



TLC ADULT DAY CARE  
AND RECREATION CENTER

## **COVID-19 POLICIES & PROCEDURES**

1. Limited Entry
  - Signs are posted at main entrance limiting entry to the center
  - Only staff, essential volunteers, participants and essential visitors will be allowed
2. Restriction of individuals (staff, essential volunteers, participants, or essential visitors) showing signs/symptoms or potential COVID-19 exposure
  - One or more center employees will ensure all residents have been asked at least daily about fever and symptoms of COVID-19 (e.g., sore throat, new or worsening cough, shortness of breath, muscle aches)
  - Temperatures will be recorded for all staff, essential volunteers, participants and essential visitors entering the center
    - Anyone with a temperature greater than or equal to 100.4 °F will not be allowed to enter the center
  - Anyone with symptoms of COVID-19 (shortness of breath, new or change in cough, sore throat, muscle aches) will not be allowed to enter the center
  - Those with symptoms of acute respiratory illness should stay out of the center and not return until they are free of fever (oral thermometer temperature of 100.4 degrees F/37.8 degrees C or greater), signs of a fever, and any other symptoms for at least 72 hours, without use of fever-reducing or other symptom altering medicines (e.g. cough suppressants)
3. All staff, essential volunteers, participants and essential visitors entering and exiting the center are required to wash/sanitize hands
  - Access to alcohol-based hand sanitizers will be kept throughout the center
  - All sinks will be adequately supplied with soap and paper towels
4. Restricted Activities and Social Distancing
  - All activities will require social distancing of at least 6 feet
  - Communal dining will require social distancing of at least 6 feet
5. Adequate cleaning and disinfection supplies are readily available at center



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- EPA-registered disposable disinfectant wipes will be provided so that commonly used surfaces can be wiped down
  - Staff will routinely (at least once per day, if possible) clean and disinfect surfaces and objects that are frequently touched in common areas
    - This may include cleaning surfaces and objects not ordinarily cleaned daily (e.g., door handles, faucets, toilet handles, light switches, elevator buttons, handrails, countertops, chairs, tables, remote controls, shared electronic equipment, and shared exercise equipment)
  - Staff will regularly dispose of waste products and empty waste baskets
    - Use disposable liners in wastebaskets if possible
    - Use no-touch disposal receptacles if possible
6. Use of Personal Protection Equipment
- All staff, essential volunteers, and essential visitors are required to wear a cloth face covering or facemask while at the center
  - Participants are requested (but not required) to wear a cloth face covering or facemask while at the center
7. Education of Staff/Essential Volunteers/Caregivers/Participants
- Staff will be educated regarding all COVID 19 Policies and Procedures
  - The Administrator will be responsible for monitoring all COVID 19 Policies and Procedures for compliance
  - Participants will be educated regarding COVID 19 and the center's policies and procedures
  - Signs will be posted throughout the center, encouraging hand hygiene, respiratory etiquette (cover your cough and sneeze), and avoiding touching your face with unwashed hands
    - Educational materials will be posted in the languages used by the populations served at the center
  - COVID 19 educational materials will be provided to Caregivers