



Operation Plan During Coronavirus Pandemic

James Valley Community Center & Adult Nutrition Program

Phase 1: James Valley Community Center closed to the public (current plan)

- Adult Nutrition Program offering “to-go” drive up meals
- Full time staff inside the building office to answer phones and questions

Phase 2: Limited Operations (Upon JVCC Renovation Completion)

Facility Changes

- Open Main Room, South Activity/Game Room & Deli
- North Activity, Sunroom, Library, Computer Lounge & TV rooms will remain closed (except for rentals)
- Staff will be required to wear facial covering while in public spaces or interacting with the public
- Phones, pens, and pencils will not be provided for public use
- No outside food and/or produce will be allowed inside the building
- No coffee will be available

Member Guidelines

- Members are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines)
- Members are encouraged to wear face masks while in the James Valley Community Center, except while seated to eat a meal, and are asked to follow CDC guidelines for personal hygiene including frequently washing hands
- Members are asked to use hand sanitizer when entering the building
- Members are asked to limit visits to 1 hour to maintain a consistent flow
- No more than 10 members per room
- Tables and chairs in the Main Room will be for Adult Nutrition Program participants only from 10:30am to 1:00pm to allow for proper cleaning and sanitizing
- Anyone under the age of 18 must be accompanied by a parent or guardian and must remain within 6 feet of the parent or guardian
- Members may not enter a staff office except the Nutrition and Transit Dispatch office

Adult Nutrition Program

- Drive up “to-go” meals will continue to be available through the drive up window from 11:30am to 12:00pm for the hot lunch program and 7am to 5pm for the frozen second meals
- Tables will be spaced 6 feet apart with no more than 3 chairs per table
- Time reservations will need to be made to by the participants with no more than 20 people eating within the building at a time
- Meals will be served at approximately 11am and 12pm
- Meals will be dished and delivered to the participants at the tables
- Meals served in the building will be consumed in the Main Room only (not in the Deli or Activity Room)
- Only disposable items will be used and available

Programing

- No group programing/activities will be scheduled for inside the James Valley Community Center
- Activities will be performed in groups of 10 or less

Phase 3: Restricted Operations (Upon Review & Approval of the Community Services Advisory Board)

Same restrictions as listed in Phase 2 with the following changes

Facility Changes

- Open all rooms
- Coffee will be available

Member Guidelines

- No more than 15 members per room side room
- No more than 30 members per main room

Adult Nutrition Program

- Tables will be spaced 6 feet apart with no more than 4 chairs per table
- Time reservations will need to be made to by the participants with no more than 30 people eating within the building at a time

Programing

- Small group programing/activities may be scheduled for inside the James Valley Community Center
- Activities will be performed in groups of 20 or less in side rooms or 30 or less in the main room