

Ballard NW Covid-19 Protocols and Guidelines for Participants

We look forward to welcoming participants back to the center as we gradually reopen services. To ensure the safety of our Ballard NW Team and Participants in the Ballard NW Senior Center building we are implementing the following protocols and guidelines for participants on July 6, 2020 or later. The maximum number of people allowed in each room will be posted at the entrance to each room. The center will continue to wipe down high traffic areas throughout the day. Harmony Dining Hall is off limits to participants as we slowly reopen. Please be patient as we implement these new procedures. Thank you for your cooperation. If you have questions, please call the center at (206)297-0403.

The only entrance open to participants is the main first floor entrance on 32nd NW. Other doors will remain locked but arrangements may be made with staff for special needs participants. The age group that most frequents the center are those most at risk of serious outcomes so the protocols will be enforced and anyone not following them will be immediately asked to leave the building. These protocols will be updated as the center moves from stage to stage.

Masks are required for everyone, but, if a mask is inappropriate for a participant a note is requested from a professional provider. It's the center's final discretion to admit or not a participant if not wearing a mask or for other safety reasons.

Any participant that arrives and is ill, with any symptoms of any illness, will be asked to leave and return under state and local guidelines another day.

Temperature will be taken by receptionist. If temperature is above 99.4 the participant must leave the building immediately.

Participants must provide their contact information in case there is a positive Covid-19 incident so that those that came in contact with the individual can be informed and take necessary precautions. This is called contact tracking.

Masks must be worn on the first and second floors of the Ballard NW Senior Center, on the elevator, and stairs between the first and second floors **BY EVERYONE, STAFF, PARTICIPANTS, AND VOLUNTEERS**. (Staff in own office protocols are covered by different guidelines). If a participant doesn't have access to protective face coverings (masks) please let staff know and we will provide if we have supplies. There are special provisions for elevator use. Please advise staff and options will be provided.

First Floor Reception Area: There will be a limited number of people allowed in the building at any one time. 2 persons will be allowed in the entrance area plus the receptionists.

Participants will be allowed to enter the building, one at a time, with masks already on, through the main front entrance on 32 NW only and must remain 6 feet apart. Participants must wait their turn to enter from outside. Participants should arrive for your scheduled appointment on time but not too early to minimize multiple people waiting. Participants must use the sanitizer station at the front door on entering. The receptionist will direct the sign in protocol, including

the contact tracking form that must be completed. Temperature will be taken by receptionist. Participants will then go directly to their activity, and after the activity is over participants will leave the building. There is no social gathering allowed inside the center as the reopening begins.

Community Dining: Harmony Dining Hall is off limits as we slowly reopen

Community Dining Protocol: Being developed by Sound Generations which will be followed

In addition to Community Dining's protocol at Ballard NW the Community Dining program will be phased in gradually with take-out/ pick-up meals and delivery continuing until full on site dining is allowed which we don't anticipate until August or September.

Restroom Use: Only two (2) people will be allowed at one time in the first floor men's and women's restrooms. Masks must be worn; 6 feet physical distance must be maintained between each person. After use, hands must be washed with soap and water for a minimum of 20 seconds, after drying, hand sanitizer must be applied. If waiting to use the restroom, 6-foot distance must be maintained and masks worn.

Bookstore Area: Only 2 people can be in the bookstore at any one time. Masks and gloves must be worn. The participants must remain 6 feet apart and there will be no seating. When necessary there will be a 20-minute time limit per person to be in the area.

Exercise Room: The exercise room is shared by many different exercise classes and groups. Each group will have their own needs and requirements. But, in general, all participants must stay a minimum of 6 feet apart. Wearing masks when appropriate is highly recommended. The room will be closed to participants for an appropriate amount of time between classes. The Government rules, as of May 29 2020, state that only outside exercise can take place and only with 5 students or less. The following guidelines are for onsite exercise when that is allowed:

Enhanced Fitness: Enhanced Fitness Protocol being developed by SG

Yoga: 6 feet physical distancing, bring own mats, additionally waiting on instructor's protocol

Qi Gong: 6 feet physical distancing, additionally waiting on instructor's protocol

Zumba: 6 feet physical distancing, additionally waiting on instructor's protocol

Table Tennis: May only use 1 table; players must maintain 6 feet of physical distancing, limited bystanders must maintain 6 feet physical distancing and 6 feet from players, Masks should be worn, Table and equipment must be wiped down at end of session. It is requested that participants bring their own paddles.

Balance: All participants must maintain 6 feet of physical distancing, masks recommended, gloves when appropriate as determined by the leader.

Second Floor Reception area: Furniture will be positioned to keep doing business in the area 6 feet from receptionists. Only two (2) chairs will be allowed in the area and will be 6 feet apart. Others waiting to receive services must stand and wait and remain 6 feet of physical distancing and wear a mask. We prefer credit cards and checks to cash payments, please wear gloves when paying for a service.

Second floor class and meeting rooms; There is a sign on each room designating the maximum number of people allowed in that room. Instructors and group leaders are responsible to see all participants follow the rules. Participants must maintain 6 feet of physical distancing. Masks must be worn by all participants while in the room and going to and from each room, in the halls. Gloves are highly recommended where appropriate. At the end of each room use, participants must take all their possessions and leave the room. The room will remain empty for a minimum of 1 hour between activities with sanitation process in place.

Social Work Office: only 1 participant at a time, with physical distancing and masks where appropriate. Social Worker may modify protocol as needed.

Health Services in building: All health services must meet individual standards and protocols regulated by each professional health association: Only 1 participant per appointment will be allowed in the room unless a caregiver is required. In addition, at Ballard NW Senior center, all health professionals will wear face masks, face shields, gloves, and other appropriate PPE's to meet their association's professional standards.

Computer Lab: Only 3 people will be allowed in the computer lab at any one time and may only use designated computers. Masks and gloves must be worn. No food or beverages are allowed in the lab. Only 1 small bag will be allowed with each participant. There is a 30 minute per person time limit for lab use.

Staff Restroom: Only Staff and receptionists may use the second floor staff restroom. Masks must be worn; hand sanitizing protocols must be used.

Upstairs Kitchen: Only staff and receptionists may use 2nd floor kitchen. Masks must be worn, hand sanitizing protocols must be used.

Rummage Room: Pricers and organizers must wear masks and gloves and maintain 6 foot physical distancing. Hand sanitizer is available.

Thank you again for your cooperation and support as we slowly welcome you back.

Carlye, Lori, Carolyn, Jennifer, and Lisa