



Oceana County Council on Aging

Hart, Michigan

4250 West Tyler Road
Hart, MI 49420
(231)873-4461

REOPENING INDOOR PROGRAMMING GUIDELINES

Supplement during the coronavirus pandemic

Oceana County Council on Aging Reopening Guidelines

Introduction

Welcome back indoors! The coronavirus pandemic has fundamentally transformed our lives, yet it is still our mission to promote and safeguard the independence and well-being of individuals 60 years of age and older by providing services, information and support to residents of the county.

This manual is designed as a contingent supplement of our guidelines set for conduct at the Oceana County Council on Aging (OCCOA) as we follow a plan to reopen in stages. Through this reopening process, we continue to follow the MI Safe Start guidelines, the guidelines and expectations set forth by the CDC, State Government, and Oceana County Department of Health as it relates to providing a healthy and safe environment for our participants, staff, and community.

Please note that this manual is subject to periodic review and revision as the coronavirus pandemic changes and new information and requirements become available.

Temporary Indoor Hours & Contact Information

Monday-Friday

Front Desk (Main Entrance) 9:00 a.m. – 4:00 p.m. (231)873-4461 ext. 102

Dining Room: Closed initially

Activity Rooms: Scheduled classes and activities only

Senior Care Services 9:00 a.m. – 5:00 p.m. (231)873-4461 ext. 103

Transportation 8:00 a.m. – 5:00 p.m.

Saturday

Closed

Sunday

Closed

Eligibility Requirements

Participants must be physically and cognitively able to participate independently or be accompanied by a companion to assist them, in any activity, class, program, or training. The use of the amenities is at the sole risk of each member with the agreement to accept full responsibility for all personal belongings and injuries. To ensure the health and well-being of all participants, the staff reserves the right to assess a participant's ability to safely and appropriately participate.

Older adults and people who have severe or underlying medical conditions like heart or lung disease or diabetes seem to be at high risk for developing more serious complications from COVID-19 illness. We ask that you do a self-assessment of your risk before returning and participating in any class or activity at OCCOA.

Caregivers

Persons with special needs, or requiring assistance, are welcome to participate in appropriate programming but must have prior approval and be accompanied by someone able to assist them. The approval to have a caregiver present is dependent on the capacity limitations of particular activities and programming.

New Protocol for Participants Entering the Building

Due to COVID-19, new safety measures and protocols will be implemented until the need to follow such guidelines are no longer necessary.

1. All activities MUST be scheduled in advance to gain entry into the building. Walk-ins will not be accepted.
2. The front entrance will be utilized as the ONLY point of entry.
3. The following health screening is required and must be completed by all participants and caregivers as a mandatory self-assessment before arriving to your scheduled activity.

Do you presently have any of the following symptoms? Yes or No?

- Cough
- Shortness of breath or difficulty breathing
- Chills or a fever of 100 degrees or higher
- Vomiting or diarrhea
- Sore throat
- New loss of taste or smell

Have you had or been notified that you have had any close contact with a person that has been diagnosed with COVID-19 through a positive test? Yes or No?

If you have answered YES to any of the above questions, please call your primary care physician for further direction. We ask that you STAY HOME and call a local screening hotline such as Mercy Health (833)247-1258 or Spectrum Health (833)559-0659 to speak to a nurse.

4. A facial covering over one's nose and mouth is required as mandated by the State of Michigan and as long as the CDC and local Health Departments require these to be worn whenever an individual is in an indoor public space or a crowded outdoor space. All participants and staff are required to wear a facial covering over their mouth and nose upon entering the building. Facial coverings must be worn while moving throughout the building and while participating in your scheduled activity. You may remove your facial covering for eating or drinking. If you are participating in an outdoor activity that is practicing safe physical distancing, facial coverings may not be required.
5. Sanitizing stations will be made available at points of entry and exit and throughout the building.
6. The use of the My Senior Center kiosk will be temporarily unavailable. Reservations and sign-ins will be taken at the front desk or other designated location(s).

Physical Distancing and Socializing

Socializing is important and good for the mind, body, and soul. While social interaction is a main focus of the Oceana County Council on Aging, it is required and necessary that we continue to distance at least 6 feet from one another for as long as the Health Department and CDC determine it be followed. Following these guidelines will be required throughout the building. We will continue to follow the current guidelines as it relates to occupancy and capacity for scheduling and programming purposes.

- During our initial indoor reopening, or until further notice, gatherings of any size in which people cannot maintain at least a 6 foot of distance from one another will be prohibited.
- In-person interaction that is not necessary will be restricted.
- Plexiglas shields will be installed where necessary for the protection of all.

Cleaning & Sanitizing

In addition to the practice of routine cleaning of our building daily, the following protocols and recommendations from the CDC of cleaning and disinfection of highly touched common areas and surfaces will be put in place.

To protect yourself and others, it is recommended to practice good hygiene:

- Wash and clean your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or having been in a public place/common area such as a restroom.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching high-touch surfaces in public places – door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger as you must touch something.
- Avoid touching your face, nose, and eyes.
- Wash your hands before eating or preparing food.
- Wash your hands, or use hand sanitizer, BEFORE & AFTER participating in an activity.
- Personal hygiene is an extremely important component in maintaining your health and to mitigate the spread of illness, including, but not exclusive to COVID-19. We ask that participants please practice good personal hygiene for the health and safety of themselves and others. OCCOA reserves the right to refuse entry to anyone who does not practice this measure.

The Oceana County Council on Aging is committed to providing safe clean space for our participants. Our air handler systems exchange filtered air throughout the day.

Scheduling & Registration Policies

For OCCOA to reopen safely, contact-less and no-touch protocols are more critical than ever. This will be a change and new reality for many, but necessary in the way that we do business now and into the future.

Pre-registration or scheduling with payments-in-full is required for all programs, classes, and activities. Payment is due at the time registration and may be handled by calling the front desk at (231)873-4461 ext. 102. COVID-19 has taught us that we can help eliminate the probability of health risk by avoiding touching foreign surfaces such as money. Therefore, we plan to reopen utilizing contact-less and no-touch protocols for monetary transactions, and cash transactions will not be accepted as a form of payment, unless no other option is available to you.

Alternate forms of accepted payment:

- Credit or debit cards
- Checks
- Monthly invoicing
- Activity Punch Cards

Participants are encouraged to register early as programming will have limited capacity.

Participants should arrive no more than 15 minutes prior to their registered activity start time to limit the number of people in the building at any given time. If arriving earlier, you may be asked to wait outside or in your vehicle until the appropriate time.

Cancellations and Refunds

Because pre-registration is required and capacity is limited in each activity, please register with the intent to participate. There are limited spots and registering for a spot takes it away from someone else. Many activities require a minimum number of people to participate to run and more popular activities may have a waitlist.

In the unfortunate event that you need to cancel your paid registration, it must be done as soon as you know you cannot attend so anyone who may be on the waiting list has the opportunity to participate. Activities cancelled by the Oceana County Council on Aging will be rescheduled or payment will be refunded. No refunds will be given after the start date of any activity.

No-Show Policy

If you register for an activity and you no show more than two times, you may be subject to a future “no-show” fee or in an extreme case, not be allowed to participate in future programs.

COVID-19 Cancellations

Exceptions to the above policy will be taken into account on a case-by-case basis. If you or someone in your home would not pass the health screening test, we ask that you stay home and call (231)873-4461 ext. 102.

Reopening Stages

Although we have been fortunate to take advantage of the warm weather and hosting programs outdoors, the changing season will once again move us indoors. As we return to some (limited) indoor programs, they will remain limited, meaning one at a time to allow for proper cleaning in between programs. As guidelines from the CDC allow, State and local governments allow, and the programming becomes more manageable, the schedule and protocols will be adjusted. Subsequent stages will return to a fuller programming schedule, with adjustments likely to be implemented that will depend on the State and local government requirements, and the capability of staff management.

Sports & Fitness

Because exercise is essential to keep your immune system healthy and fight infection, a phased schedule approach will be made available during the various stages of reopening that adheres to the safe physical distancing protocols. Facial coverings must be worn in all spaces while participating in any fitness class or program.

- Facial coverings are required at all times.
- Wear proper athletic shoes and clothing. Bare feet, socks-only, and sandals are prohibited.
- Be aware of others around you to maintain proper distancing guidelines.

Games and Interactive Activities

Art Programs

Those programs that do not require shared material will be available at limited capacity. Appropriate distancing guidelines will be implemented.

Cards

Single use cards will be made available to individuals wishing to play cards for a fee of \$1.00 per pack. Anyone participating in card games must wear a mask at all times. Hand sanitizer will be available at each table, and use is encouraged before, during, and after play. Participants will be limited to four per table.

Bingo, Mahjongg and Other Games

Each player is asked to use their own tiles, dice, or other game pieces. Hand sanitizer will be available at each table, and use is encouraged before, during, and after play. Participants will be limited to four per table.

Health Clinics

Clinics such as foot care, hearing are currently taking place, with one client/patient allowed at a time. All others must await their appointment time either on the veranda or in the vehicles. Other clinics, such as flu shots will operate in the same manner.

Day Trips

At this time, all day trips have been suspended.

Travel

Although we may not be able to physically take any trips at this time, we can still dream and plan for a time in the future when travel can safely resume. Please contact Stephanie at (231)873-4461 ext.105 for questions regarding future travel opportunities.

Wellness Calls and Check-ins

We will continue wellness calls to those choosing to continue staying at home through the beginning stages of reopening. It is important that we remain in contact with participants of OCCOA, and will continue to do so, especially to those at highest risk.

Food and Drink

Oceana County Council on Aging is licensed as a commercial food service establishment. For the safety of all and to comply with the State and local health codes, the CDC guidelines, no food may be brought into the building to share with others. The storage of private food or beverage is not permitted. The reopening of our dining room will be announced at a later date and will comply with local and state guidelines in subsequent stages. Until that time, we will continue with take-out and delivery services only.

Acknowledgment of Participant Responsibilities & Policies

I acknowledge that I have been informed of the Oceana County Council on Aging Participation Guidelines and Rules for Participation and will fully abide by all guidelines and rules outlined in the above policies.

I accept the responsibility of keeping my contact information up to date.

I understand that failure to abide by these guidelines and rules for participation may result in corrective measures and/or restrictions, including suspension or revocation of ability to participate in Oceana County Council on Aging programs and activities.

As a participant in activities and programs offered by Oceana County Council on Aging, I do hereby acknowledge that I am voluntarily participating. I recognize that in any activity or program there may be a certain risks of injury to me. I declare that my physical and mental health and well-being are adequate to meet the requirements of the activities and programs in which I may participate. I agree to hold Oceana County Council on Aging, its respective agents, representatives, instructors, volunteers, appointed officers, and employees harmless and indemnify them from any and all claims for damages to person or property arising from participation in the above-described activities. In the event of an emergency, I authorize Oceana County Council on Aging to secure medical treatment deemed reasonable and necessary for my immediate care, and I agree that I will be responsible for payment of any medical services rendered to me.

Signature of Participant (or Responsible Party)

Date

Printed Name