

Windy Hill Senior Center, Inc.
Infectious Illness Response Plan

The following policy has been established by the Windy Hill Senior Center, Inc. (referred to as WHSC) in response to any potential influenza or pandemic affecting the staff, members, volunteers and guests of the facility. In the event of an outbreak of any nature, the following plan will be implemented depending on the severity of the incident.

LEVEL 1:

The following procedures will be followed by employees, members and guests on a daily basis at all times:

- Stay at home if you are exhibiting any symptoms of illness.
- Wash hands with soap and water for 20 seconds.
- Utilize serving utensils when accessing food from snack area (do not use your hands).
- Cover your mouth when sneezing/coughing with your elbow.
- Wash/sanitize hands after sneezing/coughing or touching face.
- Wash hands thoroughly after using the restroom.
- Wash hands consistently when volunteering/working in the kitchen.
- Use protective gloves when working/volunteering in the kitchen.
- Do not touch face, mouth, eyes, when wearing protective gloves.
- Change protective gloves frequently when working /volunteering in kitchen.
- All eating/kitchen/food serving surfaces will be disinfected after use.
- All other surfaces, such as door knobs, door handles, light switches will be cleaned and disinfected on a regular basis.
- Exercise equipment will be cleaned and disinfected after each use.
- All phones, keyboards, desks, Copilot monitors will be cleaned and disinfected on a daily basis.

LEVEL 2:

In the event that a pandemic is identified as an immediate community risk by State and Local Health Authorities as well as the Spring Grove Area School District, the following procedure will be implemented by the Executive Director or designated personnel:

- Strictly enforced "single point of entry:" all staff, volunteers, guests and visitors will enter and leave the front entrance to be screened.
- Identified staff will carry-out the following procedure:
 - Inquire on general health (ask about symptoms: fever above 100.4, coughing, sneezing, shortness of breath)
 - Any flu-like symptoms or recent diagnosis of flu or other respiratory infection
 - Temporal screening for fever
- Refusal to cooperate in a proactive screening will result in denied access.
- Any staff, volunteers, guests or visitors appearing to be symptomatic or ill will be directed to Executive Director or other designated staff for final determination of access.
- Anyone determined to be symptomatic will be asked to leave and recommended to seek medical advice.

- Anyone denied access and requiring transportation assistance will be directed to an identified isolation room to await transportation. An emergency contact will be notified to provide such transportation.
- Prior to entry, all staff, guests, and visitors should sanitize their hands and be reminded that periodic hand washing throughout the day is advised.

Isolation

- A wellness room has been identified for isolation in the event that isolation of staff, volunteers or guests becomes necessary.
- The wellness room is stocked with gloves and sanitizing supplies; after any use, the wellness room and all furnishings will be cleaned and sanitized.

Cleaning and Sanitation

- Dining Room and Cafe
 - Dining room and café tables will be cleaned and sanitized after each use at the end of the day.
- Yoga Room and Fitness Room
 - All equipment will be cleaned and sanitized prior to and after each use.
- Restrooms
 - All fixtures will be cleaned and sanitized at the end of each day
- Surfaces (doors, door knobs, automatic door operating buttons, desktops, monitors, keyboards, mouse, phones, etc.)
 - All touchable surfaces will be cleaned and sanitized periodically throughout the day.

Staffing

- Sick Time (Personal Time Off)
- To encourage staff that is ill to stay home, WHSC will immediately suspend the required use of Personal Time Off to cover for absence due to illness.
- Employees exhibiting symptoms and/or cold or flu-like symptoms are encouraged to stay home.
- Any symptomatic employee will require clearance from a licensed physician prior to returning to work.

LEVEL 3:

In the event that a pandemic occurs that has been identified as having direct impact to older adults and/or the entire community, the WHSC will institute a precautionary closure. This action will be guided by information provided through the PA State Health Department, York County Area Agency on Aging, and the Spring Grove Area School District. At that time, a decision will be reached by the WHSC Board of Directors and the Executive Director, and the following may occur:

- Limited service for services such as tax preparation and Home Delivered Meals.
- The congregate meal services will be suspended. However, it will be determined whether it is safe for members to utilize a drive-thru service to acquire a lunch-time meal.

- Cleaning procedures listed in the LEVEL 2 emergency will be followed.

LEVEL 4:

In the event of an outbreak within the Windy Hill Senior Center the following actions will take place:

- A determination will be made in collaboration with the Executive Director and the WHSC Board of Directors to allow for immediate closure and discontinuation of all services.
- Contact with the Center for Disease Control, the PA Department of Health and the Area Agency on Aging will be made to determine length of closure and the implementation of other procedures.
- Communication with RabbitTransit
- Identification of potential contact(s) and notification of such for possible exposure.
- Public statements to alert staff, volunteers, contractors, vendors, guests and visitors.
 - The Executive Director and/or the Board President will be the primary spokesperson during any outbreak
- Professional cleaning and sanitation of the facility will be performed prior to re-opening of the facility.

Updates:

The Executive Director will be responsible for the timely updating of the Emergency Response Plan as necessary and for ensuring the dissemination of updates to any affected parties.

Adopted: Via Email Response – Windy Hill Senior Center, Inc. Board of Directors – March 11, 2020