



Thompson Center on Lourdes COVID-19 Plan 2020

Each step recommendation will guide us slowly and safely into opening our doors to our participants to join in activities and programs at TCoL.

Getting Started:

- 1. Follow guidelines set by the CDC and Health Department
- 2. Open in Phases (Online education/remote work encouraged until Phase 3)
 - a. Phase One: July 6th, 2020 opening on Monday, Wednesday, and Friday 9am to 4pm.
 - b. 10 participants per activity / program. 4 maximum for billiards.
 - c. Limited programs / activities with 2 – 3 programs in the morning and afternoon.
 - d. All participants must register for classes by calling or emailing TCoL and signing up a minimum of 1 day ahead of time. Classes will be offered on a first register, first serve basis. Participants can only participate in 1 class per day so our programs can reach more people.
 - e. Social distancing (floor signage) and masks highly recommended
 - f. A maximum of 4 people in the elevator.
- 3. Personal Protective Equipment and other necessary supplies will be available for use at TCoL
- 4. Each person will receive and sign a Wellness Declaration / Waiver Document to be on file.
- 5. We will follow the State, Health Department and CDC plan and immediately take steps to respond to any COVID-19 disease resurgence or outbreaks.
- 6. Staff and Volunteers will have their temperature taken before work each day.

Hygiene - participants, volunteers, tenants, and staff

- 1. All must wash their hands for a minimum of 20 secs with soap and water or use hand sanitizer before and after all programs, and especially after touching frequently used items and surfaces
- 2. Avoid touching your face – eyes, nose, and mouth
- 3. Sneeze or cough into a tissue or the inside of your elbow

- 4. Disinfect frequently used items and surfaces as much as possible (phone, keyboard, doorknobs)
- 5. If you feel sick or are sick stay home
 - a. Do NOT go to TCoL or any other public place if sick
 - b. Contact and follow the advice of your medical provider
- 6. Social Distancing is required (6 feet between participants) until Phase 3
- 7. All COVID19 cases, either confirmed or suspected, must be quarantined for 14 days.
- 8. Any person that comes in contact with a positive COVID-19 case needs to be quarantined for a minimum of 14 days before returning to TCoL.

Disinfecting

- 1 Do routine cleaning of restrooms and common areas more often.
- 2. Rooms will be cleaned after each activity.
- 3. TCoL will work with local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

Handwashing

- 1. Key times to wash your hands are before, during and after preparing food, before eating food, before and after treating a cut or wound, after using a toilet, after blowing your nose, coughing, or sneezing, and after touching garbage.
- 2. You should clean hands: after you have been in a public place and touched an item or surface that may be frequently touched by other people, such as handles, tables, electronics, sign-in screens, etc.
- 3. Follow the 5 steps to proper handwashing. 1. Wet your hands with clean, running water, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. Hum “happy birthday” song from beginning to end twice. 4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them. Turn off facet with your towel and throw it in the trash.
- 4. Hand washing is the best but if soap and water are not readily available, you can use an alcohol-based hand sanitizer (will have one available in every activity area) that contains at least 60% alcohol as listed on product label.
- 5. How to use Hand Sanitizer: Apply the gel product to the palm of one hand. Rub your hands together. Rub the gel over all the surfaces of your hands and fingers until your hands are dry.

Setting up Operations – Phase 1

- 1. Phase 1: Monday, Wednesday, and Friday. 10 participants per activity / program; Limited programs / activities with 2 – 3 programs in the morning and afternoon. Start and end times will be staggered. Social distancing will be enforced, and masks are highly recommended.
- 2. Staff will meet 4 weeks prior to opening to determine classes offered, times, place, and instruction. We will also use this time to update any online classes we will offer.
- 3. A complete list of classes/schedules as well as the protocol for re-entering the TCoL will be posted on Facebook, TCoL website, sent via email 2 weeks prior to opening
- 4. All participants must register for classes by calling or emailing TCoL and signing up a minimum of 1 day ahead of time. Classes will be offered on a first register, first serve basis. Participants can only participate in 1 class per day so our programs can reach more people.
- 6. Procedure for participants, once they register
 - a. Wellness Declaration / Waiver Document needs to be signed by anyone entering TCoL.
 - b. Everyone will be expected to adhere to social distancing of 6 feet between individuals. Rooms will have marked out spaces.
 - c. Masks will be highly recommended to be worn at TCoL.
 - d. Hands should be washed, or sanitizer used before and after all programs
 - e. Once your activity is over, you are required to leave the building so the next group may enter.
 - f. It will be encouraged that participants bring their own equipment for wellness classes. Equipment should not be left at TCoL. Equipment will be available for those who need it. Signage will be posted regarding weights. Equipment will be disinfected after each class.
 - g. TCoL will use social media as a source to reach individuals who do not wish to attend programs. A minimum of 1 posting per day Monday-Friday in the area of wellness, education or recreation will be available