

Jewish Community Center of the Lehigh Valley

702 N. 22nd St., Allentown, PA

www.lvjcc.org

Covid-19 Health & Safety Plan

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For more information:

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Introduction

This document is intended for the employees, members and program participants of the JCC of the Lehigh Valley (“JCC”) in response to the Covid-19 pandemic. This plan may be updated from time to time and any changes from the previous version will be noted in the section below. Changes or additions to these policies and procedures may be made at any time by the JCC’s executive staff or board of directors.

General Approach

The JCC’s general approach to mitigating the risks of Covid-19 are:

- Communication
- Screening
- Distancing
- Hygiene
- Monitoring

We aim to limit the people in our building to those that are essential and to maintain small group cohorts throughout our various programs. Doing so decreases the risk of exposure to a large group of people.

Our goal is to take appropriate measures as recommended by local, state, and national public health officials and consultants. Throughout this document, we will denote the source of our policies as appropriate:

- CDC = Centers for Disease Control
(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>) and
(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>)
- PAC = Commonwealth of Pennsylvania Camp Guidance
(<https://www.governor.pa.gov/wp-content/uploads/2020/05/20200522-Department-of-Health-2020-Summer-Program-FAQ.pdf>)
- PAS = Pennsylvania Department of Education School Guidance
(<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Pre-K%20to%2012%20Reopening%20Guidance.pdf>)
- ACA = American Camp Association
(<https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>)
- RW = Redwoods Insurance Group

These policies are mandatory for all members, guests, participants, employers and visitors to the JCC grounds and facility. **Failure to comply with these policies may result in disciplinary action up to and including termination of membership and services without refund.**

Pandemic Team

The following individuals lead the preparedness and response planning for the Covid-19 pandemic:

- Eric Lightman, executive director: Serves as the pandemic coordinator and makes all final decisions related to operations.
- Karla Lyle, administrative director: Coordinates building services team, including cleaning and facility schedule.
- Tracy Sussman, membership and marketing director: Coordinates internal and external communication and member-facing customer service.
- Brenda Finberg, program director: Coordinates planning, staffing and response for K-8 programs (including youth camp).
- Lisa Yoskowitz, early childhood director: Coordinates planning, staffing and response for early childhood (infants through Pre-K) programs.

Communication

The primary form of communication will be e-mail. Additional communications will also be sent via the Brightwheel app (for early childhood families), social media (Facebook), and the JCC's website (www.lvjcc.org).

In the event of an urgent communication need, such as a notification of an individual's potential exposure to Covid-19, we will also attempt to make contact via telephone. We encourage you to update your e-mail and telephone contact information with us if it has changed or if you are not currently receiving communications from us.

The JCC additionally will communicate policies and procedures in the following ways:

- Prominently posting signage at the building entrance, on entry doors, at the Welcome Desk and in hallways, promoting distancing, mask wearing, and proper hygiene.
- Holding virtual online meetings with members, parents and caregivers to explain policies and procedures and answering any questions prior to the start of a new major program.
- Posting this Health & Safety Plan on the JCC's public website.

Screening

All individuals must enter through the front doors (22nd St.) and will be screened when entering the building (CDC). The primary screening will consist of a temperature check with an infrared non-contact thermometer, and signage displaying conditions under which individuals may not enter the building. Specifically, entry to our building is denied if an individual:

- Had any of the common symptoms of Covid-19 (CDC), including a temperature greater than or equal to 100.4° Fahrenheit.
- Has been in close contact with anyone that has a confirmed or probable Covid-19 diagnosis, starting 48 hours prior to their symptom onset (or, if asymptomatic, prior to taking the test that came back positive).
- Has received a confirmed or probable Covid-19 diagnosis.

“Close contact” is defined as (CDC):

- You were within 6 feet of someone who has Covid-19 for a total of 15 minutes or more over the course of any 24-hour period.
- You provided care at home to someone who has Covid-19.
- You had direct physical contact with someone who has Covid-19 (hugged or kissed them).
- You shared eating or drinking utensils with someone who has Covid-19.
- Someone who has Covid-19 sneezed, coughed, or somehow got respiratory droplets on you.
- You live in the same household with someone who has Covid-19, unless specific intentional efforts were made to ensure isolation from that person.
- Notes:
 - This does not apply to workers in a health care setting where proper procedures were followed, unless the worker has been furloughed as a result of their employer’s risk assessment.
 - Wearing fabric (non-medical grade) masks is not a factor in determining whether or not someone was in close contact.

A probable case means:

- Displaying any of the common symptoms of Covid-19 and having a known “close contact” with a positive case; or
- Being diagnosed as “probable” by a medical professional.

Additionally, anyone who meets the above criteria for being denied access to the JCC facility must inform the JCC immediately of their situation. This includes any symptoms, pending test results, received test results, or diagnoses. The JCC may share this information with public health authorities. Any JCC employee, member or program participant must report a pending Covid-19 test to the JCC, although having a test administered for reasons not related to one of

the above conditions does not automatically bar one from entry. Failure to inform the JCC of this information may result in disciplinary action up to and including termination of services.

Anyone that is not permitted entry for any of the above reasons may not re-enter the building until they do one of the following:

- If they have shown symptoms:
 - Have a doctor's note stating that a Covid-19 test is not recommended and that further quarantine is not required; or
 - Have received a Covid-19 test since their symptoms began, and it has come back negative.
- If they have had a diagnosis of Covid-19:
 - At least 10 days have passed since the onset of symptoms, 1 day has passed without a fever (without the use of fever-reducing medication), and other symptoms are improving; or
 - Received two negative test results at least 24 hours apart at least 1 day since their last fever without the use of fever-reducing medication.
- If they have had exposure to someone with a probable or confirmed case of Covid-19:
 - If the case is confirmed or no test is performed on the person to whom they were exposed, have self-isolated for a minimum of 10 days without symptoms since their last exposure to the person; or
 - If the person with a probable case has been tested and received a negative test result.
 - They have received a complete course of a Covid-19 vaccine (i.e., both doses in the 2-dose series), at least 14 days but no more than 3 months have passed since the final dose, and they are asymptomatic since the exposure (CDC).

This policy applies to all individuals entering the building, including but not limited to employees, visitors, guests, members, and program participants.

Additionally, all individuals entering the building must either check-in at the Welcome Desk using their key fob or be signed in by the Welcome Desk associate. Non-members and members who do not have a key fob must show ID and provide a phone number. This will assist in contact tracing if necessary at a later date.

- Early Childhood parents may enter through the Washington St. play area back door between 8am and 9:15am; a staff member will be available to conduct temperature screening.

Distancing

To decrease the chances of disease spreading through respiratory droplets, all persons on the JCC's property must:

- Maintain a 6' distance from others, except for those in their household (CDC).

- Use face masks when in public spaces, including parking lots, entrance and exit ways, restrooms, lobby, and hallways (CDC). Masks should be used and 6' distancing should be maintained in semi-private spaces such as offices and break rooms when occupied by more than one person. Masks should not be worn by children ages two and under. Additionally, masks (CDC):
 - Must cover the mouth and nose at all times.
 - Must be secured behind the ears or around the back of the head.
 - May not be face shields, bandanas or other coverings open at the top or bottom.

Failure to abide by these policies will result in denial of access to or removal from the facility.

In our child care programs, the JCC will be using "cohorting" as part of a concentric circle of infection prevention model (ACA). To do this, we will:

- As much as is practical, maintain the same staff with each group throughout the day, and on a day-to-day basis (ACA, CDC, PA). Exceptions may be when substitute staff are required.
- Minimize the mixing of children between groups (ACA, CDC, PA).
- Limit non-essential staff, volunteer and visitor contact with child care groups (ACA).
- Ensure only one group is in a space at any given time.

Additionally, our programs will require the use of face masks by all children over the age of two (2), except when seated 6' apart and eating or drinking (PA). While younger children may occasionally have difficulty keeping their mask on at all times, they must come to school with a mask, receive support for this policy at home, and will be encouraged by staff to wear it in line with our policies.

Hygiene

The JCC will follow an enhanced hygiene protocol to decrease the chances of transmission of Covid-19 on surfaces throughout our facility. Hygiene and cleaning are everyone's responsibility, including members and all staff.

Our hygiene protocol includes (CDC):

- All persons in our building should wash their hands or use hand sanitizer upon entry. Hand sanitizer will be available around the building, including at entry points, and in all classrooms.
- Handwashing should continue to occur regularly throughout the day, including transition times, after re-entering the building from outside, after being in public spaces, and after using the restroom.
- Staff must wear disposable gloves when diapering children, handling food that will be served to children, and assisting with bathroom duties for young children. Gloves should

be changed between handling each child, and hands should be washed after removing gloves (including in between glove changes).

- Use of shared objects (toys, sports equipment, etc.) will be minimized, and items that have been clearly exposed to respiratory droplets (such as a toy a young child puts in his mouth) will be disinfected before use by another child. Items that cannot be cleaned at all (such as plush toys) should not be used. Children may not bring toys from home to school.

Our cleaning protocol includes (CDC):

- Cleaning checklists will be posted in each space in the building, denoting the responsible party (e.g., teachers, building services staff, contract cleaning crew), the specific cleaning activity and the time(s) in which cleaning is to take place.
- Separate bottles with cleaning solution (soap), disinfectant solution (bleach- or alcohol-based, FDA-registered), and paper towels will be available in each occupied classroom. All cleaning products will be kept out of reach of children. Bottles will be refilled each day as needed. In some cases, disinfectant wipes may be used. Surfaces and high-touch areas will be cleaned and sanitized as often as possible. Bathrooms will be thoroughly cleaned twice daily.
- Gloves must be worn when emptying trash.

Monitoring

The JCC will remain vigilant about monitoring the health of its staff, members, program participants and visitors. If, at any time, someone in our facility has symptoms consistent with Covid-19 or is found to have been in close contact to someone who has a probable or confirmed case, they must leave the facility immediately. In the case of a child or someone who does not have their own transportation, they will be placed in an isolation room (CDC) and their parent will be contacted for immediate pick-up; if the person is a minor, they will be monitored in the isolation room by a JCC staff member wearing appropriate personal protective equipment. This policy will likewise extend to any household members of anyone who has shown symptoms of Covid-19.

Additionally, following the removal of the symptomatic or possibly exposed individual, if the case is determined to be probable or confirmed, then the building will be disinfected (CDC):

- Indoor areas used by the person (such as classrooms, offices, bathrooms) will be closed for 24 hours after the person last visited them.
- Ventilation will be increased in those areas if possible.
- After 24 hours, those areas will be thoroughly cleaned and disinfected.

If more than 72 hours have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. It is not necessary to conduct extra cleaning or close parts of the facility not utilized by the person in question (CDC).

Upon learning of a potential, probable or confirmed case, the following procedure will be used:

- The department supervisor will notify the members of the Pandemic Team via e-mail with the details of the person with the potential/probable/confirmed case (name, role, program/areas used, dates, testing status, etc.).
- The Executive Director will initiate a checklist based on the circumstances. Other team members will be assigned tasks based on the checklist.
- The department supervisor will update the Pandemic Team when test results or a diagnosis are received. The Executive Director will assign additional tasks, if necessary, based on the test results or diagnosis.

Child Care

In addition to the procedures listed above, additional procedures will be enacted in the Early Childhood department due to the unique nature of working with young children.

Program hours

To allow for additional cleaning time and ensure proper staffing throughout the day without mixing children and staff between groups, our program's hours will be limited to 8:00am to 5:30pm. (Note: We anticipate that these hours will expand to 7:30-5:30pm in late August 2021.)

Arrival

Parents may arrive through the Washington St. rear entrance between 8am and 9:15am, or through the main lobby doors at any time. After arrival screening, parents shall bring their child to the classroom door, knock on the door, and wait for the teacher to arrive; parents should not enter the classroom unless instructed to by the teacher. Parents will sign their children in through the Brightwheel app's new touchless check-in utilizing the parent's smart phone; alternatively, the teacher will check the child in for you. Parents may exit through any of the typical exit doors.

Pick-Up

Parents must arrive through the main lobby doors; the Washington St. rear entrance will not be available for entry. Parents should knock on the classroom door and wait for a teacher to answer; parents should not enter the classroom unless instructed to by the teacher. If children are on the playground and not in the classroom, the parent must continue on to the Early Childhood or Youth Office for assistance, or use the walkie-talkie to call the teachers. Parents will sign their children out through the Brightwheel app; alternatively, the teacher will check the child out for you. Parents and children may exit through any of the typical exit doors.

Diapering

Use of disposable gloves is mandatory for all staff when diapering. Additionally, staff must wash their hands after removing gloves. The diapering area, including the changing table, must be cleaned and disinfected after each use.

Bedding

For children that nap, bedding must be supplied by each child, and each child should have their own crib or cot that is labeled with their name (CDC). Bedding must be washable (including blankets), and will be stored separately in cubbies or bags between uses. Bedding will be sent home weekly to be laundered.

Food Preparation and Meal Service

Food preparation (primarily snacks) should not be done by the same staff who diaper children. Staff should alternate these tasks on a daily basis. Staff will wash their hands before preparing food and after helping children to eat. Staff will also ensure that children wash their hands prior to and immediately after eating. As before, meals and snacks will be eaten in each group's assigned room, and not in a larger communal setting.

Grouping

Student and staff groupings will remain as static as possible from day to day (PAS). Interactions between groups of students will be restricted, and there will be no in-person multi-group gatherings. Rotating staff will be utilized only when absolutely necessary, such as in the case of a substitute teacher.

Distancing

Teachers will try to create activities in which students can remain seated at least 3' apart, as much as is possible for each age group. During meal times, when masks cannot be worn, students should sit 6' apart. Larger groups (primarily Pre-K and JLounge/JSchool) may utilize multiple spaces to allow for proper distancing during seated activities.

Face Coverings

Face coverings meeting CDC guidelines are required for children ages two (2) and above at all times, except when eating, drinking or napping. This includes both indoor and outdoor activities, and regardless of distancing.

It is recognized that, among our youngest children (primarily ages 2-3), sitting still and wearing a mask is challenging and may not be possible at all times.

Swimming Pool

According to the CDC, there "is no evidence that COVID-19 can spread to people through the water used in pools, hot tubs, or water playgrounds. Proper operation and disinfection of pools,

hot tubs, and water playgrounds should kill the virus that causes COVID-19” (<https://www.cdc.gov/healthywater/swimming/index.html>).

The swimming pool will operate with the following modifications to decrease the risk of Covid-19 spread:

- Lap swimming and private lessons will be available during select hours, which are posted on the JCC’s website and are subject to change from time to time without notice.
- Group lessons will only be provided for levels 4 and above, as proper instructor distancing is not possible at lower levels. ISR (infant swim) and private lessons for younger children will be conducted with the instructor wearing a face mask and a face shield (to protect against splashes).
 - Note: We anticipate that group lessons for younger age groups will resume in the summer of 2021 with the opening of the outdoor pool, due to shallower depths allowing for better distancing, as well as the benefits of outdoor ventilation.
- During lap swim times, there may be a maximum of one swimmer per lane, and lanes must be reserved in advance. Lanes may be reserved in advance online or via phone in 50-minute sessions, which includes time to change. Swimmers must depart the pool after 50 minutes to allow time for staff to clean the facility.
 - Multiple family members ages 16 and above may share a lane for lap swimming.
- Gathering and socializing is not permitted in the pool or on the pool deck. The lifeguard should only be approached and talked to if necessary for safety. Concerns over the adherence to Covid-19 health and safety policies should be directed to the aquatics office or the Welcome Desk.
- Masks must be worn at all times except when in the pool, including lifeguards and staff. There should not be any unnecessary individuals in the pool area (i.e., only those actively swimming, those supervising a child while taking a lesson, and necessary staff).

It is not the responsibility of lifeguards to monitor social distancing or adherence to any Covid-19 policies that are not explicitly linked to general aquatic safety. Lifeguards should focus 100% of their attention on standard aquatic safety policies and lifesaving responsibilities.

Sports & Fitness

Fitness, sports and recreation provide an important opportunity to ensure health and wellness at a time when maintaining a healthy body is critical. Nonetheless, the nature of many fitness and recreation activities require a high level of modification to decrease the risk of exposure to Covid-19.

Group Exercise

Classes will be taught in the Kline Auditorium or outdoors to allow for maximum spacing. Classes may be moved outside if weather permits.

The group exercise program will operate with the following modifications to decrease the risk of Covid-19 spread:

- Equipment will not be shared between participants during the class. Equipment that is distributed may only be used by a single person, and must be cleaned and sanitized between classes. Mats must be brought by participants and will not be provided.
- Instructors and participants must not congregate before or after class. Everyone should arrive ready to begin class immediately, and depart as soon as it is over.
- Hand sanitizer will be available. Participants are requested to use sanitizer before and after class.
- Masks must be worn at all times, both indoors and outdoors.

Squash

Squash courts will be available for use with the following restrictions:

- Reservations are recommended, and courts may be reserved in 50-minute time blocks online or through the Welcome Desk. Priority for courts is given to those who have a reservation at times when reservations are available. Those “dropping in” may play if given permission by those with a reservation.
- Players must wear masks at all times, including when on the court and playing.
- Other than those waiting their turn to play, observers and spectators are not allowed, except for a parent/guardian of a minor child. Those waiting their turn to play shall maintain 6’ distancing at all times.

Fitness Center

The Fitness Center, now located in the Auxiliary Auditorium, will operate under these policies:

- Most equipment will allow for a minimum 6’ spacing. Members should stay within the designated area of the piece of equipment they are using. If using a piece of equipment without 6’ spacing of another piece of equipment already in use, members should wait until the other member vacates the equipment so that 6’ distancing can be maintained.
- Face coverings are required at all times, except when stationary and drinking water.
- Water fountains are not in operation. Members should bring their own, pre-filled water bottles and utilize the bottle filling stations available.
- Equipment shall be sanitized by a staff member in between uses. “Clean” and “Dirty” placards will be available on each machine to indicate which is clean and ready to be used. Non-machine equipment like free weights will be placed in a designated “Dirty” area after use and returned to the “Clean” area after being sanitized.
- Usage will be limited to a maximum of 20 members at a time. Advance reservations are required in 50-minute increments.

Gymnasium

The gymnasium will be available during select hours for open gym, programs, or for group rentals. Masks must be worn at all times, including while actively playing. Under current state regulations governing recreation facilities, the maximum capacity of the gymnasium is 75% of its normal operating capacity (PAS).

During Open Gym, capacity limits are as such:

<u>Area</u>	<u>Typical Capacity</u>	<u>Current Capacity (75%)</u>
Court space	118	89
Bleachers	400	300

Based on these capacities and typical attendance, reservations are no longer required. Utilization of the Current Capacity amounts is dependent on being able to maintain 6' distancing (except from household members). In the event this distancing cannot be adequately maintained, JCC have the right to further limit capacity in the gymnasium.

Locker Rooms

Locker rooms are available for use while the building is open for normal operations, except for designated cleaning times throughout the day, with the following policies in place:

- Locker rooms are only to shower and change as quickly as possible. Loitering is not permitted, and lounge furniture and televisions will not be available.
- Masks must be worn at all times in the locker rooms, except when in the shower or washing your face. A 6' distance from other members must be maintained at all times.
- The saunas, steam rooms, and whirlpool are currently unavailable. Unfortunately, it is not currently possible to safely operate these while maintaining distancing and mask-wearing protocols.
- Items may not be hung to dry or otherwise left outside of a locker. Any items left in a public space or an unlocked locker will be removed at the end of each day. Any locks placed on unrented lockers will also be removed at the end of each day.
- Blow dryers will not be available, although members may bring their own. Water fountains are not available, although bottle filling stations are available in the lower level and main level hallways.
- Common touch-points such as door handles, and sink, shower and toilet handles, will be sanitized on a regular basis. Surface sanitizer spray and hand sanitizer will also be available for member use.
- Locker rooms can be accessed from the pool deck, gymnasium, or lower level hallway, as always.

Employees

JCC employees are subject to the same screening, monitoring and distancing requirements as members and guests. Employees who have suspected, probable or confirmed cases of Covid-19 are likewise subject to the same policies and required to stay home from work until allowed to return. Administrative employees who are capable of working from home may do so if their job permits (and if they are healthy enough to resume work).

Face masks are required of all staff at all times, except as follows:

- When eating or drinking.
- When alone in a private office.

All employees who are capable of working from home (i.e., administrative staff) are encouraged to do so. Those working from home are expected to continue working a normal schedule and be reachable at all times during the work day, as they would in the office.

Employees are actively encouraged to be vaccinated against Covid-19. The JCC will work with staff to ensure access to the vaccine, and time away from work in order to obtain it. Staff who are in close contact with someone who has Covid-19 must provide proof of vaccination in order to avoid the necessary period of self-isolation before returning to work.

Changes from Previous Versions

July 2, 2020

- Added “Sports & Fitness” section in anticipation of group exercise/squash reopening.

June 18

- Updated definition of “close contact” from 10 minutes to 15 minutes to match new CDC guidance.
- Added “Swimming Pool” section in anticipation of pool reopening.

July 20

- Added “Pandemic Team” section.
- Added “Employees” section.
- Added “Grouping,” “Distancing,” and “Face Coverings” sections to Early Childhood.
- Added “Face Coverings” section to Camp.
- Added additional procedures in “Communication” section.

July 30

- Added “Fitness Addendum” section.

August 11

- Updated timeline for returning to building based on symptom method.
- Updated squash guidelines to allow non-household members to play together.
- Updated building entry screening procedures.

August 25

- Updated Monitoring section with additional guidelines for handling positive cases.
- Removed Summer Camp section since program is ending this week.
- Changed “Early Childhood” section to “Child Care” to also include JLounge/JSchool.

October 7

- Updated face mask policies
- Updated group exercise policies to reflect move indoors
- Remove summer camp-specific policies

October 22

- Updated definition of “close contact” based on newly-release CDC guidelines
- Added Locker Rooms section and removed previous references to locker rooms being closed.

November 13

- Removed reference to liability waiver (decision was made not to use it).
- Removed reference to limited program operations (other programs have since opened).
- Clarified screening procedures.

November 18

- Added out-of-state travel policy in line with new state guidelines
- Clarified requirement to report probably/pending/confirmed cases to the JCC

December 6

- Updated quarantine times following out-of-state travel and following close contact with a probable/confirmed case from 14 days to 10 days in line with new CDC and state guidelines.
- Clarified definition of “probable” and contact tracing timing for asymptomatic cases.

February 15, 2021

- Updated required quarantine following close contact exposure to exempt those who have recovered or been quarantined within the past 3 months.
- Removed group size limits in child care settings.
- Updated mask-wearing guidelines while outdoors to match current PA requirements.

March 1, 2021

- Removed out-of-state travel policy in line with state rescinding these restrictions (<https://www.governor.pa.gov/newsroom/gov-wolf-revises-mitigation-order-on-gatherings-and-lifts-out-of-state-travel-restrictions/>)

April 5, 2021

- Added ECE back door entry policy.
- Removed language referring to floor decals and directional signage.
- Clarified use of shared objects.
- Updated gymnasium capacity limits and reservation policy, squash reservation policy, and fitness center capacity limit.