The Rutherford House Senior Center
Infectious Illness Response Plan

The following policy has been established by The Rutherford House Senior Center in response to any potential influenza or pandemic affecting the staff, members, volunteers and guests of the facility. In the event of an outbreak of any nature, the following plan will be implemented depending on the severity of the incident:

LEVEL 1:
The following procedures will be followed by employees, members and guests daily always:

• Stay at home if you are exhibiting any symptoms of illness.
• Wash hands with soap and water for 20 seconds.
• Utilize serving utensils when accessing food from snack area (do not use your hands).
• Cover your mouth with your elbow when sneezing/coughing.
• Wash and sanitize hands after sneezing, coughing, or touching your face.
• Wash and sanitize hands thoroughly after using the restroom.
• Wash hands consistently when working in the kitchen.
• Use protective gloves when working in the kitchen.
• Do not touch your face, mouth, and eyes when you are wearing gloves.
• Change protective gloves frequently when working in the kitchen.
• All eating, kitchen, and food serving surfaces will be disinfected after each use.
• All other surfaces, such as doorknobs, phones, door handles, and light switches will be cleaned and disinfected on a regular basis.
• Exercise equipment will be cleaned and disinfected after each use.
• All phones, keyboards, desks, and monitors will be cleaned and disinfected daily.
• No shareable food items will be served.

LEVEL 2:
If a pandemic is identified as an immediate community risk by state and local health authorities, the following procedure will be implemented by the Executive Director or designated personnel:
• Strictly enforced “single point of entry;” All staff, volunteers, guests and visitors will enter and leave the front entrance to be screened.
  o Staff will inquire on general health (ask about symptoms like fever, coughing, sneezing, or shortness of breath).
  o Any flu-like symptoms or recent diagnosis of flu or other respiratory infection.
  o Temporal screening for fever.
• Refusal to cooperate in a proactive screening will result in denied access.
• Any staff, volunteers, guests or visitors appearing to be symptomatic or ill will be directed to the Executive Director or other designated staff for final determination of access.
• Anyone determined to be symptomatic will be asked to leave and recommended to seek medical advice.
• Anyone denied access and requiring transportation assistance will be directed to an identified isolation room to await transportation. An emergency contact will be notified to provide such transportation.
• Prior to entry, all staff, guests, and visitors should sanitize their hands and be reminded that periodic hand washing throughout the day is advised.

Isolation:
• A wellness room has been identified for isolation if isolation of staff, volunteers, or guests becomes necessary.
• The wellness room is stocked with gloves and sanitizing supplies; after any use, the wellness room and all furnishings will be cleaned and sanitized.

Cleaning and Sanitation:
• Kitchen and auditorium:
  o The kitchen and dining tables will be cleaned and sanitized after each use at the end of the day.
• Fitness equipment:
  o All equipment will be cleaned and sanitized prior to and after each use.
• Restrooms:
  o All fixtures will be cleaned and sanitized at the end of each day.
• Surfaces:
  o All touchable surfaces will be cleaned and sanitized periodically throughout the day.

Staffing
• Employees exhibiting symptoms and/or cold or flu-like symptoms are encouraged to stay home.
• Any symptomatic employee will require clearance from a licensed physician prior to returning to work.

LEVEL 3:
If a pandemic occurs that has been identified as having direct impact to older adults and/or the entire community, The Rutherford House will institute a precautionary closure. This action will be guided by information provided by the Pennsylvania Department of Health and the Dauphin County Area Agency on Aging. At that time, a decision will be reached by The Rutherford House Board of Directors and the Executive Director, and the following may occur:
  • Congregate meal services will be suspended.
  • Cleaning procedures listed in the LEVEL 2 emergency will be followed.

LEVEL 4:
If an outbreak within The Rutherford House Senior Center takes place, the following actions will occur:
  • A determination will be made in collaboration with the Executive Director and the Board of Directors to allow for immediate closure and discontinuation of all services.
  • Contact with the Center for Disease Control, the Pennsylvania Department of Health, and the Dauphin County Area Agency on Aging will be made to determine the length of closure and the implementation of other procedures.
  • Identification of potential contacts and notification of such for possible exposure.
  • Public statements to alert staff, volunteers, contractors, vendors, guests, and visitors.
    o The Executive Director and/or Board President will be the primary spokesperson during any outbreak.
• Professional cleaning and sanitation of the facility will be performed prior to the re-opening of the center.

UPDATES:
The Executive Director will be responsible for the timely updating of the Emergency Response Plan as necessary and for ensuring the dissemination of updates to any affected parties.

ADOPTED: Via email response – The Rutherford House Board of Directors – March 16, 2020