**Lunenburg Council on Aging  
Eagle House Senior Community Center  
25 Memorial Drive, Lunenburg, MA 01462  
978-582-4166**

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**July 6, 2020**

**COVID-19 Operations Plan**  
**COA Name:** Lunenburg  
**Address:** 25 Memorial Drive, Lunenburg, MA 01462  
**Contact Name:** Susan Doherty, Director **Phone:** (978) 582-4166  **email:** sdoherty@lunenburgonline.com  
**Number of employees on site:** 1-8

**Social Distancing:**

* Social distancing signage requiring 6’ or more distance between clients along with directional arrows are posted throughout the senior center either on the floors or on sign stands. Signage is bright yellow and easy to see.
* Social distancing signage provided by the State of Massachusetts has been posted on doors and throughout the building.
* Scheduled program participants will call the center upon arrival and enter building through the main front entrance. Participants will then exit through the function room door when program has finished.
* Anyone wishing to enter the building will have their temperature taken with a touchless thermometer before entering and will be required to wear face coverings (unless medically unable to do so).
* Anyone with a temperature higher than 98.6 or exhibiting signs of COVID-19 will be denied entry to building.
* Programming has been limited to one program in the building per day.
* Programs will have no more than 10 participants.
* Program participants will not be allowed to congregate in building before or after program.
* Physical contact of any kind is prohibited.
* All people entering building will be manually signed in at the reception office by the Administrative Assistant.

**Hygiene Protocols**

* Wall mounted hand sanitizing stations are placed throughout the building and are clearly marked.
* Proper hand washing protocols are posted in all bathrooms and kitchens.
* Frequent hand washing and sanitizing is encouraged for all in the building.
* All furniture that will be used has been properly distanced 6’ apart in the function room and sitting areas.
* Access to all non-vinyl seating areas will be cordoned off.
* Newly purchased chairs that are made of Anti-Microbial/Anti-Bacterial vinyl material will be used for senior center programs.
* All furniture used by clients will be wiped clean with disinfectant cloths after use.
* Contracted cleaners come in on Monday, Wednesday, and Friday evenings to deep clean.
* Staff will disinfect designated public bathrooms after each program.

**Staffing & Operations**

* All staff have been presented with COVID-19 procedures provided by the State of Massachusetts and have completed the MIIA online training class for COVID-19 Local Government Personnel.
* All returning volunteers will be presented with COVID-19 protocols for review.
* Staff or volunteers who believe they are exhibiting COVID-19 like symptoms have been instructed not to report to work or to volunteer and will be required to have a negative COVID-19 test along with a physician’s note stating they are clear to return to work or to volunteer.

**CRITERIA FOR LUNENBURG SENIOR VAN TRANSPORTATION**  
  
The Lunenburg Council on Aging senior van transportation will begin LIMITED transport to ROUTINE medical appointments, pharmacy prescription pick-ups, Hannaford in Lunenburg and Market Basket on John Fitch in Fitchburg. Van seats have been fitted with sneeze guards by the Montachusett Regional Transit Authority (MRTA).

Clients will need to complete a phone screening process, with the dispatcher before appointment can be made.    
This screening process is recommended by the Commonwealth of Massachusetts Executive Office of Health and Human Services.  
Social distancing and other safety practices will be strictly enforced for those driving and using the van.

* Van will be limited to transporting 3 clients per day only.
* Temperatures will be taken by the van driver with a touchless thermometer before client boards the van.
* Clients, caretakers, and drivers must wear masks while on the van.  If client does not have them, they will be supplied for them.
* Van drivers must exit the van and stand 6’ back from door while client boards and exits the bus.
* Clients needing assistance to enter and exit van are required to have a caretaker with them.
* Client must sit in the furthest seat away from the driver (back of the bus).
* Wheel Chair clients must be accompanied by a caregiver.
* Driver will wear mask and gloves while engaging with wheel chair client, touching surfaces of chair only.
* Heating and air conditioning vents will remain on “Outside Air Circulation” during transport to reduce potentially infectious particles from spreading.
* Driver will wear gloves to sanitize surfaces touched after each client departs.
* Trash barrel will be provided for disposal of used gloves & masks and emptied each day.
* The Lunenburg Council on Aging van will not to be used for transportation to medical facilities for clients exhibiting symptoms of COVID -19.
* The Council on Aging van driver has the right to refuse transportation if he/she determines that the client is exhibiting signs of COVID-19.