



**\*\*\* EFFECTIVE JULY 1, 2020 \*\*\***

**REQUIRED Safety Plan for the following WIHA-administered in-person programs during the COVID-19 Pandemic:**

*Living Well with Chronic Conditions, Healthy Living with Diabetes, Healthy Living with Chronic Pain, Tomando Control de Su Salud, Vivir Saludable con Diabetes, Powerful Tools for Caregivers, Walk with Ease, Mind Over Matter and Stepping On*

Please note: WIHA is developing a separate plan for the *Physical Activity for Lifelong Success (PALS)* program.

**WIHA staff and WIHA's Chief Medical Officer, Dr. Jane Mahoney, developed the requirements with the foremost goal of safety of participants and leaders and the secondary goal of program fidelity.**

Before planning your in-person workshop, please review the below requirements with your program provider organization lead and your local public health agency. Revisions should not be *less* stringent than what is provided here, but you may add *additional* provisions recommended or required by your county Public Health or any other local agencies.

**1-Transmission Reduction Required Protocols**

- Maximum Class size will be reduced to 6-8 participants
- Ask participants when they register and again before each session whether they have experienced *any* of the symptoms listed below, on page 3.\* If they have, ask them not to attend the session.
- Leaders should not facilitate a session if they have symptoms or anyone in their household has symptoms below (unless individual has tested negative to COVID-19). Leaders who have a known exposure to COVID-19 should not facilitate a workshop for 14 days after the exposure.
- Print any materials that will be distributed at least three (3) days before the program. Then leave the items untouched for 3 days.
- Leaders apply sanitizer to hands prior to distributing materials and then place items at the seats of participants prior to participants' arrival.

**2-Sanitation Required Protocols**

- Leaders bring at least three 8-ounce bottles of sanitizers and put on tables.
- Prior to participant arrival, Leader must ensure all tables, chairs, and points of touch have been sanitized thoroughly (including any equipment and doorknobs)
- Leaders direct participants to sanitize upon entry to the room, and when they leave.
- Leaders ask participants not to touch their face.
- After participant dismissal, Leader wipes down all tables, chairs, and other points of touch.

### **3-Face Masks Requirement Protocols for all Indoor Workshops**

- NOTE: If workshop held outdoors, no face mask required if six-foot distancing is observed.
- All leaders put on a mask (of any type) before entering the workshop room and keep mask in place until after leaving the workshop room. Masks should cover the nose and mouth.
- Leaders or Program Provider Organizations notify all participants upon registration that they will be required to wear a mask (of any type) upon entering the workshop building, throughout the workshop (including break except when eating) until after leaving the building. Leaders and program provider organizations may ask participants to bring their own masks but will have a supply of masks at the workshop and provide them if a participant does not bring one. Masks should cover the nose and mouth.
- If an individual refuses to wear a mask, he or she may not participate in the workshop. If individual becomes argumentative or belligerent, simply explain that:
  - Masks are used to protect both the wearer and *others*, and it is your responsibility as a program Leader to keep all safe.
  - Leaders and participants wearing masks is a rule imposed by the program's licensing agency, the Wisconsin Institute for Healthy Aging [and your local public health agency, if true].
  - Provide WIHA's contact information: 608-243-5690 or [info@wihealthyaging.org](mailto:info@wihealthyaging.org) if they want to discuss further.
  - Inform them that if they change their mind and are willing to wear a mask, they would be welcome to participate.

### **4-Physical Distancing Requirement Protocols**

- Select a room that is large enough to allow for adequate distancing (~113 square feet/person)
- Set chairs at distances  $\geq 6$  feet apart
- Remind participants to maintain physical distancing when out of chairs
- If a break time is included, ask participants to maintain distancing within the bathroom and hallways. Leaders may want to plan for additional time so all have the ability to use the restroom in a timely manner, without the risk of missing part of the session.

### **5-Food and Drink Requirement Protocols**

- At time of registration and confirmation (if provided), inform participants that you will not be providing water. Ask participants to bring their own water bottle or other beverage.
- If snacks are provided, Leaders will provide individually wrapped items (e.g., granola bars) and put on a table, and invite participants to come up individually to get them. (Alternatively, Leader may put on chair at beginning, reminding folks they are for break or whenever they choose.)

## **\*SYMPTOM QUESTIONS:**

Note: If answer to #1 is “not well” and/or answer to any of other questions is “YES,” individual should not attend session.

1. How are you feeling today?
2. Do you have a fever?
3. Do you have a cough?
4. Have you been experiencing shortness of breath or difficulty breathing?
5. Have you been experiencing chills?
6. Have you been experiencing muscle pain or new weakness?
7. Do you have a headache?
8. Do you have a sore throat?
9. Do you have a new loss of taste or smell?
10. Does anyone in your household have symptoms?
11. Have you had a known exposure to COVID-19 in the last 14 days?