



**Health and Safety Protocols**  
as of September 17, 2020

## **Governor Northam's Executive Order 65**

The City of Charlottesville, along with most of the Commonwealth, entered into [Phase Two](#) of Governor Ralph Northam's "Forward Virginia" plan to safely and gradually ease public health restrictions to help contain the spread of COVID-19 on [June 5, 2020](#).

With guidance from the Virginia Department of Health, Thomas Jefferson Health District, Sentara Martha Jefferson, Albemarle County, and the Board of Directors—and with input from staff, members, and volunteers—a dedicated task force of multiple stakeholders continues planning how The Center at Belvedere will begin to gradually and responsibly welcome people to our new home.

The Center has a long history of serving older adults in our community and their safety and well-being is paramount. We understand that it may take weeks, months, or more before people feel comfortable enough to come to The Center at Belvedere. Individuals must weigh the risks and decide what is right for both themselves and others.

Part of that decision-making process is knowing what steps The Center is taking to keep people as safe as possible. Along with meeting [requirements](#) established by the state, we are implementing enhanced cleaning and safety procedures, and new requirements for staff, volunteers, and visitors.

Information about those protocols is included here in an abbreviated form. These practices will evolve as circumstances dictate.

Operational guidelines are available on our [website](#).

For more information, please call 434.974.7756 or email [info@thecentercville.org](mailto:info@thecentercville.org).

**These protocols will evolve as governmental, public health, and Center-specific circumstances dictate.**

*Note that entry protocols for programs and for Greenberry's at The Center may differ.*

## **Physical Distancing Practices**

- ❑ Everyone will maintain six feet of physical distance while in the building. This will increase to 10 feet for fitness activities.
  - Physical spaces will be limited to 50 or fewer people.
  - We have moved workstations to ensure adequate space between co-workers and between members of the public. Where that is impossible, plexiglass shields have been put in place.
  - There is prominent signage throughout the building to remind people about physical distancing.
  - Some common areas have been blocked off. Elsewhere, seating has been removed, blocked, or moved six feet apart.
  - Only one person at a time will be allowed in elevators, with the exception of people who reside together. The main staircase is wide enough to allow appropriate distancing.
  
- ❑ Entry and exit for members and guests will be limited to the main sliding glass doors, as this is touchless and sufficiently wide to allow for distancing.

## **Enhanced Cleaning & Disinfection Practices**

- ❑ We will routinely clean and disinfect high contact areas and hard surfaces, including payment pads, door knobs/handles, chairs, light switches, handrails, restrooms, floors, and equipment. We are following [CDC Reopening Guidance for Cleaning and Disinfection](#) guidance and use an EPA-approved disinfectant to clean.
  - High contact surface areas will be disinfected at least every 2 hours during operations.
  - Certain surfaces and objects in public spaces, such as credit card keypads, will be cleaned and disinfected before each use.

- ❑ A professional service will provide dedicated cleaning and disinfecting on the days The Center is open.
- ❑ Alcohol-based hand sanitizers and sanitary wipes will be provided throughout the building.
- ❑ Staff and volunteers will be encouraged to increase the frequency with which they wash their hands with soap and water.

### **Enhanced Safety Practices**

- ❑ Face coverings over nose and mouth are required for entry. Everyone must be masked at all times while in the building.
- ❑ At least one staff person or qualified volunteer will be positioned at the building entrance to ensure compliance with mandated safety practices.
- ❑ Staff and volunteers are required to self-monitor their symptoms.
  - Employees are required to check for fever before coming to work and stay home if they are sick.
  - Sick leave policies are in place to ensure employees can stay home if they are sick, need to self-quarantine, and if they need to care for a sick family member.
- ❑ Staff is provided with information on best hygiene practices on a regular basis.
- ❑ Staff is required to sign a Pledge of Personal Responsibility, indicating their intention to abide by health recommendations both in and out of the office.
- ❑ Hours of operation will be reduced and the limited number of programs available will be staggered to allow for safe distance and thorough cleaning.

## **Guidelines for Gatherings: Best Practices**

*In addition to the practices outlined above:*

- Signage at the entrance states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the building.
- Signage throughout the building provides public health reminders.
- Occupancy is limited to 50% of the space or 50 participants, whichever is less. It is further limited to ensure that six to ten feet of physical distance can be maintained between anyone not members of the same household. For group exercise classes, occupancy limit is 30%.
- Programs will be scheduled at intervals and locations to avoid bottlenecks.
- Programs will require advance registration in order to ensure adherence to occupancy limits.
- No electronic check-in will be required at this time.
- Acrylic barriers are in place at the Welcome Desk and Greenberry's.
- Bathrooms are available for participants to wash hands with soap and water. Alcohol-based hand sanitizer is available throughout the building.
- Plans are in place for notifying the local health department and all participants if any exposure to COVID-19 occurs at the event.

## **Greenberry's Food and Beverage Service**

*In addition to the practices outlined above for The Center:*

- Greenberry's will adhere to all of the guidelines listed above in addition to following regular Virginia Department of Health and Virginia Department of Agriculture and Consumer Services requirements.

- Limited seating is available.
- Only menu boards or single-use disposable menus will be used.
- Refilling food and beverage containers brought in by customers is not allowed.
- No self-service of food, including condiments. Condiments must be dispensed by employees upon the request of a customer.
- Credit card terminals will be disinfected after each use.
- Only 10 patrons may wait for takeout in the lobby area at one time.