

## BRANDYWINE VALLEY ACTIVE AGING PHASED REOPENING GUIDELINES

### Targeted Reopening Date

Mid-August 2021

### Pandemic Response Person

Bill Pierce, Executive Director 610-383-6900; bill@bvactiveaging.org

### Purpose of Plan

- To comply with recommendations published by the Pennsylvania Department of Aging
- To ensure that we provide a safe and healthy environment for our participants, employees, and volunteers

### Operating Hours

Through mid-August 2021

- All Brandywine Valley Active Aging Campuses will remain closed for indoor group activities, including the congregate meal program. Drive-through, offsite, outdoor, and virtual programs will continue.
- On or around July 30, 2021, all Brandywine Valley Active Aging Campuses will be closed for two weeks with no programs or services during the closure. Provisions will be made to ensure that those in need of food have an adequate supply prior to closing.

Through September 30, 2021

- In-person programs Monday, Tuesday, and Thursday from 9am to 3pm
- Drive-Through and virtual programs Monday through Friday

Through December 31, 2021

- In-person programs and services Monday through Thursday 9:00am to 3:00pm
- Drive-Through and virtual programs Monday through Friday

After December 31, 2021

- If safe to do so, all programs and services will be provided in-house and virtually and will be available Monday through Friday 9:00am to 3:00pm.
- Drive-Through service will be terminated; however, guests may choose to take their meal home.

### General Guidelines

Everyone who enters the building (participants, employees, volunteers, and others) must:

- Complete a daily health screening and noncontact temperature check
- Employees, volunteers, and guests receiving services, must complete a one-time Waiver of Liability Relating to Coronavirus/COVID-19

- The one-time Waiver of Liability must be maintained in employee and client files in accordance with privacy laws and document retention policies.
- Until instructed otherwise, all staff, volunteers, and non-participating visitors must wear a mask or face covering (except when alone in a private office).
- Participating visitors, or those who are receiving services, are requested, but not required, to wear a mask or face covering.
- Individuals will be asked to supply their own mask or face covering, but Brandywine Valley Active Aging will maintain a supply of disposable face masks for those who do not have another source.
- Practice good personal hygiene, washing hands for at least 20 seconds and avoid touching eyes, nose, face, or mouth with unwashed hands.
- Stay at home or go home if ANY symptoms of illness exist.
- Leave the premise immediately if non-compliant.

**Occupancy at Coatesville Campus**

Space	Maximum Occupancy Through September 30 <sup>th</sup>	Maximum Occupancy Through December 31 <sup>st</sup>
Staff Offices	3 persons	3 persons
Staff Conference Room	6 persons	8 persons
Classroom A	15 persons	15 persons
Classroom B	10 persons	15 persons
Classroom C	10 persons	15 persons
Dining Room	60 persons	80 persons
Billiards Room	8 persons	10 persons
Kitchen	4 persons	6 persons

**Occupancy at Downingtown Campus**

Space	Maximum Occupancy Through September 30 <sup>th</sup>	Maximum Occupancy Through December 31 <sup>st</sup>
Staff Office/Conference Room	8 persons	12 persons
Kitchen	4 persons	6 persons
The Commons – Dining	40 persons	60 persons
The Commons – Activities	12 persons	16 persons
The Commons – Lobby	12 persons	16 persons

**Congregate Meals and Other Refreshments**

- All Congregate Meal program meals will be offered by reservation only. Freshly prepared meals, served in a congregate setting, are limited to reservations by room capacity.
  - The Coatesville Campus will provide a fresh congregate meal, prepared by BVAA's Nostalgia Kitchen. For those guests who are not comfortable with

congregate dining, take-out meals, prepared by BVAA's Nostalgia Kitchen, will remain available.

- The Downingtown Campus will provide a fresh congregate meal, prepared by Linton's. For those guests who are not comfortable with congregate dining, frozen meals, prepared by Linton's, will remain available.
- Single serve snacks or small breakfasts (cereal bars, etc.) and coffee/tea/water will be available by request only.
- The water fountains will not be available, nor will the microwave.

### Transportation

- Upon reopening, transportation is available through Rover Community Transportation (484-696-3854).
- Transportation is by reservation only.
- Guests requiring transportation are required to secure their transportation arrangements via Rover Community Transportation or by other means.
- Brandywine Valley Active Aging is not responsible for providing transportation; however, staff are available to assist with making transportation reservations with Rover Community Transportation.
- Those guests who rely on transportation services should ensure their health prior to departing their home. Brandywine Valley Active Aging is not responsible for providing transportation, and/or covering the cost of transportation, in the event an individual is not able to enter a Brandywine Valley Active Aging facility based on Brandywine Valley Active Aging's health screening procedures.

### Screening

- Participants, employees, volunteers, and others entering the building must be screened each day of attendance with temperature check and by completion of health screening form.
- Individuals who answer "Yes" to any of the questions of the screening form or have temperatures of 100.4 or higher will not be permitted to enter and will be provided COVID-19 Exposure and Infection Protocol.
- Employees who have not been vaccinated will be tested for COVID-19 weekly and results to the Executive Director. All results will be kept in a confidential file separate from the personnel records.
- Participants will be asked to complete a Waiver of Liability relating to COVID-19
- See:
  - Appendix A for COVID Health Screening Questionnaire and Daily Health Screening Procedures
  - Appendix B for COVID-19 Exposure and Infection Protocol
  - Appendix C for Waiver of Liability

## Continued Health and Safety Promotion

- Signage
  - Safety reminders will be posted throughout the building and on entrances regarding face coverings, physical distancing, and handwashing. Signs from CDC, as well as those produced in-house, will be used for this purpose.
  - Signage about “no touch” registration system, exact change and spaces that are “off limits” will be posted where appropriate.
- Handwashing and hand sanitizer
  - Participants and staff will be encouraged to wash hands for 20 seconds with soap and water throughout the day.
  - Hand sanitizer with at least 60% ethanol or 70% isopropanol will be placed on throughout the building.
- Sanitation and Cleaning
  - Prior to reopening all areas, including floors, surfaces, and seating, to be used by participants will be disinfected.
  - High contact surfaces will be cleaned a minimum of twice throughout the day.
  - The facility, including floors and bathrooms, will be cleaned at least once per day.
  - All program equipment will be cleaned immediately following each use.

## Communication

Prior to, and after reopening, information will be sent regarding operational plans, participant levels, hours, screening, face covering and physical distancing requirements, and changes in programming. Recipients of this information will be:

- Board of Directors, Employees, and Volunteers
- Participants and Guests
- Chester County and Pennsylvania Departments of Aging
- Rover Community Transportation
- Community Partners
- General Public

Methods of communication will include:

Written materials  
Phone calls

Facebook  
Website

## Preventing Outbreaks/Contact Tracing

To reduce transmission, Brandywine Valley Active Aging will:

- Actively encourage sick participants, volunteers, and employees to stay home.
- Immediately send home any participant, volunteer or employee who becomes sick during the day and ask them to seek further care from a healthcare provider.
- Follow the Exposure and Infection Protocol (Appendix B).

If a participant, volunteer, or employee exhibits any symptoms of COVID-19 or is diagnosed with the virus by a positive test result or by a health care practitioner after being at Brandywine Valley Active Aging:

- Brandywine Valley Active Aging will report this information to the Chester County Health Department and the Chester County Department of Aging Services on the same day that Brandywine Valley Active Aging receives the information.
- The information to be reported will include:
  - The number of individuals showing symptoms of COVID-19, and the number and names of individuals diagnosed with the virus by either a positive test result or a health care practitioner.
  - The number of participants, volunteers and employees in attendance who are considered close contacts.
- Those who test positive should follow the Exposure and Infection Protocol.
- After contacting the Chester County Department of Health and the Chester County Department of Aging Services, Brandywine Valley Active Aging will follow any guidance provided, which could require temporary closure of the exposed facility.

APPENDIX A

COVID-19 HEALTH SCREENING QUESTIONNAIRE

Do you, or anyone you are living with, have any of these symptoms: fever (100.4 or higher), cough, shortness of breath or difficulty breathing, diarrhea, chills, headache, severe sore throat, muscle aches, new loss of taste or smell?

Yes       No

Have you, or anyone you are living with, been diagnosed by a positive test and/or a health care practitioner for COVID-19?

Yes       No

Have you, or anyone you are living with, been in *close contact* (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?

Yes       No

If you have answered yes to any of these questions, please do not enter the building.

Is Temperature at 100.4 or higher?

Yes       No

If yes, please do not enter the building.

Today's Date \_\_\_\_\_

Visitor's Name \_\_\_\_\_ Temperature \_\_\_\_\_

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## BRANDYWINE VALLEY ACTIVE AGING DAILY HEALTH SCREENING PROCEDURES

Prior to entry each day, participants, staff, and volunteers will have a Health Screening. All forms and information must remain private and confidential.

### COVID-19 Health Screening Questionnaire

Screener will ask the following questions and mark responses on the form:

1. Do you, or anyone you are living with, have any of these symptoms: fever (above 100.4), cough, shortness of breath or difficulty breathing, diarrhea, chills, headache, severe sore throat, muscle aches, new loss of taste or smell?
2. Have you, or anyone you are living with, been diagnosed by a positive test and/or a health care practitioner for COVID-19?
3. Have you, or anyone you are living with, been in *close contact* (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?

If the answer is “yes” to any of these questions, the individual may not enter.

### Temperature Check

A non-contact thermometer will be used to check temperature. If temperature is 100.4 or higher, the individual may not enter. Mark the form accordingly.

### Today's Date and Visitor's Name

Insert individual's name and the date on the form.

### Screener

Insert the name of the staff member or volunteer who is performing the screening.

Completed forms are to be maintained for 14-days in the event contact tracing is necessary.

### Temperature Check Protocol

1. Check everyone's temperature
2. Clean thermometer routinely each day

## APPENDIX B

### BRANDYWINE VALLEY ACTIVE AGING EXPOSURE AND INFECTION PROTOCOL FOR COVID-19

#### Exposure and Infection Protocol

If you believe you have been directly exposed to COVID-19, please contact the Executive Director (610-383-6900 ext. 104) immediately. Because of the serious nature of this highly transmissible disease, we need everyone to be honest and transparent so we may assess potential COVID-19 exposure and the risk of others becoming sick.

- Individuals who have **NOT** exhibited any COVID-19 related **AND** have not had “close or proximate contact” \* with someone infected with COVID-19 may visit our facilities.
- For individuals who have *tested positive* for COVID-19:
  - If you had no symptoms prior to testing, and do not develop them after testing, you are asked to self-isolate in your home for 14 days and then may return.
  - If you had symptoms prior to testing, self-isolate in your home until each of the following conditions are met:
    - It has been at least 14 days since your symptoms first appeared **AND**
    - It has been at least three days since you have not had a fever (without using fever reducing medications) **AND**
    - Your respiratory symptoms are improving (e.g., cough, shortness of breath).Once all these conditions are met, you may return to Brandywine Valley Active Aging.
- For individuals who have *tested negative* for COVID-19:
  - If your test is negative and you had a known exposure to a confirmed case, quarantine until 14 days after your exposure.
  - If your test is negative and you had no known exposure to a confirmed case and you are asymptomatic (do not have symptoms), you can come to Brandywine Valley Active Aging.
  - If your test is negative and you had no known exposure to a confirmed case, but you are symptomatic, you may have another respiratory illness that is circulating in the community. Avoid work and group settings until three days after you have not had a fever (without using fever-reducing medications) and your respiratory symptoms are improving.
- Individuals (1) who have had “close or proximate contact” with a person infected with COVID-19 for a prolonged period **AND** (2) who are experiencing COVID-19 related symptoms may return to Brandywine Valley Active Aging once symptom-free **AND** after at least 14 days of isolation from the onset of the symptoms.
- Individuals (1) who have had “close or proximate contact” with person infected with COVID-19 for a prolonged period **AND** (2) who themselves are **NOT** experiencing COVID-19 related symptoms are subject to a 14-day self-quarantine for the protection of others **OR** may return to the Brandywine Valley Active Aging earlier with a note from a physician.

- Individuals who have not had “close or proximate” contact with a person with COVID-19 symptoms, (1) exhibit symptoms associated with COVID-19 upon arriving at Brandywine Valley Active Aging OR (2) become sick with COVID-19 symptoms while at Brandywine Valley Active Aging must be separated and sent home immediately. They may return to Brandywine Valley Active Aging once they are symptom-free AND after completing at least 14 days of isolation from (1) the onset of symptoms OR (2) upon receipt of one negative COVID-19 test result.

\* From the CDC: “Close and proximate contact” means being less than 6 feet apart for 15 minutes or more. This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering. Note: Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure, however, 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.

## APPENDIX C

### Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, SARS-CoV-2, and the respiratory disease it causes, COVID-19 (together, “COVID-19”), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge regarding COVID-19 is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore unknowingly spread the disease. While there are several vaccines available, proof of vaccination for participation in programs and services offered by Brandywine Valley Active Aging is not required. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness including death.

Brandywine Valley Active Aging cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 while utilizing our services or premises. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize our services and/or enter onto our premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

**ASSUMPTION OF RISK:** I am familiar with the Centers for Disease Control and Prevention (“CDC”) guidelines regarding COVID-19. I acknowledge and understand that the circumstances and symptoms regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I agree to accept full responsibility for familiarizing myself with the most recent CDC modifications and updates along with all applicable guidance from the Pennsylvania Department of Health.

I expressly agree, represent and warrant that I will not enter the Brandywine Valley Active Aging premises unless in the 14 days prior to entering the premises: (1) I have not had, been diagnosed with, or been suspected of having COVID-19, (2) I have not experienced any symptoms of COVID-19, and (3) I have not had any contact with anyone who has tested positive for COVID-19, experienced any symptoms of COVID-19, or self-isolated due to potential exposure to COVID-19.

I acknowledge that I am aware that by entering Brandywine Valley Active Aging’s premises there is a risk of being exposed to COVID-19, and/or any mutation or variation thereof. I am also aware that such an exposure can occur either directly or indirectly whether a mask is worn, and that Brandywine Valley Active Aging cannot guarantee that there will be no exposure to COVID-19. I further acknowledge that while certain individuals are more susceptible to becoming seriously ill if they contract COVID-19 (such as people over 65, people with serious underlying health conditions, and those with compromised immune systems), anyone, including a healthy person, is susceptible to contracting COVID-19. I have independently evaluated and reviewed the risks of being exposed or infected by COVID-19 and have determined, with full knowledge of the risks, to voluntarily assume and accept the risk of contracting COVID-19 for myself and/or those with whom I interact to utilize Brandywine Valley Active Aging’s services and enter Brandywine Valley Active Aging’s premises. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 to utilize Brandywine Valley Active Aging’s services and premises in person rather than enjoying the same services that are available virtually.

**WAIVER OF LAWSUIT/LIABILITY:** I, on behalf of myself and my heirs and personal representatives, hereby forever release and waive my right to bring suit against Brandywine Valley Active Aging and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing Brandywine Valley Active Aging's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including, but not limited to, claims of negligence, and give up any claim I may have to seek damages, whether known or unknown, foreseen, or unforeseen.

**CHOICE OF LAW:** I understand and agree that the law of the Commonwealth of Pennsylvania will apply to this Waiver of Liability Relating to Coronavirus/COVID-19.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_