

August 19, 2020

Dear Senior Center Member,

I hope this note finds you well.

As you are all too well aware, our lives have been significantly impacted by the COVID19 virus that has swept the world and I am writing to you to share some of the changes that we have had to make at the Senior Center as a direct result in order to slowly reopen.

The changes and modifications we will move forward with will be based on an abundance of caution; we will always err on the side of safety. You may think the new procedures described below to be unnecessary, but in the best interest of everyone, they will be utilized for what we are calling 'continuum of operations'. I thank you in advance for your cooperation and support.

Phase 1:

Outdoor Activities (Reichler Park Pavilion): September 9 – September 29th

Pre-registration for all classes required – please see attached Phase 1 document for details.

Registration begins on: **Monday, August 31** for the following weeks programs only. (you cannot sign up for multiple dates at one time.)

(Also purchasing fitness/punch cards or trading in 'credit vouchers for fitness/punch cards will take place **Thursday, August 27, Friday, August 28 and Monday August 31 9 am-11 am** outside the senior center building.

All fitness classes are one dollar. Existing fitness/punch cards are honored. (Fitness/punch cards were the cards used for MaryAnn's class)

***There are no activities inside the Senior Center for the month of September.
Please see protocols and calendar for Septembers outside activities.***

Phase 2:

Hybrid Schedule: 4 Days inside the Center and 3 Days Outdoor Activities

(Same outdoor schedule as Phase 1)

Anticipated on October 2 - Oct. 29

First, please know that in anticipation of reopening the Center, we have put into place stringent cleaning protocols. We are using products approved by the FDA to kill viruses and we will be cleaning high-touch areas frequently throughout the day.

Our ventilation system has been evaluated and is constantly recirculating outside airflow.

We have installed motion activated wave plates at all restroom doors so that you do not have to touch the doors to enter or exit the restrooms. We have placed hand sanitizer dispensers throughout the building in addition to the permanent ones on the walls. If you have a need to speak with the front office staff, you will notice there is now a solid glass partition in place, keeping both you and our staff safe.

We will be taking temperatures upon arrival of each member using a thermal thermometer. (The process is non-invasive and takes just a few seconds). No one with a temperature above 100.0 will be admitted into the building or permitted to participate in outside activities. Please cooperate – this is for everyone's protection. If you do not feel well in the morning please stay home, even if you do not have a fever.

As your temperature is taken, the staff will also ask you a few screening questions to ensure your good health. We will also ask you to use hand sanitizer as you enter the building or begin your fitness class.

Individuals who arrive by bus will be screened (including temperature checks) outside their homes before getting on to the bus. Bus riders will be called by phone the day before and will be asked that morning if anything has changed with how they are feeling since the phone call.

Upon arrival, please have your scan card ready to swipe. The touch screen is a high-touch surface, so we have purchased styluses for every member, which we will distribute to you. You can use the stylus to 'screen-tap', so you will not come in contact with the screen itself. Please keep the stylus in a safe place so it is not lost – attaching it to your phone or key ring will keep it both handy and secure. (This will not be used for phase one)

Our senior center touch screen system software has been updated to include contact tracing. Should you be diagnosed with COVID19 it is vital that you inform me immediately. I will let others know they might have been exposed. Your name will not be shared with anyone, including other staff members.

It will be required for all members upon arrival to wear a mask, and to keep it on (properly covering your nose and mouth) when you are in the building. If you do not have one, one will be provided to you once. Masks with built in ventilators or gaiters are prohibited.

We ask that you practice good hygiene both at the Center and when you are home. Please make sure you are clean and wear clean clothes upon your arrival and do your best to keep a 6-foot distance from others. You will notice markings on the floor to gauge where you should stand for certain activities and to access the office staff.

Please eat before you arrive and bring your own water bottle. According to CDC recommendations, it is suggested that water fountains not be used at this time and therefore ours will not be available.

You will find that we are not offering many programs yet. Our hope is to expand the slate of offerings over the course of several weeks and months. Our goal is to serve as many seniors as possible, with as many programs and activities as possible in a safe, calculated manner. Please be patient as we all work towards that goal together. In the meantime, we will be limiting the amount of people in the building with our reopening and will be taking reservations ensuring a maximum number of seniors at any one time.

During the month of October, we will have a combined calendar of inside and outdoor activities. Weather permitting; we will have two fitness classes on Mondays and Fridays in the Reichler Park pavilion. We will have two ZEN classes on Wednesdays in the pavilion. All classes will have limited participants, spaced out at 10 feet and it is suggested but not mandatory to wear a mask as long as you can maintain that distance. Each class will be 45 minutes giving us ample time to sanitize before the next class begins.

In addition, on Tuesdays and Thursdays, we will have an activity in the auditorium like Bingo, a Ted Talk or craft etc. Classes are by reservation only and have a one-hour duration. We will have the same health and wellness protocols in place. We ask you come for the class and leave immediately; there will be no loitering permitted. This will give us ample time to clean and sanitize the building and limit your exposure to others. We will also offer slots to play billiards on Monday's and Fridays and Ping Pong on Tuesdays and Thursdays. Protocols for best practices for these activities will be made available in the coming weeks.

All reservations must be made by calling the office by the prior Thursday, no later than 12 noon to schedule a reservation to play or attend any activity.

We will begin the inside activity at 9:45 AM on Tuesday and Thursday and will be able to accommodate 20 seniors at a time. Due to the capacity constraints, each person will be given equitable turns to attend the center. As noted above, we will take reservations only; unfortunately, no walk ins during Phase 1 or 2. Individual face-to-face appointments with our benefits outreach coordinator and social worker will be available during both phases however, they will assess whether it is possible to achieve the same results by a phone call or a virtual call. A six-foot distance and wearing a mask must be maintained at all times.

The staff will all be assisting with ensuring best practices for everyone's safety. Implementing a slow reopening is based on guidance from many organizations including the National Council on Aging (NCOA) Many other senior centers in the county are opening similarly slow, but we are all unique and will all look a little different.

We will constantly be aware of the changing dynamics of the virus and its impact on our community. We will all need to be flexible and understanding should our protocols or programs need modification in a moment's notice.

Please reach out to me with any questions.

Thank you and stay healthy,

Best,

Caryl

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Here is a summary of dates and events:

Phase	Potential Start Date	Daily Activities	Location	Note
Phase I	Sept 8 th	Mondays : Body Sculpting Mondays: Chair Yoga Wednesdays: Now & Zen Fridays: BollyX Fridays: Body Sculpting	Reichler Park Reichler Park Reichler Park Reichler Park Reichler Park	9:00 AM 10:15 AM 2 classes: 9:15 AM & 10:30 9:00 AM 10:30 AM
Phase II	Oct 1 st	Mondays : Body Sculpting Mondays: Chair Yoga Mondays: Billiards Tuesdays: Group Activity Tuesdays: Ping Pong Wednesdays: Now & Zen Thursdays: Group Activity Thursdays: Ping Pong Fridays: BollyX Fridays: Body Sculpting Fridays: Billiards	Reichler Park Reichler Park Senior Center Senior Center Senior Center Reichler Park Senior Center Senior Center Reichler Park Reichler Park Senior Center	9:00 AM 10:15 AM 10:30-2:30 pm 9:45 AM-10:45 11:30-3:30 pm 2 classes: 9:15 AM & 10:30 9:45 AM-10:45 11:30-3:30 pm 9:00 AM 10:30 AM 10:30-2:30 pm

Reservations are required for all activities, both in the park and in the Senior Center.

Please read the letter carefully for details.

**** You must reserve by Thursday 12 noon of the previous week for all activities.**

All activities are subject to change based on state and local mandates. We recognize that this may result in frustration due to changing conditions and appreciate your patience and cooperation as we work to reopen while keeping everyone as safe as possible.