

# **Jewish Community Center of the Lehigh Valley**

702 N. 22nd St., Allentown, PA

[www.lvjcc.org](http://www.lvjcc.org)

# **Covid-19 Health & Safety Plan**

*Last updated: August 25, 2020*

For more information:

Eric Lightman  
Executive Director  
[elightman@lvjcc.org](mailto:elightman@lvjcc.org)

Brian Ford  
Board President  
[president@lvjcc.org](mailto:president@lvjcc.org)

# Introduction

This document is intended for the employees, members and program participants of the JCC of the Lehigh Valley 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.

Note: At this time, only the early childhood and summer camp departments have firm reopening dates, and this guide primarily relates to those programs. As reopening dates for additional program areas are announced, we will update this guide with information specific to those areas as needed.

## Changes from Previous Versions

July 2

- 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.

## 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

Until further notice, entering the JCC’s facilities requires signing a Covid-19 waiver (RW). This applies to all individuals - members, non-members, and staff - entering the facility for any reason, including adults picking up children from child care programs. Members will receive a unique link via e-mail prior to reopening and will have the option of completing this waiver online.

## 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](http://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.
- E-mailing policy and procedure reminders regularly, especially at the beginning of a new program or session.
- 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 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. Any individuals with a temperature greater than 100.4° Fahrenheit will

not be permitted entry. Additionally, signage will be prominently displayed directing anyone not to enter the building if:

- They have had any of the common symptoms of Covid-19.
- They have been in close contact with anyone with common symptoms of Covid-19 in the past 72 hours.
- They have been in close contact with anyone that has a confirmed or probable Covid-19 diagnosis in the past 14 days.

“Close contact” is defined as:

- Living in the same household
- Being within 6 feet for 15 minutes or longer, starting 24 hours prior to symptom onset in the person with the confirmed/probable case.
- 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.

Likewise, anyone that has had a positive Covid-19 test will not be permitted entry. 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 their symptoms are not consistent with Covid-19 and that a Covid-19 test is not recommended; or
  - Have received a Covid-19 test since their symptoms began or since their exposure, 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, and 1 day have passed without symptoms (including resolution of fever without the use of fever-reducing medication); 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 14 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 or has been told that their symptoms are not consistent with Covid-19 and that a test is not recommended, the exposed person may return immediately.

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.

Note: Children participating in the Camp JCC youth summer camp (ages Pre-K through 6th grade) may be dropped off outside in the Washington St. parking lot during designated hours (PAC). In this situation, the screening procedure will be conducted prior to the children exiting their drop-off vehicles.

## 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 only marked entrances and exits, follow all directional signage and floor decals, and stay within corridors marked by stanchions and other means.
- 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.

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

- Limit group sizes (both early childhood and summer camp) to no more than 10 children and 2 staff members.
- 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).
- Eliminate non-essential staff, volunteer and visitor contact with child care groups (ACA).
- Ensure only one group is in a space at any given time, and minimize the use of shared indoor spaces visited by multiple groups.

Additionally, our programs will:

- Replace or modify activities that typically require close contact (e.g., basketball).
- Replace or modify activities that do not allow for adequate spacing of 6' between participants (e.g., limiting the number of children in the "gaga pit").
- Require the use of face masks by all children over the age of 2 when in public spaces, including upon building entry and departure, in hallways, and in restrooms shared by multiple groups. Face masks are required for staff at all times when indoors, and when within 6' of others while outdoors, but not for children except as previously stated (PAC).

# 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. When necessary, objects will be disinfected between uses by different individuals. (For example, a hockey stick might be used by one child during an activity period, and then disinfected before the next group arrives.) Items that cannot be easily disinfected should be removed for overnight cleaning. 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 (diluted bleach), 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 has been in close contact (sharing a living space or less than 6' for at least 10

minutes) 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 a sick or potentially exposed individual who is also in one of our programs.

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, probably 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.

### **Arrival**

Parents must arrive through the main lobby doors; the Washington St. rear entrance will not be available for entry. This is to ensure proper screening at a single checkpoint. Parents should 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. If a staff person is not available in the hallway to assist with pick-up, 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. 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). These groups will consist of no more than 20 individuals (children plus staff). 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 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 in the following situations:

- When outdoors and not able to consistently maintain 6' distancing; and
- At all times indoors, except when:
  - Eating or drinking;
  - Seated with 6' distancing.

It is recognized that, among our youngest children (primarily ages 2-3), sitting still and wearing masks are challenging and may not be possible at all times; teachers and administrators will balance the mask and distancing requirement with other child developmental needs and realities.

# 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.
- Lessons will only be provided for levels 4 and above, as proper instructor distancing is not possible at lower levels. ISR (infant swim) will be conducted with the instructor wearing a face mask.
- 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.
- Locker rooms are not available for use. Swimmers must come with their bathing suit on (or under their clothes), and proceed directly to the pool area. After swimming, the Family Changing Room on the pool deck will be available for use to change back into clothes. Changing must be conducted within the 1-hour time blocks.
- 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 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.

In the initial reopening phase for sports and fitness programs, activities will be limited to outdoor group exercise classes and restricted usage of the squash courts. Locker rooms are not available for use.

### *Group Exercise*

Classes will be taught, at the instructor's option, either on the grass field adjacent to the Washington St. parking lot or in the "upper" parking lot on 23rd St. Both areas are currently equipped with shade tents and portable restroom facilities.

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

- Classes will be limited to a maximum of 15 participants. In the event that a class reaches this level of attendance, a reservation system will be put into place for future classes.
- Participants must stay within a defined area to ensure proper distancing. These individual areas will be marked with paint, tape or cones.
- 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.
- Participants must check in with the instructor and have their name recorded.
- To avoid cross-exposure with children in child care programs also using these activity spaces, morning classes must be completed by 9:30 a.m. and afternoon classes must start no earlier than 4:30 p.m. (through August 7).
- 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 any time when physical distancing is not possible.
- Participants should bring a full water bottle as filling stations may not be available.

In the event of inclement weather, the class will be canceled. If thunder is heard within 20 minutes of the scheduled start time of a class or at any point thereafter, the remainder of the class will be canceled. Classes may be moved online if there is time to make these arrangements.

### *Squash*

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

- Courts must be reserved in advance in 50-minute time blocks online or through the Welcome Desk. Hours of operation are Monday-Thursday 5-8pm, and Saturday-Sunday 9am-1pm.
- Each court will be limited to either:
  - A single player practicing by themselves
  - A single player with an instructor (maintaining 6' distance)
  - Multiple players who reside in the same household
  - Two players not residing in the same household, wearing masks at all time
- Mask wearing is not required when on the court by yourself or with other members of your household. Instructors should wear masks and, if possible, stay behind the partition.
- Observers and spectators are not allowed, except for a parent/guardian of a minor child.

Players are required to spray and wipe down any court areas (walls, glass, etc.) that were touched during play.

### *Fitness Center*

The Fitness Center will relocate to the Auxiliary Auditorium, providing about twice as much square footage as the old Fitness Center space, and allowing increased distancing. The anticipated opening date is August 10. The Fitness Center will operate under these policies:

- Equipment will allow for a minimum 6' spacing. Members should stay within the designated area of the piece of equipment they are using.
- Face coverings are required at all times, except when drinking water.
- Water fountains are not in operation. Members should bring their own, pre-filled water bottles.
- 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.
- Locker rooms remain closed. Changing is not permitted in restrooms or any other public spaces.
- Usage will be limited to a maximum of 12 members at a time. Advance reservations are required in 50-minute increments.

# 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). Employees not able to work from home may be eligible for full or partial pay under the Families First Coronavirus Response Act.

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

- When eating or drinking.
- When alone in a private office.
- When outside, stationary, and able to consistently maintain 6' distancing from others.

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.