

**CRESSKILL  
SENIOR ACTIVITY  
CENTER  
IN-DOOR/OUT-DOOR  
RETURN MANUAL**



Director of Cresskill Senior Activity Center  
*Donnajo Pascetta*

# Borough of Cresskill

CRESSKILL SENIOR ACTIVITY CENTER

The Mayor and Council, OEM, Director of Health, Parks and Recreation Director, and Senior Activity Center Director, have worked hard to get our programs back up and running for all during a challenging time. Attached you will find our "*In-Door/Out-Door Return Manual*," please read these documents, and understand all recommended guidelines and protocols. The key will be having everyone arrive fully prepared on time and depart at their appropriate time. Additional **KEY** reminders as we start our programs:

- Masks are **REQUIRED** for entry into Senior Center, and anytime moving from location to location. It is each participant's choice to wear or elect to remove during classes while on their chair or mat.
- **ALL** participants **MUST pre-register** for all facility/field classes/programs by email [SENIORCENTER@cresskillsenior@optonline.net](mailto:SENIORCENTER@cresskillsenior@optonline.net) or phone call **201-503-9831**. Limited space available. Please sign up early.
- Please arrive **15 minutes** prior to your start time to ensure check-in process is complete, and programs can begin in a timely fashion (i.e., if program start time is **12:30pm**, should arrive at **12:15pm**).
- **ALL** participants must be screened for fever and other COVID-19 symptoms via health assessment questionnaire **prior to entry** to the program facility/field before each session.
  - Health assessment questionnaire will be available in a variety of ways; in-person at check-in, print at home and bring hard copy (*via attached document*), or fill-out prior to arrival on-line at <https://cresskill.seamlessdocs.com/f/gk23cbr8sc7r> and submit prior to arrival.
    - **Any individual that fails pre-admission screening will not be able to participate and must go home immediately.**
- Signage is labeled throughout the Cresskill Senior Activity Center. **NO** visitors are allowed in the center, upon completion of check-in process, if not registered for program, please leave via Exit Route by following the posted signs. All participants will enter through the **WEST** entrance and are **REQUIRED** to leave via Exit Route through the **NORTH** exit by following the posted signs.
- Registered participants will **ONLY** be allowed to enter center during their scheduled class/program.
- Please wear or bring appropriate foot attire. **NO** open-toe shoes, or crocs allowed for participation.
- **ALL** participants **MUST** bring their own drink (*labeled with their name*).
- After program is over the instructor will be the last to leave the room.
  - **Please know both the *START* and *END* times for programs, we will need everyone's cooperation to facilitate in an organized way.**

# **CRESSKILL PROGRAMS – GENERAL INFORMATION**

## **Mission Statement**

The Cresskill Senior Activity Center creates a well-rounded, safe environment for all seniors, instructor, and staff to participate in a variety of activities.

## **Disclaimer**

“Participation and utilization of all Public Facilities includes the possibility of exposure to and illness from infectious diseases including but not limited to MRSA, influenza and COVID-19.

Medical guidelines and personal discipline may reduce the risk of exposure to the illness, the seniors or families’ members of our seniors, will in good faith comply with all CDC, and Governor Murphy’s Executive Orders as published”

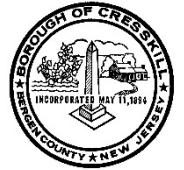
## **Goals**

- Provide, to the best of our abilities, a safe environment for all seniors, instructors, and staff.
- Plan exciting activities and programs in which all can participate.
- Help our seniors grow in their retirement years.
- Give seniors the opportunity to stimulate their minds and bodies.
- Provide a place to meet with their old friends and an even better place for them to make new ones.

## **Contact Information**

If you have any questions/concerns or need to contact us during center hours, call the Cresskill Senior Activity Center at **201-503-9831** or email: [cresskillsenior@optonline.net](mailto:cresskillsenior@optonline.net)

## GENERAL COVID-19 REGULATIONS FOR PROGRAM PARTICIPANTS, INSTRUCTORS, STAFF



### ***Following these recommended steps will help to mitigate risk for all participants in the COVID-19 environment***

- Organized programs must follow [Guidance for In-Door/Out-Door Programs](#).
- Please stay home if you, or anyone in the household, have any viral symptoms or have been exposed to the virus and should self-isolate.
- Staff shall screen instructors and participant for fever and other COVID-19 symptoms prior to entry to the program facility/field each day. Anyone with a fever more than **100.4** degrees Fahrenheit, or exhibiting other symptoms of COVID-19, shall not be allowed to enter the facility/field nor will persons that have exposure to persons known to have COVID-19 during the preceding 10-14 days.
- Upon arriving at the facility/field each instructor, participant, and staff will be asked a series of health assessment questions and have a temperature check. ***Any individual that fails the pre-admission screening will not be able to participate and must go home immediately.***
- Programs shall take steps to preclude crowding at pick up and drop off times. Programs are strongly encouraged to **schedule** and **stagger** these times.
- Limit handshakes, and hugging. Use social distancing whenever possible. Chairs may be used as a substitute to space properly.
- There is **NO** sharing of equipment. Cleaning and disinfecting must be conducted on all frequently touched surfaces and equipment (weights, mats, etc.). Space personal equipment out on the sidelines to help with social distancing.
- Sharing of **equipment, food, water** and **other like items ARE PROHIBITED**.
- All staff, instructors, participants must bring their own water bottles (*preferred labeled with name on it*).
- All activities will use social distancing as best as possible. ***Some activities will be revised or modified to help meet these criteria.***
- Hand sanitizing should take place **frequently**. Hand sanitizer should contain at least 60% alcohol.
- Restrooms are available at the facility/field, limit use to one person at a time to avoid overcrowding.
- Respiratory etiquette for coughing, sneezing and nose blowing should be **always encouraged**.
- Instructors, staff **should** wear a face covering, and **especially when social distancing cannot be maintained**.
- Participants should wear face covering when **not engaging** in vigorous activity (i.e. sitting on chairs/mats, walking to/from field/facility). When **feasible, participants shall wear face coverings within facility from entry to participation**.
- If a participant refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, the program must decline to allow them to participate.
- Programs shall implement enhanced **cleaning** and **sanitation** practices.
- **ALL** staff (**including volunteers**) must use appropriate PPE (gloves, face covering, goggles or gown) while participating or cleaning and disinfecting and then dispose of them properly. **ANY PPE** will be provided by the Cresskill Parks and Recreation Department. Staff should report to their supervisor all breaches in PPE (i.e. tear in gloves) or other exposures.
- Be sure to thoroughly wash hands, for at least 20 seconds, **when you return home**.

## Cresskill Parks and Recreation Return to Activities Plan

The Cresskill Parks and Recreation has established the following Return to Activities Plan. We understand that several of the guidelines may be difficult as participants enjoy interacting with their class members. However, we need to be diligent at enforcing these protocols for the health and safety of our seniors, instructors/staff, and their families.

Implementing these protocols will require a collaborative relationship between the programs, Instructors, staff, and participants. While our programs and Instructors, staff, must create a safe environment, you must make the decision for yourself to return to indoor/outdoor programming. If, you are not comfortable returning to class/programs **DON'T**. Finally, participants must be responsible to adhere to, and respect the social distancing requirements and no-contact guidelines established.

### **Roles and Responsibilities for each Include:**

#### ➤ **STAFF**

- Distribute and post Return to Activities/Indoor/Outdoor Protocols
- Be sensitive (and) participants that may be uncomfortable with returning to class/programs
- Train and educate all staff on Return to Play/Indoor/outdoor protocols
- Provide adequate space for social distancing
- Ensure appropriate waste receptacles
- Provide masks for all staff, and volunteers
- Provide hand sanitizer stations
- Use of signs, or physical barriers can be used to assist with guiding social distancing requirements
- Ensure routine and frequent cleaning and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations
- Ensure all participants, instructors, staff, and others participating in activities must be screened, via temperature check and/or health questionnaire, at the beginning of each training session
- COVID-19 reporting and communication

#### ➤ **INSTRUCTOR**

- Follow all Return to Activities/Indoor/Outdoor Protocols
- Inquire how participants are feeling – if they are not feeling well, send them home
- Ensure all participants have their individual equipment
- Required to always wear a cloth or disposable masks
- Ensure drills/exercise provide for adequate social distancing
- Identify adult staff members or volunteers (aged 18+ or older) to help remind participants and staff of social distancing, health screening protocols, and guidelines
- Respect participants by accommodating those that may not be comfortable with returning

#### ➤ **PARTICIPANTS**

- If you are not comfortable with returning to class – **DON'T**
- Adhere to all Indoor/Outdoor Return to Activities Protocols
- Wash hands thoroughly before and after **ALL** class/programs
- Wash and sanitize training equipment after every training session/program
- Do not share water, food, or equipment with **ANYONE**
- Participants are recommended to wear cloth or disposable masks when not engaging in vigorous activity, such as when sitting on their chair/mat, when interacting with an instructor, etc. Face masks are not required when persons are engaged in high intensity aerobic or anaerobic activities. When face coverings are not worn, efforts should be made to maintain at least 6 feet from others
- Respect and practice social distancing
- No handshakes, or hugging.

## I. CHECK FOR SYMPTOMS

- a. If you are sick, feel sick, or may be sick, stay at **home!**
- b. Participants to understand that by attending class/ program, they are attesting that they are not ill, nor has come into contact with anyone infected with COVID-19 in the previous **10-14** days.
- c. Check your temperature before coming to class program. If the temperature is over **100.4** do not attend class/program.
- d. Any instructor, participants, staff need to attest that to the best of their knowledge that they have not exhibiting widely established symptoms of COVID-19.
  - Not an exhaustive or all-inclusive list, but symptoms including such as these fever, fatigue, dry cough, phlegm, loss of appetite, shortness of breath, nausea, sore throat, body aches or swelling, unusual headache, loss of smell or taste, stuffy nose.
  - Have not tested positive for COVID-19 within the last 10-14 days.
  - Have not been in close contact with someone who has tested positive or someone who is exhibiting the widely established symptoms of the virus (***even if they have not been tested***) within the last 10 days.
- e. Any attendee that displays any of these symptoms will politely be asked to leave.
- f. Individuals, including participants, instructors, staff, and volunteers, should stay home if they have tested positive for or are showing COVID-19 symptoms.
- g. Individuals, including staff, participants, instructors, and their families, who have recently had a close contact with a person with COVID-19 or someone showing symptoms of COVID-19 should stay home, monitor their health, and follow CDC guidance for community-related exposure.
- h. It is recommended that if you or anyone in the household recently went for COVID test that any participants remain out of program or training session (***including practice or game***) until results are received.

## II. REPORTING AND COMMUNICATION FOR COVID-19 EXPOSURE

- a. **ALL** staff members (including instructors) are required to report if they test positive for COVID-19, are suspected of being positive for COVID-19, or have been directly exposed to someone who has tested positive for COVID-19.
- b. Any participant who has tested positive for COVID-19, is suspected of being positive for COVID-19, or has been directly exposed to someone who has tested positive for COVID-19 is required to report to the center Director. Please contact Donnajo Pascetta [cresskillsenior@optonline.net](mailto:cresskillsenior@optonline.net) or call **(201) 503-9831**.
- c. If a case of COVID-19 is reported, all staff and participants, instructors who came in contact with that person will be notified. Due to privacy issues and HIPAA laws, the identity of that person will remain anonymous.
- d. Our Department will notify the local OEM in the event of the confirmed COVID-19 case. In addition, the department may cancel all class/programs associated with that group for up to 10-14 days.
- e. Before a staff member or participant who has tested positive for COVID-19 can return to activities, the following conditions must be met:
  - Minimum of five to seven days must pass before the original onset of symptoms
  - Minimum of 72 hours must pass without symptoms and without aid of fever-reducing medications
  - The staff member and participant must attain a negative COVID-19 test result
  - In the absence of a negative PCR test, they must quarantine 10-14 days

- f. Once notified that an individual who has tested positive for COVID-19 has been in close proximity (within 6 ft) with any staff member or player, those staff members, instructors, and participants must adhere to the following protocol.
- Notify their primary physician
  - Staff members, instructors, and participants begin in-home isolation for a 10 to 14-day period after their last exposure to that person.
  - Staff members, instructors, and participants can discontinue in-home isolation if they undergo testing, and the test result comes back **NEGATIVE**.
    - After day **7** after receiving a **negative** PCR-test result (*test must occur on day 5 or later*)
  - **However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.**
    - Someone who has been **fully vaccinated** for two-or more weeks, and shows no symptoms of COVID-19
    - **OR:**
      - Someone who has COVID-19 illness within previous 3 months (**90 days**) and
      - Has recovered and
      - Remains without COVID-19 symptoms (*for example, cough, shortness of breath*)
- g. If you **MUST** travel, the following steps are recommended to protect yourself and others:
- **VACCINATED AND TRAVEL IS DOMESTIC (WITHIN THE UNITED STATES & US TERRITORIES):**
    - Someone who has been **fully vaccinated** for two-or more weeks following, and shows no symptoms of COVID-19, **DOES NOT** needs to **QUARANTINE**.
      - **Fully Vaccinated is considered:**
        - 2 weeks after their 2<sup>nd</sup> dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
        - 2 weeks after a single-dose vaccine, such as Johnson & Johnson vaccine.
    - People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:
      - Fully vaccinated travelers **DO NOT** need to get tested **BEFORE** or **AFTER** travel unless their destination requires it
      - Fully vaccinated travelers **DO NOT** need to **SELF-QUARANTINE**
  - **NOT VACCINATED OR INTERNATIONAL TRAVEL (OUTSIDE THE UNITED STATES):**
    - Get tested **3-5** days after your trip and stay home and self-quarantine for a full **7** days after travel, even if your test is **negative**.
    - Even if you test **NEGATIVE**, stay home and self-quarantine for the full **7** days.
    - If your test is **POSITIVE**, isolate yourself to protect others from getting infected.
    - If you do not get tested, stay home and self-quarantine for **10** days after travel.

### III. MINIMUM REQUIREMENTS

#### 1. INTAKE PROTOCOL AND TEMPERATURE CHECK

- a. We recommend that participants do not carpool to and from class/program
- b. During intake process participant will be subject to a non-contact temperature check. Anyone that has temperature over **100.4** will be asked head home and will be unable to participate.
  - **Procedure:**
    - ❖ Participants will come into the CSAC facility/field during their designated class/program time (**15 minutes prior to allocated start time**).
    - ❖ Staff/Participants/Instructor are required to wear a mask during the entire procedure.
    - ❖ **ALL** participants must be screened for fever and other COVID-19 symptoms via health assessment questionnaire prior to entry to program facility/field each session.
      - Health assessment questionnaire will be available in a variety of ways, and must be provided for each training session;
        - in-person at check-in,
        - print at home and bring hard copy (**via form in packet**), or
        - fill-out prior to arrival on-line at <https://cresskill.seamlessdocs.com/f/gk23cbr8sc7r> and **SUBMIT**.
      - ❖ Sanitizer applied on hands of all participants upon completion of check-in process.
  - Participants will head to designated spots until class/program begins. Participants will return to vehicle at the end of class/program.
  - Participants **MUST** depart immediately from check-in area for next class/program arrival
    - ❖ Participants/Staff/Instructors must continue to practice social distancing (6ft distance) while walking to and from activities.
    - ❖ Upon arrival to the field/room, participants will be assigned their own designated area of space to work within.
    - ❖ When class/program ends, participants will be asked to promptly gather their personal items and walk to their vehicle. Throw away any trash, in proper areas (**follow signage**).

#### 2. QUARANTINE OPTIONS

- a. After day **10** without testing
- b. After day **7** after receiving a **NEGATIVE** PCR-test result (**test must occur on day 5 or later**)
- c. People who have tested **POSITIVE** for COVID-19 within past 3 months (90-days) and recovered do not have to quarantine or get tested again as long as they **DO NOT** develop new symptoms.
- d. Recommended travel guidelines: Get tested **3-5** days after your trip and stay home and self-quarantine for a full **7** days after travel, even if your test is **negative**. If you don't get tested, stay home and self-quarantine for **10** days after travel.

#### 3. SMALL GROUP PRACTICE

- a. Each group will have their own instructor and practice area.
- b. Instructors to use routines which maintain social distancing as much as possible and avoid person-to-person contact.

#### 4. ZERO TOLERANCE, NON-CONTACT BETWEEN PARTICIPANTS

- a. Instructors shall ensure all participants avoid handshakes, or other types of physical contact.



**5. FACE COVERINGS DURING TRAINING SESSIONS/PROGRAMS**

- a. Instructors are required to wear face coverings during training session. Participants will also be allowed to wear face coverings while training, but this is an individual choice of the participants.
- b. For any meetings, instructors will address participants while they are at a social distance. For example, in a 6-foot grid formation, otherwise masks should be worn if in closer quarters.
- c. It is recommended that participants not to wear face coverings while engaged in vigorous activities.
- d. Participants are encouraged to wear face coverings whenever not engaged in activities/class (*i.e., on the chairs/mats*).

**6. HAND SANITIZER OR HAND WASHING**

- a. Participants should have hand sanitizer for personal use
- b. Sanitizer or Hand Washing will be applied following check-in process to **ALL** participants, prior to training session/program beginning
- c. Instructors must use hand sanitizer before, during breaks, and after practice
- d. Hand sanitizer stations will be provided at each location

**7. AVOID "SHARED" EQUIPMENT**

- a. Participants should wear their regular training attire and proper footwear.
- b. Participants should bring their own water bottle, weights, bands etc. **NO** sharing allowed.
- c. Every participant will have their own equipment during their training class/program. Equipment will be sanitized after each training session/program by participant.
- d. Chairs will be allocated for each participant, and **NO** sharing allowed. Chairs will be spaced out 6-feet apart.

**8. REDUCE PARTICIPANTS TOUCHING EQUIPMENT**

- a. Staff will be disinfecting all their chairs before and after use
- b. The handling of **ALL** equipment will be limited to instructors/staff only
- c. Water fountains are allocated for water bottles **ONLY**, no mouths to be used.
- d. **NO** sharing of any equipment.

**9. INCREASED SIGNAGE THROUGHOUT FACILITY/FIELDS**

- a. Signage will be posted to remind all participants, instructors, and staff about COVID-19 symptoms, mask wearing, handwashing and social distancing.

**10. SOCIAL DISTANCING MONITORING**

- a. Staff members to monitor the facility/fields to politely but firmly ask any groups of participants to disperse and maintain appropriate distancing.

**11. COVID-19 TRAVEL ADVISORY**

- a. In response to increased rates of COVID-19 transmission in certain states within the United States, and to protect New Jersey's successful containment of COVID-19, the State has joined with New York and Connecticut in jointly issuing a travel advisory for anyone returning from travel to states that have significant degree of community wide-spread of COVID-19.

**12. ALL INSTRUCTORS WILL BE ISSUED A BACKPACK (this bag **MUST** be brought to each class/program)**

- a. Mask
- b. Sanitizer
- c. Face Shield
- d. Tissues
- e. Sanitizer Wipes

# **CRESSKILL PROGRAMS – SYMPTOM MANAGEMENT PLAN**

## **PROTOCOL FOR SICK PARTICIPANT OR STAFF**

These are the procedures to follow if participant or staff does not pass a health pre-screening, tests positive, or becomes ill at a program or event.

**Participant or Staff does not pass the participation health pre-screening:**

**(Screening must be done before staff sets up for program or a participant begins participation in program.)**

- **Participant:** Request that the participant immediately returns home and encourage to see a medical professional and quarantine for required time.
- Documentation should be sent to the Cresskill Senior Activity Center [cresskillsenior@optonline.net](mailto:cresskillsenior@optonline.net) with contact information about what class, group, program they had attended.
- **Staff:** Request staff to leave program immediately see a medical professional and quarantine. Instruct staff member to get tested for the virus and present results to department. Employees cannot return to work until they have been medically tested.
- Complete written documentation that all actions were completed.

**Participant or Staff involved in a program tests positive:**

- Once we have found out that a participant or staff member has tested positive for the virus, documentation will be sent to the Cresskill OEM with contact information about who was in their class, group, or team.
- The class, group, or program must be canceled until all actions necessary to disinfect the affected area are completed and the required quarantine time requirements have been met.
- All supplies must be thoroughly cleaned and disinfected.
- Complete written documentation that all actions were completed.
- Notification to class participants that a member has tested positive and that all participants must seek immediate medical attention.

**Participant or Staff becomes ill while attending a program or event:**

- Close area visited by the ill participant or staff member. Isolate the individual until transportation home can be obtained.
- Documentation should be sent to the Cresskill Senior Activity Center with contact information about who was in their class, group, or team.
- If the individual or staff member has been in an indoor activity, first use fans to increase ventilation in the room and then, after 24 hours of ventilation, begin area disinfection process.
- If the individual or staff member has been in an outdoor setting, rope off area and begin disinfection process as soon as possible.

**Continually educate employees about how to recognize symptoms and what actions to take if they, or someone in their care, develop symptoms or are exposed to someone with the virus.**

## **HEALTH SCREENING PROTOCOL**

**Participants, instructors, and staff should stay home if they present any viral symptoms. Health screening will be conducted upon arrival of all staff, participants, and volunteers.**

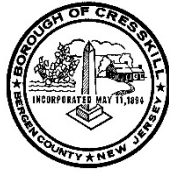
**Please take your temperature before leaving home, this will save time and keep everyone safe.**

All seniors, instructors, and staff will be screened for respiratory symptoms by observation, asked a series of questions and have their body temperature taken (temporal artery thermometer) as a precautionary measure to reduce the spread of COVID-19. This must be completed prior to participating in the program. All pre-screening results will be maintained as a private medical record. The screening should include the following questions:

- Have you been in close contact with a confirmed case of COVID-19 in the past 10-14 days?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had a loss of taste or smell?
- Have you had vomiting or diarrhea in the past 24 hours?
- Have you traveled outside the state or country?

Any individual who has a fever at or above **100.4** degrees Fahrenheit, is experiencing coughing or shortness of breath, or answered yes to any of the screening questions will be sent home and should not return to the program until:

- They have had no fever for at least three (3) days without taking fever-reducing medication during that time.
- Any respiratory symptoms (cough and shortness of breath) have improved, and
- At least ten (10) days have passed since the symptoms began.
- An employee may return to work earlier if a doctor confirms that the cause of the employee's fever or other symptoms is not COVID-19 related and releases the employee to return to work in writing.



## CRESSKILL SENIOR ACITIVITY CENTER

### COVID-19 DAILY PRE-SCREENING QUESTIONS

Name of Participant: \_\_\_\_\_

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

Participant Cell #: \_\_\_\_\_

Class/Program: \_\_\_\_\_

Are you experiencing any of the following symptoms?

Please Circle One

- |  |     |    |
|--|-----|----|
| 1. Fever ( $\geq 100.40$ F)                      | YES | NO |
| 2. Cough or shortness of breath                  | YES | NO |
| 3. Sore Throat                                   | YES | NO |
| 4. Chills  | YES | NO |
| 5. Muscle aches or rigors                        | YES | NO |
| 6. Headache                                      | YES | NO |
| 7. New loss of taste or smell                    | YES | NO |
| 8. Abdominal pain, nausea, vomiting, or diarrhea | YES | NO |

Have you had close contact with someone who is currently sick? YES NO

Have you been diagnosed with COVID-19 in the past three weeks or have reason to believe you have COVID-19? YES NO

Have you traveled or had close contact with anyone who has traveled Internationally in the last 10 days? YES NO

Have you visited one of the states currently on New Jersey quarantine list? YES NO

If so, which state did you travel to and when did you return from travel? \_\_\_\_\_

If you took your temperature this morning, what was the reading? \_\_\_\_\_

***\*\* All current guidelines and restrictions listed within this manual are subject to change, and contingent upon CDC Guidelines, and the NJ Department of Health.***

***As policies and guidelines continue to modify, we are continuing to monitor the situation and we will adjust our plan accordingly, but our mission will always to be able to provide a SAFE and fun experience. \*\****

