

# *Overview of the OFJCC's*

# PROTOCOLS FOR RETURN TO OPERATIONS



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The OFJCC follows the guidance of the CDC, WHO, public health officers of the County of Santa Clara and State of California, and relevant licensing authorities. This is an evolving document, and will be updated as information and regulations change.



The OFJCC is deeply focused on keeping our employees and visitors safe. As we navigate this new normal, our teams have developed a playbook of protocols for ensuring health and well-being for staff and visitors. This document provides an overview of that playbook. The OFJCC follows the guidance of the CDC, WHO, California and Santa Clara County public health officials and licensing authorities. This is an evolving document, and will be updated as information and regulations change.

## Who Is on Campus During the Current Phase of Opening

- **Participants** in J-Camp, Preschool Camp, and Member Lap Swim in the Outdoor Pool
- **Staff:** J-Camp, Preschool, lifeguards and limited other Fitness staff, security, facilities & housekeeping, and limited support services and operations staff
- **Tenants:** Employees of organizations with leased space on campus
- **The campus, including Freidenrich Community Park, is not currently open to the public.** Moldaw residents (who are prescreened) are permitted on campus, but must wear a mask and their Moldaw name tags at all times.

## Health Screening

All staff and visitors (except those dropping children off without leaving their cars) will enter through the main entrance on Federation Way. Temperature checks and an observational health screen will be conducted at a Check-in Table near the main stairway. The OFJCC is adopting One Medical for all employees and visitors, who can download the app to do a health screening at home beforehand and then show the welcome booth their One Medical “badge.” Children in programs may also go through the health screening at home, but all children will also have their temperature taken upon arrival. All staff and visitors must receive a sticker to indicate they have been checked. *(See p. 4 for details)*

## Masks Required for Staff and Visitors

- All staff and all visitors to campus must wear face coverings at all times (except for children under the age of seven, and people who have trouble breathing or are unable to remove a face covering without assistance), in accordance with orders from the County and State.
- Disposable surgical masks will be provided to staff or visitors who do not have their own.

## Other Protective Measures

- Everyone on campus is asked to observe maintain six feet of physical distancing and observe all signs and distance markers.
- Hand-sanitizing stations have been installed throughout public and administrative areas.
- Sanitizing wipe stations have been affixed to walls.
- Sneeze guards have been affixed at reception areas, front desks and Security.
- New disinfecting and cleaning protocols are being followed.
- Staff have been trained on new hygiene and safety protocols.
- Gloves will be used by staff assisting with medical incidents, housekeeping, setting up AV, preparing food or drink, or performing disinfection of common surfaces when cleaning or handling child-specific tasks such as diapers.

## Flow of traffic on campus

- Access to campus will be one way on the right-hand side, up the main stairs between Buildings A & B.
- There will be guidance on the ground of pathways and other signage to direct you.
- Corridors and hallways will be split or one-way to prevent head-to-head traffic.
- The Charleston Road gate is closed.
- The staircase to Building F and the Arts Hall from the garage is closed.
- Only 1 person or household is permitted on the elevators at one time.
- The C Building staircase and elevator near the Preschool are only open to preschool families during drop-off and pick-up times.

## Visitor Parking

- The campus is not currently open to the public. Only campus tenants, lap swimmers with reservations, and Preschool Camp/J-Camp drop-offs will be authorized to enter the garage.
- Families dropping off for Preschool Camp/J-Camp will receive specific instructions about which lanes of the garage they may use.
- Every vehicle must approach using the Visitor lane. The Member lane is closed.
- Everyone parking in the garage will be asked to use their judgment to social distance themselves from others exiting or entering their vehicles.
- No valet parking service is currently available.

## People Who Should Not Come to Campus

If you are experiencing symptoms including fever, shortness of breath or a new cough or rash, or if you know you have recently been exposed to a person with COVID-19, please do not come to the OFJCC. The CDC recommends that you stay away from others in your home as much as possible if you have COVID-19 symptoms.

People who are at higher risk for severe illness from COVID-19 are asked to consider not coming to campus at this time. This includes people aged 65 years and older, people who live in a nursing home or long-term care facility, and people of all ages with underlying medical conditions including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (BMI of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

All staff and visitors will enter the OFJCC through the main entrance on Federation Way (*unless dropping children off for Preschool, Preschool Camp, or J-Camp—see “Drop-off Protocols” below*). During most weekday hours, a Check-In Table will be set up at the base of the main stairs, where visitors will sign in, have their temperature checked, answer screening questions and get information about health/wellness protocols BEFORE getting a sticker and coming onto campus. During certain weekend and morning hours, temperature checks will occur at the Security Booth.

The OFJCC is adopting One Medical for all employees and visitors, who can download the app to do a health screening at home beforehand and then show the welcome booth their One Medical “badge.” Children in programs may also go through the health screening at home, but all children will also have their temperature taken upon arrival.

## **Standard Screening Protocol for all who Enter Campus**

- If temp is above (100° F), neither staff nor visitors will be allowed access to the center.
- All adult staff and visitors will be asked about specific symptoms and people with whom they may have come into contact.
- Hand sanitizer will be located at the entry to the garage so that persons exiting the campus can sanitize their hands before entering their vehicle.

## **Drop-off Protocols for Preschool, Preschool Camp and J-Camp**

- Standard screening protocols apply to preschool/J-Camp families. However, it will occur in their vehicles before the child exits the car. Staff are not allowed to help children out of cars.
- Preschool parents will enter and exit the campus via the Building C stairs/elevator.

## **Exposure Protocol**

- If a **child** in a program tests positive, the staff and the cohort will be asked to get tested and quarantine for 14 days before returning.
- If a staff member, a child in a program, or member/visitor who has been at the JCC **tests positive** for COVID-19, we will immediately contact the Santa Clara County Health Department for guidance. We will communicate the information regarding any positive case to relevant staff and families/members who might have been affected. Any room in which a COVID exposure happened will be closed for 24 hours and thoroughly disinfected before further use.

## Illness Policy

If a child develops a fever, shortness of breath, a new cough or rash during the day, the child will be immediately removed from the classroom by one educator, who will remain with the child, and moved to the designated sick area. Should this be necessary, it will be done in keeping with the values of dignity, compassion, solidarity and privacy. The parent will be notified by the educator remaining in classroom with other children or the office staff; if parent is not available immediately, emergency contact will be used. Fever reducing medication will not be administered by JCC staff. Other medication still requires a physician's note to dispense and must come in the original packaging with dosage amount.

Anyone (staff member, child, or visitor) with a fever of 100 degrees Fahrenheit or above will be asked to be tested for COVID. If the child or staff member's symptoms are attributable to a cause other than COVID, they may return to the classroom or work space after being symptom free for 72 hours and a note from their medical professional clearing them to come back.. For example, if the fever and symptoms resolve on day seven, the staff member or child can return on day 10. Staff with household contacts with adults or children with COVID-19 must be quarantined for 14 days after their last household exposure. For most, this will be 14 days after the household contact with COVID-19 is released from isolation.

## **I. General Cleaning Protocols (Pre-closure)**

Nightly, housekeeping wipes, mops and cleans floors, and using disinfectant cleans all walls, seats and benches, railings, countertops, desks, tables, elevator buttons, handicap buttons, door handles, door knobs, light switches, plastic chairs, toilets, bathroom stall doors/handles, faucets, windows and window ledges, vents, thermostats, sinks, stairs, furniture, hard surfaces, and soft surfaces, which include upholstery and carpet. Housekeeping routinely vacuums all carpeting and rugs and shampoos the carpets monthly. All kitchens are cleaned with food grade sanitizer on a daily basis. Specific cleaning and disinfectant procedures and designated cleaning solutions exist for classrooms, play yard equipment, meeting rooms, elevators, gym, offices, arts hall, kitchens, park and various common areas. Housekeeping staff can be reached anywhere on campus for housekeeping emergencies.

## **II. Pre-Reopening Sanitization**

During the shutdown, housekeeping staff has been busy sanitizing the campus. Deep cleaning procedures include thorough wiping of all surfaces using hospital grade Clorox disinfectants. Spray guns were used to disinfect and sanitize surfaces cleaned. Carpets were shampooed with warm water and soap and allowed to dry with fans. In the classrooms, we swept, mopped floors thoroughly and wiped all toys and balls. All small chairs have been cleaned and sanitized. Walls, countertops, sinks, and bathrooms were all cleaned with sanitizer to disinfect the entire classroom.

## **III. Protocols to Prepare for Reopening**

Housekeeping will clean door handles, handrails, elevators, time clocks, and other common touch points every two hours starting in June. All restrooms will be sanitized with Clorox disinfectant every 2 hours. We will check for restock of paper supplies at that time as well. Frequency will increase with use. Field furniture, tables by the café, all chairs and benches will be cleaned every 2-4 hours, if in use. The Oasis play space will not be used, and temporary fencing will be deployed. New “floater” housekeepers will be on staff and available to clean a room after uses that are not on the regular schedule.

## **IV. Protocols for Reopening to Preschool Camp, J-Camp and Swimmers**

Cleaning protocols will generally occur after camp hours to prevent housekeepers cleaning rooms while campers are present. Program staff will have procedures for wiping down and disinfecting surfaces throughout the day, including tables, doorknobs, and shared equipment such as balls, art supplies, etc., as well as emptying diaper pails and trash cans throughout the day in preschool camp. Once open, the Oasis play space will be cleaned every 2-4 hours using a sanitizer gun and the area will be closed for 30 -45 minutes to allow for drying. In addition to the nightly cleaning protocols listed in section I, housekeeping will spray and sanitize any outdoor playground equipment.

## **V. Protocols for Start of School Year**

In addition to the nightly cleaning protocols listed in previous sections, housekeeping will clean classroom kitchens and sanitize playground equipment. During the day, preschool teachers will clean and wipe tables, counters, chairs, door handles, light switches, and any other frequently touched areas using Clorox or Lysol wipes or an EPA rated cleaning solution, and will sweep classroom floors. Club J teachers will spray all surface areas which include chairs, door handles, and equipment with Lysol disinfectant spray, and will wipe down all countertops and tables with Lysol disinfectant wipes. Similar procedures will be followed for Beged Kefet activities on the main Palo Alto campus, and we will coordinate with the Director at other sites to ensure that similar cleaning is happening there.

## **VI. Protocols for Reopening of Gym**

The gym reopening is expected to be subject to specific Health Department rules, which have yet to be defined. Thus, this section of our plan will be updated accordingly once the rules are defined. It is expected that significant areas of the Goldman Sports & Wellness Complex will be closed or reconfigured for some time to come. Depending on guidelines and phase, this may include the locker rooms.

Extensive disinfection cleaning protocols are in place with frequency and method for cleaning the main lobby, pool deck, fitness floor, gymnasium, workout areas, weights and cardio equipment, outdoor and indoor training equipment, staff areas, offices, mirrors, windows, walls, doors, handles, trash receptacles, handrails, elevators, restrooms, televisions, computers, digital devices, etc. In addition, each workout “zone” will be staffed with an attendant to control member utilization, physical distancing guidelines and to support members in ensuring they wipe down all equipment they use immediately after use. Electrostatic sprayers may be used as an added method to disinfect high touch point surfaces.

## **VII. Protocols for Later Phases**

Preliminary protocols have also been set up for later phases of reopening, including the resumption of rental events, meetings, small gatherings, and later large gatherings and cultural events.

## **Work Protocols**

To better ensure the health and well-being of OFJCC employees and guests, various modifications are also being made to safeguard work spaces and limit physical contact/proximity. These include, among many other measures:

- New teleworking, staggered schedules and break protocols
- New space configuration and elimination of excess furniture to facilitate physical distancing
- Replacement of face-to-face meetings with virtual meetings, calls and chat applications
- New procedures for deliveries of supplies, food, etc.
- Elimination of visitors to private offices
- Elimination of paper flyers
- New capacity limits and procedures for break rooms, bathrooms, and other facilities

## **Program Management**

Programs are now being planned with a number of new requirements in mind, including:

- Staggered program start times
- Limited capacity for attendance
- Use of outdoor space and larger spaces permitting physical distancing
- Time requirements for programs to avoid food and drink service
- Adequate time for cleaning and disinfection of spaces between programs
- Traffic patterns between the Welcome Desk and program venue that will avoid cross-traffic

**Additional protocols will continue to be added as health regulations and safety guidelines change.**