



# Facility Reopening Guidelines

As we welcome OPC Members and Guests back to the center, we want to inform you about our new health and safety guidelines in response to the coronavirus (COVID-19) pandemic. The safety of our members, instructors, and staff is our top priority. In order to provide a healthy environment, we have closely monitored state and local requirements and Centers for Disease Control (CDC) guidelines. Our team is working to provide you with a familiar OPC experience. However, some things will be different, including added cleaning regimens, more safety precautions, and limited building hours. Some of these changes may be temporary, and some may stay in place long term. Programs & classes will be added in a staggered format with your safety being our highest priority.

## What We Have Done to Make the Facility as Safe as Possible:

- Thoroughly cleaned the entire facility including the fogging of the facility with a disinfectant that is EPA & NSF registered and a cover shield. Vital oxide is an anti-microbial protector;
- Barrier/Sneeze guards installed at all areas where staff and members interact face to face;
- HVAC filters will be changed more frequently;
- Removed all unnecessary touchpoints, especially those that cannot be sanitized;
- Hand sanitizer stations located throughout the facility and at every entrance/exit;
- Placement of tissues for proper cough/sneeze etiquette and no-touch disposal receptacles;
- Appropriate social distancing practices have been developed for all OPC activities including:
  - Calculation of social distancing capacity of each room;
  - Rearranging of tables with distance requirements of 6 ft. and remove chairs to limit or space out patrons;
  - Entrance and exit restrictions for members;
  - Removal of unnecessary equipment, furniture & tables;
- Disconnected all water fountains, and self-serve items (coffee and hot water machines);
- Staff will be temperature checked, screened and wear a mask.

## How to Participate in OPC Activities:

In order to simplify OPC operations to keep members and staff safe, for at least the first month after reopening only those members who have made an appointment or reservation to participate in specific OPC classes and activities will be allowed in the facility. Members will be required to register for all facility activities that are free or involve a fee ahead of time on *MyActiveCenter*. There will be no “drop-ins” or fitness passes and no use of the facility for socializing at this time.

## Registration Process for All On-Site Activities:

- Register for all facility activities that are free or involve a fee ahead of time on [www.MyActiveCenter.com](http://www.MyActiveCenter.com) using your *MySeniorCenter* key tag. Directions and/or YouTube Videos on how to use *MyActiveCenter* can be found on the OPC website, [www.opcseniorcenter.org](http://www.opcseniorcenter.org). If you are unable to sign up on *MyActiveCenter*, a Cashier can be reached at 248-608-1029 on Tuesday or Thursdays from 9 am – 2 pm (additional cashier hours will be added as needed). Please note that *MyActiveCenter* is the quickest, surest method to register and pay for classes. Listing of available classes will be noted on the website, newsletter and weekly eblasts. Payment by debit or credit card is preferred.

## On-Site Activities:

- **Fitness Classes:** Low impact, yoga & Tai-chi classes will be held in the gym or under the portico.
- **Enrichment and Art Programs:** These programs will be held in the auditorium, dining room or under the portico.
- **Appointments with Senior Resource Staff:** Call 248-608-0249.
- **Appointments with the APR Wellness Center Nurse:** Call 248-601-2888.

## Health & Safety Guidelines for the OPC Senior Center:

The following health and safety guidelines are what you can expect when you visit the center.

- Everyone must wear a face covering in the building at all times. If you do not have a face covering, one will be provided to you.
- The water fountains have been turned off, so please bring a water bottle or beverage.
- Adhere to social distancing and directional signs throughout the facility.
- Access is limited to the floor in which your class is being held. Staff and signage will direct participants to available bathrooms:
  - Restroom near the café (for downstairs activities)
  - Restroom across from the computer lab or auditorium (for upstairs activities)

## Check-in Process Upper Level Enrichment, Arts and Senior Support Activities:

Arrive 15-20 minutes before scheduled class or program.

- All members will enter through the main entrance and park in the north parking lot.
- Members will be greeted by staff who will provide the following:
  - No-contact temperature check and;
  - Conduct a health screening, verify your reservation or appointment, and collect a signed revised Code of Conduct/Disclaimer. The revised Code of Conduct/Disclaimer is

available on the website to download and sign prior to your appointment and will also be available at check-in.

- Once the above process is completed, staff will provide entrance to the facility.
- Upon entering the facility, use the hand sanitizer in the vestibule.
- The program host will guide you to your appointment or class.
- Once the appointment or class is completed, you will be asked to leave the facility through either door located on each side of the auditorium.

### **Check-in Process Lower Level Fitness Activities:**

Arrive 15-20 minutes before scheduled fitness class.

- Participants will park in the south parking lot and enter the gym from the side entrance near the fitness entry door.
- Members will be greeted by staff who will provide the following:
  - No-contact temperature check and;
  - Conduct a health screening, verify your reservation or appointment, and collect a signed revised Code of Conduct/Disclaimer. The revised Code of Conduct/Disclaimer is available on the website to download and sign prior to your appointment and will also be available at check-in.
- Once the above process is completed, staff will provide entrance to the facility.
- Upon entering the facility, use the hand sanitizer.
- The program host will guide you to your appointment or class.
- Once the appointment or class is completed, you will be asked to leave the facility.

Please note that all memberships and passes will be extended for the total number of months that the facility has been closed.

### **Temporary Building Hours:**

Monday-Friday: 8 am – 5 pm

Closed Saturdays and Sundays

### **Facility Cleaning and Disinfecting**

The OPC has conducted a risk assessment considering federal and state guidance and has made changes that will reduce possible COVID-19 exposure. In the event of an COVID-19 exposure from an employee or visitor the facility will be thoroughly cleaned and disinfected with EPA and CDC recommended products and procedures. In addition, on-going scheduled disinfecting and cleaning will be conducted throughout the day. The ongoing cleaning schedule will include: Hourly or periodic disinfection checklists for any hard surfaces – tables, chairs, computer screens, door knobs, railings, countertops (frequently touched surfaces and objects).

## **Exposure**

The OPC has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of COVID-19.

Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic {i.e., experiencing fever, cough, and/or shortness of breath}.
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

## **Isolation Room**

If an employee, volunteer, contractor, or visitor gets sick while at the facility, they will be directed to leave the premises. If they do not have means to leave at that moment, they will be directed to the isolation room until transportation arrangements can be made.

## **Hygiene**

All individuals in the facility need to continue safe personal hygiene including frequent, vigorous washing of hands for at least 20 seconds, disinfecting personal work surfaces, using hand sanitizers, avoid touching your face, wearing a mask or face shield, and practicing social distancing.

## **Social Distancing**

The OPC has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to visitors by implementing social distancing in the facility. Social distancing will include but is not limited to:

- Restricting the number of visitors present on premises per Executive Order 175 to no more than is strictly necessary- 25% of classroom capacity.
- Keeping everyone on the premises, at least six feet from one another to the maximum extent possible, including members standing in line.

## Confirmed Cases

If an employee, volunteer, contractor, or visitor has a confirmed case of COVID-19:

- The OPC Administration will:
  - Notify the County Health Department of a confirmed case;
  - Notify all persons who may have come into close contact with the infected individual within the past 14 days. This can be accomplished through the use of class and event sign records as well as the OPC's My Senior Center data base.
- The entire facility, or the affected parts of the facility (depending upon the individual's presence in the facility) will be closed and thoroughly cleaned and disinfected.
- The infected individual will not be allowed back into the facility until the following conditions, consistent with CDC and OSHA guidelines, have been met:
  - No fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since the first symptoms appeared or
  - Two negative tests in a row received 24 hours apart, as well as no fever and other symptoms improve.

Thank you for your patience and continued support. We will keep monitoring federal, state, and local officials and policies for your health and safety.

*OPC Administration*