Check In/ Screening

- Putting X's on the ground for the screening wait line
- Spacing seating
- No communal refreshments

Timing and Spacing

In Phase 2 we will use the facilities' largest space (dining room or Gym) for programs and activities. As we plan our future programs, we will think about what spaces we have available that provide ample space. We will consider using just one large room for all programs to minimize common touch points and cleaning. We will limit the number of participants in each class depending on the room(s) you choose to use per the current government guideline is for sites 50,000 sq. ft.

Evaluate the timing of our programs. We must have a greeter/screener to time and count as people enter to keep up with the flow of participants. We will schedule time in between each program to clean and prepare for the next program.

Transactions

During Phases 1 -3 to avoid lines and waiting time, we are not offering paid classes and programs and we are requiring participants to call ahead to register for classes and programs.

When we transition to Phase 4 we will try to avoid cash transactions as much as possible. Participants will be able to register online using MySeniorCenter registration software.

Refunds & Cancellations

We processed refunds to seniors for classes they missed due to the onset of Covid-19. For the sake of normalcy, we will use our standard refund and cancellation policy and adjust as needed to provide grace during this season.

Registration

During Phase 2 and 3 participants will register by phone for classes and programs that are offered. If a participant misses two classes they will lose their spot in the class being offered and another senior will be selected from the waiting list to take their place. During Phase 4 participants can register on line, in person or over the phone for classes and programs.

Classes

Once we return to having in person classes we will continue to offer a Zoom option at the same time. We will start back offering paid classes in Phase Four. Participants would need to register online for both in person and the zoom option as if they were coming to the facility to take a class. We will continue to offer a variety of virtual classes and programs at no cost to participants.

Fitness

Fitness classes are being offered in Phase 2 with the following considerations:

- During Phase 2 refrain from classes that use weights or mats.
- Hydration. Water fountains must be shut off or blocked. We encourage participants to bring their own water.
- Remove masks. It can be dangerous to exercise without proper airflow. Participants will be instructed before classes to remove their masks, as well as being reminded to place them back on before leaving the classroom.
- Chairs will be spaced 8 ft. apart, with social distancing recommendations being 6ft apart, spacing our chairs 8ft allows for participants to stand next to their chair but still maintaining a safe distance from the person next to them.
- We will use microphones, with classes being so spread out, we will consider amplification with a sound system to allow for all older ears to hear our instructions well.
- Senior Services will not open our gyms until Phase 4. This space has many common touch areas. When we open our gyms, participants will have to reserve times to use the gym as this will allow for cleaning between uses.

Aquatics

In alliance with new guidelines due to COVID-19, please follow these new pool rules to keep pools and each other safe.

Pool

- Pool capacity is now limited to a certain number that still maintains social distance guidelines.
 - Frank Bailey: limited to 4 people in the pool at a time
 - J Charley Griswell: Limited to 6-8 people in the pool at a time
 - Northeast will be assessed upon opening
- Members should look over new open swim times for new time slots and daily pool hour changes.
- Members are not allowed to wear masks while in the pool. Due to the pool and pool deck's heat levels, it is not safe to wear masks during workouts in the pool.
- One way to enter the pool area and one way to exit the pool area will be enforced at all facilities.
- Registration is required to utilize the pool in scheduled time slot. Members must check-in at the front desk before returning to the pool deck.
- Members are only allowed to register for a one-time slot per day and only register for themselves and their spouses. Spouses can share an open swim slot. Friends can't register for each other.
- Limit the number of people entering the pool at a time. Lifeguards must control the number of members coming onto the pool deck at any given time, to maintain appropriate social distance.
- Pool time is limited to 1 hour in the pool and 15-20 minute time limit in the dressing room after scheduled slot. Lifeguards must advise members to exit the locker rooms promptly so lifeguards can clean the area. Times are subject to change due to time availability, inclement weather, staff shortage, etc.
- No member will be allowed without aqua shoes. NO EXCEPTIONS! Any members that come without aqua shoes will lose their time slot.
- The pool doors will be opened five minutes before a scheduled open swim. Members must be ready to enter the pool to limit the time in the locker rooms. No extra time will be given to members after open swim times have ended.
- If any members leave before the end of scheduled open swim time, no other members are allowed in the pool, pool deck, or locker rooms during the open swim's remaining time. Only members that are registered for open swim times are allowed back into the pool area.
- Lifeguards must clean door handles, handrails, seating areas, locker rooms, and any area that members touched, after each time slot.
- Pool exercise equipment will be cleaned after each usage. There will be a designated area for members to place used equipment to prevent contamination. Members must put pool exercise equipment into designated cleaning areas before exiting into the locker room.
- Lap swimming is not allowed during an open swim at this time. Lap swimming will be open for discussion at a later date.
- Members must shower before entering the pool.
- There will be markers, signs, and tape around the pool for designated areas for appropriate social distance. Members must follow the arrows and signs to maintain appropriate social distancing.
- The members will enter the pool area through side doors, and go through the locker room to change clothes. Once the time limit has been reached, members will go through the locker room to exit the pool areas.
- Continuous no shows for registered open swim times will result in members not being allowed to register again for a certain amount of time.
- Directional signs, floor tape, and roped off areas will lead members to entry doors in the pool area and the path to exit the locker room such as:
 - **Hallways**
 - The tape is laid on the floor six feet apart for an anticipated line.
 - Any unauthorized area not permitted for members

- **Exit**
 - Members should leave through the locker rooms so as not to walk onto a wet pool deck and into other members.
- **Entrance**
 - Frank Bailey: Back door (Hallway entrance)
 - Charley Griswell: Glass double doors (only one door open)
 - Entry one at a time through the pool deck
 - Mats on the pool deck

Aquatic Classes

- Aquatic classes will not be available during phase three of Clayton County Facilities re-opening plans.
- Once Aquatic classes are back in session, members must register for classes before the scheduled classes begin.
- Social distancing is still in place during class and instructors must follow guidelines for class planning
- Members will be informed of when the class will be held, and new rules for classes.
- Staff will give more information about class sessions and registration at a later date.

Swim Schedule

- Open Swim Times
 - 8:30am-9:30am
 - 10:30am-11:30am
 - 1:10pm-2:10pm
 - 3:00 pm-4:00 pm
- Cleaning Times
 - 9:30 am-10:15am
 - 11:30am-12:00pm
 - 2:10pm-2:15pm
 - 4:00pm-5:00pm

We will resume opening our pools under social distancing guidelines in Phase 3. There will be a very limited amount of participants allowed in the pool. Participants will be allowed to swim for 1 hour only and will have an assigned locker number. All of the lockers in the locker room must be tapped off except the designated number of lockers needed for participants. This must be done prior to class with social distancing in place.

Gardening

Gardening Clubs can resume during Phase 2, under the guidelines below.

- Implement a schedule to allow gardeners time to come and tend to their beds.
- Social distancing should be adhered to
- Gardeners are not allowed share equipment
- Mask and gloves (especially if using water hoses) are encouraged.

Nutrition & Congregate Lunch

In person congregate services will be introduced in Phase 4. We will begin taking intakes for new congregate participants in Phase 3 (under social distancing guidelines), also see section for one on one services.

- No more than 10 participants per day.
- No more than 4 participants on each bus.
- Lunch under social distancing guidelines.
- Events and activities will be held under social distancing

We will continue to offer pick-up lunch options and delivery options to those congregate participants who cannot or do not wish to return to the centers.

Please do ensure the flow during pick-up will allow for social distancing.

In regards to congregate lunches, staff will practice going through a routine, paying attention to areas we need to adjust to avoid common touch points. Water pitchers and coffee pots are no longer in common areas. This may take some time, adjusting protocols daily, and lots of grace.

Support Groups

We will continue to offer support groups virtually introducing in-person support groups under social distancing in Phase 4.

Speakers

Medical speakers could possibly be considered for Phase 3. Topics on COVID, preventative practices, proper mask and glove use, etc are all excellent topics to address soon after opening. You may consider running these talks several times during the first few weeks to allow a greater number of participants to attend.

Other enrichment speakers should wait for Phase 4. While set up and group sizes may be similar, you want to avoid over taxing our new protocols shortly after opening.

Social Clubs

In person Social clubs are encouraged in Phase 4. These are groups that come together to chat, connect, and be in community. These groups should not have refreshments available as a common touch point. But distanced appropriately, these groups are very beneficial to mental and emotional health.

Examples include:

- Men's Group
- Religious studies
- Language learning

Independent Art Classes

In-person art classes can be introduced in Phase 4 under these guidelines.

- Cannot share equipment and or supplies
- Practice social distancing
- Quilting (provided they work on independent projects)

Games and Interactive Crafts

Due to the nature of games and crafts, these must wait until Phase 4 when health departments have a firm grasp on the COVID burden.

Travel

Depending on the GA Department of Public Health and the current state of the pandemic, we will reassess travel at a later time.

One-on-One Services

We will set up space to adequately allow for social distance for one-on-one services. We will keep hand sanitizer for when we have to exchange papers. Tissues and wipes will be made available for participants to use but also for our staff to wipe down surfaces between meetings. We will schedule appointments ahead of time and allow for clean/prep time between appointments.

Step 4: The Participant Experience

The information below will prompt us to think about what our participants might be feeling or thinking as they engage with various programs. This is not an exhaustive list as each of our facilities are so different from each other.

Participant Mental Health

We will walk through our buildings and mock programs as if we were a participant, thinking about what their mental health state might be. Many may be fine but perhaps voice feeling cooped up or bored. But others may be struggling.

With many seniors' health putting them at risk of complications, our participants may hesitate to return until they are assured things are safe and other precautions are in place - mainly, that we have a plan.

Depression and anxiety has significantly increased. When our participants return or even call we will check in with how they are really feeling. Comments of chronic lack of motivation, not taking care of hygiene, over/under-eating, overspending, and more could be signs of depression. Seeking relief via entertainment or other avenues could be a coping mechanism for anxiety. We will diligently strive to make our spaces and new procedures emotionally safe.

Bathrooms

Since toilets have barriers around them and participants should be washing their hands as they leave as well as wearing masks, medical professionals have recommended senior centers not prohibit their restrooms or the number of people using them. You must always leave ample soap and paper towels and make wait line signage and markings. You can also consider leaving the door propped open.

We will close off the men's urinals due to spacing and lack of barriers. We will ensure the urinals allow for 8ft between the men using them.

Leaving the Building

Our plan is to ensure a positive experience throughout our participants time in our facilities. We will put things in place that calm any anxiety and put smiles on someone's face? Things like:

- Hand sanitizer at the exit (touchless dispenser preferred)
- Friendly face saying "goodbye" or "thank you for coming"
- Propping the door open so participants don't have to touch it

Step 5: The "What if..."

...Someone answers "yes" to a screening question?

If a participant answers "yes" to a question asked over the phone, prompt them to call their doctor to make them aware of the participant's health. If possible, follow up with the participant the next day to see how they are feeling and if they alerted their doctor.

If a participant screened "yes" to a question at the door, we will discretely ask them to leave the facility as well as provide the same advice about calling their doctor. To protect the participant from embarrassment or others from panic, consider walking the participant an alternate route around or through the building. If you opt to go through the building, instruct the participant to not touch any surfaces.

...Someone isn't following the guidelines on site?

First remember the guidelines exist to keep everyone as safe as possible while on our premises. If someone needs time to adjust and learn the new set of habits, provide gentle reminders and grace. If someone is actively disregarding the guidelines, they are not only endangering themselves but others in the building. If this happens, you must ask them to leave.

There are those who come to our senior centers who, for physical or cognitive reasons, will struggle with these new guidelines. Have these conversations with them or their care partner early and openly. During Phase 2, it would be *ideal* for the participant to have a care partner

attending with them to ensure they are sanitizing. During phase three, it may be possible for them to resume coming to the site “as usual.”

...Someone is diagnosed with COVID after participating?

We will follow the CDC, local Health Departments and our EMS Department’s recommendations on what to do if someone is diagnosed with Covid-19. We will thoroughly clean and disinfect the facility and all of the spaces the participants visited while inside the facility, this can be easily tracked due to limited programs and services being provided in Phases 1-3. We must inform participants that someone who has COVID has been at the center and suggest they should alert their doctor.

Clayton County Senior Services Department Covid-19 Disinfecting Schedule and Checklist

Staff Name: _____

Date: _____

Area of Responsibility: _____

***To ensure the facility is being disinfected properly this schedule must be followed every 2 hours.
Disinfectants must air dry to be effective, please do not wipe off.***

Disinfecting Duties	1 st Time	2 nd Time	3 rd Time	Comments
Touch Screen/ Sign In Stations				
Light Switches				
Door Handles				
Remotes				
Tables				
Toilets				
Sinks				
Faucets				

Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

Clayton County Senior Services Department Covid-19 Cleaning and Disinfecting Checklist Before and After Programs/Events

Staff Name: _____

Date: _____

Program or Event: _____

Event/Program Time: _____

It is important to follow this process to limit the spread of Covid-19 during programs and events.

Equipment/Furniture	Cleaned Before	Disinfected Before	Cleaned After	Disinfected After	Comments

COVID-19 PARTICIPANT SCREENING TOOL

Date: _____ Time: _____

Participant: _____

COVID-19 SCREENING	YES	NO
<p>1. Are you or anyone living with you experiencing any of the following symptoms?</p> <p style="padding-left: 20px;">a. Fever (100+), cough, shortness of breath or difficulty breathing, diarrhea, nausea, vomiting, chills, muscle pain, headache, sore throat, loss of taste or smell</p> <p>If yes, when and what, steps have been taken to receive medical attention.</p>		
<p>2. Are you, someone with whom you have had contact, or anyone you are living with been suspected of having or been diagnosed with COVID-19?</p>		
<p>3. Have you, someone with whom you have had contact with, or anyone you are living with been ill for reasons other than COVID-19?</p>		
<p>4. Have you or someone with whom you have had contact been asked to self-quarantine?</p>		

Action required: _____

Notes: _____

Staff: _____

Date: _____

Print Name

Signature: _____

ALL DISINFECTANT CLEANING SUPPLIES

Item number	Supply Name
4822-530	Fantastik All-purpose cleaner
95337-1	Arm & Hammer Essentials™ Disinfecting Wipes
5813-86	CBW
5813-21	Clorox Clean up cleaner + bleach
67619-33	Clorox commercial solution Clorox disinfecting biostain & Odor Remover
5813-73	Clorox Everest
67619-37	Clorox Healthcare Versa Sure Wipes
11346-3	Clorox HW
675-55	Lysol Bathroom Cleaner
777-89	Lysol Brand Clean & Fresh Multi-Surface Cleaner
777-81	Lysol Brand lime & Rust Toilet Bowl Cleaner
777-71	Lysol Disinfectant Foam Cleaner for Multiple Services
777-99	Lysol disinfectant Spray
777-114	Lysol Disinfecting Wipes
777-91	Lysol Kitchen Pro Antibacterial Cleaner
777-136	Lysol Neutra Air 2 in 1
70144-2	Opti-Cide 3® Wipes
70144-4	Opti-cide Max Wipes
70271-13	Pure Bright Germicidal Bleach - 128 oz/6 gal
84150-1	Purell Professional Surface Disinfectant Wipes
9480-14	Sani-HyPerCide Germicidal Spray
4822-613	Scrubbing Bubbles Disinfectant Bathroom
4822-594	Scrubbing Bubbles disinfectant bathroom grime fighter
4822-614	Scrubbing Bubbles power stain destroyer non-bleach toilet bowl disinfectant
498-179	SprayPak Spray Disinfectant
	SprayPak Heavy Duty Oven Cleaner 18oz
5813-50	Ultra-Clorox Brand Regular bleach
64240-65	WC Complete
88494-2	Wedge Disinfectant Wipes
4822-593	Windex Multi Surface Disinfectant Sanitizer cleaner

Program Participation Letter to Members

Dear Senior Center Members,

First and foremost, we hope that you and your loved ones are safe and healthy. We have received questions from the community about if and how COVID-19 will change the way we operate our facilities. After careful consideration, I am excited to let you know that we plan to reintroduce members into our facilities while following CDC guidance to protect staff, members and our community. Senior Services will reintroduces programs, and activities in four phases. This means that class size and the number of members allowed in each facility will be drastically reduced.

The health and safety of our staff and members remains our highest priority. Below you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible while also allowing our members to enjoy programs, services and activities.

- Promoting healthy hygiene practices, such as : encouraging all staff and members, to stay home if they are unwell, wash their hands frequently, cover coughs and sneezes, while it is mandatory for our staff to wear masks we are strongly encouraging our members to wear masks when in all Senior Services facilities.
- All Senior Services staff undergoes a daily screening which includes a temperature scan.
- It is mandatory for members to complete a daily screening which includes a questionnaire and temperature scan. Members will not be allowed to enter Senior Services facilities if you do not pass the screening.
- Increasing cleaning, disinfection, and ventilation within our facilities by: cleaning and disinfecting common touched surfaces such as: touch screens, sign in stations, games, puzzles, light switches, door handles, remotes, gym equipment, tables, toilets, sinks and faucets. We are also considering adding handwashing stations, we will have adequate soap, hand sanitizer, paper towels and no-touch trash cans. We are opening doors in indoor spaces, making sure that we have safe and correct use and storage of disinfectants per CDC guidelines.
- We will be enforcing social distancing by: changing activity and program spaces to ensure members can remain 6 feet apart in standing and seating areas, and visual cues like tape on floors and sidewalks, staggering use of communal spaces such as breakrooms or locker rooms, limiting large group events on premises, staggering drop offs.
- Ensuring adequate supplies are available to limit the sharing of equipment, such as: bringing your own pool sticks, water, mats, small weights, exercise bands, art supplies or discouraging using or sharing when items are difficult to clean, sanitize, or disinfect.

In the event someone gets sick while at our facilities, we have plans in place to isolate, notify your emergency contact to a person in the event you cannot drive home, have an ambulance transport the person to a healthcare facility, and we will also work with local health officials. If you have a specific question about this plan or COVID-19, please ask designated staff members at the facility of your choice for more information. We look forward to seeing you. Now, let's safely have fun!

Thank you, and stay healthy,

Tori Strawter-Tanks
Director of Clayton County
Senior Services Department

Aquatics Program Participation Letter to Members

Dear Senior Center Members,

First and foremost, we hope that you and your loved ones are safe and healthy. We have received questions from the community about if and how COVID-19 will change the way we operate our venue. After careful consideration, I am excited to let you know that we plan to reopen while following CDC guidance to protect our swimmers, staff, and our community.

The health and safety of our swimmers, staff, and other patrons remains our highest priority. Below you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible while also allowing our swimmers and patrons to enjoy the water. We are:

- Promoting healthy hygiene practices, such as: encouraging all staff, patrons, and swimmers to stay home if they are unwell, wash their hands frequently, cover coughs and sneezes, wearing cloth face coverings when not in the water.
- All Senior Services staff undergoes a daily screening which includes a temperature scan.
- It is mandatory for members to complete a daily screening which includes a questionnaire and temperature scan. Members will not be allowed to enter Senior Services facilities if they do not pass the screening.
- Increasing cleaning, disinfection, and ventilation within our facilities by: cleaning and disinfecting frequently touched surfaces, such as handrails, slides, structures for play and climbing, lounge chairs, pool noodles, and door handles. We are also adding handwashing stations, having adequate soap, hand sanitizer, paper towels and no-touch trash cans. We are opening windows and doors in indoor spaces, making sure that we have safe and correct use and storage of disinfectants.
- Encouraging social distancing when possible by: changing deck layouts to ensure members can remain 6 feet apart in standing and seating areas, providing lane lines in water and visual cues like tape on floors and sidewalks, staggering use of communal spaces such as breakrooms or locker rooms, limiting large group events on premises, staggering drop offs.
- Ensuring adequate supplies are available to limit the sharing of equipment, such as: pool noodles, kick boards, chairs and tables, towels, goggles, snorkels, or discouraging using or sharing when items are difficult to clean, sanitize, or disinfect.

In the event someone gets sick, we have plans in place to isolate and transport the person to their home or healthcare facility, and we will work with local health officials. If you have a specific question about this plan or COVID-19, please ask designated aquatic staff member at the facility of your choice to swim for more information. We look forward to seeing you. Now, let's dive in and have fun!

Thank you, and stay healthy,

Tori Strawter-Tanks
Director of Clayton County
Senior Services Department