



## Procedures for the Re-Opening of COA

Our tentative opening date is June 15<sup>th</sup>. Please be advised this is subject to change. Visit our website at [www.coachapincenter.org](http://www.coachapincenter.org) for the most up-to-date information.

### **Entrance Procedures**

Sign on door indicating we are following social distancing precautions (BIG Stop sign) followed by the following bullets:

Social Distancing precautions defined as a six -foot distance between individuals reducing the number of times people come into close contact with each other

**\*\*Enter through front door entrance only.** If ramp is required, please knock on side entrance door for assistance.

**\*\*Entrance to COA will require a mask.**

**\*\*Questions regarding your health and travel will be requested on a written form. A permanent record will be kept for contact tracing.**

**\*\*Please stop at sanitizing station and wash your hands.**

**\*\*Wait for a staff member to take your temperature. No one with a temperature of 99.9 or above will be admitted in the building.**

**\*\*Please adhere to the red social distancing markers on the floor.**

**\*\*Social gatherings outside of normal programming is not permitted.**

### **Staff Procedures**

**\*\* Staff will have temperatures taken upon arrival to work daily.**

**\*\* Staff will have oxygen levels taken upon arrival to work daily.**

**\*\* Staff will not report to work if not feeling well.**

**\*\* Staff will be COVID tested prior to returning to work or if they have a temperature above 99.9.**

### **Mobility Program**

Will be a re-named "MOBILITY ON THE GO". Individuals will be asked to call the COA number from their vehicles or home and request the desired equipment. Equipment will be ready for delivery upon their arrival. The Mobility Equipment Registration form will be available on the COA website to be completed before arrival. The form will also be available to complete at COA.

### **Transportation Program**

This program will be run by a Licensed Nursing Assistant through August. She will follow strict precautions while transporting. She will take the client's temperature prior to transport. Clients with a temperature of 99.9 or over will not be transported. Rider and driver will be masked, and vehicle will be cleaned between each ride. Rider will be in the backseat. These precautions will allow for proper contact tracing. Sharon Knapp will arrange the rides. We are only doing essential transportation to medical appointments and grocery stores.

### **Individuals Visiting COA**

Visitors will be asked the nature of their visit and will follow the entrance procedures. They will be assisted and directed as necessary.

### **Bathrooms**

Only one bathroom on the first floor will be available during opening hours. The bathroom will be cleaned after each program as well as periodically throughout the day.

### **Building**

The upstairs of COA will be designated for staff only. Signs will be placed on the stairwells. Please see the desk volunteer if you need to see a staff member.

### **Cleaning**

The building will be professionally cleaned weekly and by staff daily. Cleaning of COA will be documented daily by staff. (The building was industrially cleaned on May 2, 2020.)

### **Programs**

Programs will be limited to ten (10) people held only in the large Activity Room. There will be social distancing red marks on the carpet to indicate the six (6) foot social distancing guidelines. No food or beverages will be supplied by COA. Gatherings in the building, following a program or activity, is prohibited. Attendees will be directed into the program, then asked to leave promptly through the back door following the program or activity. Only one program will be running at a time. No walk-in programs. All programs will require prior registration.

### **Desk Volunteers**

Desk volunteers will follow all entrance procedures. Volunteers will be located at the front desk behind a plexiglass shield. Individuals interacting with desk volunteers will be asked to sit on a designated chair marked at a safe distance. Volunteers are expected to wear a mask and optional gloves.

### **Program Volunteers**

Program volunteers will be asked if they feel comfortable returning as a group leader. Our programs will be scheduled based on leader availability. Program volunteers will follow all entrance procedures. We will also consider continuing the Zoom programs that were created during the COVID crisis.

**ORFS & Bike Group**

Temperatures will not be taken. The group leader's responsibility is to adhere to the social distancing expectations.

**Off-Site Programs**

Participants in off-site programs, run by outside organizations (i.e.: Proctor walking, bone builders), will adhere to those program requirements.

**Computer Class**

Computer classes will be taught via teleconferencing.

**Library**

The library will be open on Thursdays from 9:00am – 12:00pm.

**Lunch Programs**

Cancelled until further notice. Outdoor luncheons will be considered.

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**Resources for establishing re-opening procedures:**

The Centers for Disease Control – [CDC.gov](https://www.cdc.gov)

New Hampshire Department of Health and Human Services – [nh.gov/covid19/](https://www.nh.gov/covid19/)

Grafton County Senior Citizen Council – Upper Valley Senior Center, Director, Jill Vahey

New London Emergency Management Committee – Lou Botta