



WILLIAMSBURG LANDING®

# Phase 3 Reopening Plan

Effective Date TBD

*Subject to change*

The Leadership team has mapped out a projected, three-step phased reopening plan which is to be outlined in three consecutive documents. We will set dates for phases 2 and 3 when appropriate. These plans will be posted to the resident and public websites and a hard copy provided to all receptionists.

Please note: our phases of reopening will NOT coincide with the Commonwealth of Virginia's 3-Phase Plan. Our plan has been customized to ensure the health and safety of our residents and staff. It is a fluid plan and subject to change over time.

# Services

# Phase 3

<b>Visitors to Independent Living (access)</b>	Return to normal visitation.
<b>Library</b>	Projected to be open mid July with limited access. Details to follow.
<b>Board Committee Meetings</b>	Return to normal meeting procedures.
<b>Mail Distribution/Landing Building Reception Desk</b>	Landing Building Reception desk will continue to assist in stuffing resident mail cubbies with fliers or with posting "need to know" information at the front desk.
<b>Bank Opening</b>	Reopening June 22, pending no new cases. Further reopening details to come.
<b>Store Openings</b>	Landing Building store will return to normal operations. Will continue to take phone and email orders. Call 565-6523. Deliveries on Tuesdays and Thursdays will continue. Port of Call Store at Assisted Living remains open.
<b>Beauty Salon at the Landing Building</b>	Salons will be open for all services. Call 253-9686. All beauty salon staff and clients will be required to wear masks. All chairs will be spaced 6 ft. apart and all chairs, stations, and supplies will be cleaned between clients, and each client will receive a clean cape.
<b>Newspaper Delivery</b>	Newspaper delivery resumes with normal carrier.

# Activities

**Call 565-6529 for all reservations**

# Phase 3

<b>Classes/Group Activities</b>	Limit of participants based on class/program. Screening and social distancing required. If reservation is required, it will be noted. Location will be noted. Equipment sanitized before and after each class.
<b>Outside Performers/ Speakers</b>	Events will be listed with details on the Week At A Glance. Social distancing and masks will be required for indoor events.
<b>Outings/ Overnight Trips</b>	Limited seating. Screening, masks and social distancing required. Bus sanitized before and after each trip. Details will be included in a separate flyer.
<b>Bocce/Pickleball/ Tennis</b>	Normal operations. Reservations required between 7a - 5p. Call Activities Office for reservations. Equipment sanitized before and after game.
<b>Billiards at the Landing Building</b>	Open door schedule. Masks required. Equipment sanitized by Activities Team before and after each game.
<b>Bridge Games Internal</b>	Regular schedule. Masks required. Equipment sanitized by Activities Team before and after each game.
<b>Resident Led Club and Committee Meetings</b>	No limit on participants. Masks and social distancing required. Call Activities to reserve room. Equipment sanitized by Activities Team before and after each meeting.

# Adult Day

# Phase 3

<b>Participant and Staff Arrival</b>	Before entering the center participants will be screened and have their temperature taken in their vehicle. Staff will also be screened and have their temperature taken. Anyone exhibiting signs or symptoms or with a temperature of over 100 will be sent home. Staff will wear masks at all times. Participants will be encouraged to wear masks, if appropriate. Staff, participants, and all visitors will wash their hands upon entering the Center.
<b>Visitors, Entertainers</b>	Limited visitors will be allowed into the Center. Anyone entering the Center will be screened and their temperature will be taken. All visitors will be required to wear masks and wash their hands upon entering the Center.
<b>Activities and Meals</b>	To allow for social distancing, the following maximum numbers will be allowed in these rooms: Gathering Room: 20, Activity Room: 12, Living Room: 12 Art Studio: 8, Billiard Room: 6, Parlor: 2, Quiet Room: 3. Tables and/or chairs will be spaced at least 6 feet apart.
<b>Outings</b>	Limited outings that allow for appropriate social distancing will be taken on an "to be determined" basis.
<b>Volunteers</b>	Volunteers will be screened and their temperature will be taken. They will follow the same protocols as staff - i.e. - wearing masks at all times, handwashing, etc.

## Assisted Living (1/2)

## Phase 3

<b>Admissions</b>	<p><b>Admissions</b> from outside of the WL community will be accepted.</p> <p><b>Tours</b> will be conducted by appointment only, no more than 3 people permitted in the tour party at a time, must be screened at the door and wear a mask, will only be taken to predetermined vacant apartments of interest No tours may not enter occupied residences, and will follow specific tour route determined by the department.</p> <p><b>Move-in Process:</b> Incoming residents will be asked screening questions in advance. If screening presents no concerns, resident will still be recommended to stay quarantined in apartment for 3 days, with morning and evening temperature checks. If screening presents concerns, will recommend COVID test prior to admission.</p> <p><b>Move-in Day:</b> 3 friends/family members may arrive with the resident on move-in day and they must remain in the apartment while assisting resident. All parties must be screened at the front door, wear a mask, and utilize the most direct route from the unloading area to the apartment. Movers must wear face masks at all times and social distancing should be practiced to the extent possible. Once the move-in process is complete, friends/family members are required to leave the premises and may schedule a time to visit their loved one at another time under the Visitation Guidelines for Phase 3. No overnight guests are permitted.</p>
<b>Visitors</b>	<p>Visitation to residents by <b>appointment only</b> during the hours of 9a-6p. Only 2 visitors per resident at a time. All visitors must be screened prior to the visit and wear a face mask. All residents must wear a face mask for the visit, if able.</p> <p><b>For indoor visitations</b>, the AL conference room will be utilized and the visitors must also wear a face shield in addition to the mask. <b>For outdoor visits</b>, the patio off of the AL Charter room will be utilized. Visitors and residents must maintain distance of 6 feet at all times.</p> <p>Entry of non-essential personnel/contractors/volunteers, if necessary, require screening, social distancing, hand hygiene, and face coverings.</p>

## Assisted Living (2/2)

## Phase 3

<b>Activities/ Exercise</b>	Activities will be held in groups only for asymptomatic residents. Face covering, social distancing, and proper hand hygiene must be practiced by all staff and participants.
<b>Beauty Salon at Assisted Living</b>	Salons will be open for all services. All beauty salon staff and clients will be required to wear masks. All chairs will be spaced 6 ft. apart and all chairs, stations, and supplies will be cleaned between clients, and each client will receive a clean cape.
<b>Dining</b>	Room Service. Dining room open. Will spread tables and limit number of people to ensure physical distancing.

# Chaplain Services

# Phase 3

<b>Campus-Wide Services</b>	<p>IL Sunday Morning Worship in the APAA and other Chaplain services/programs offered in IL will resume.</p> <p>Vespers will not resume in HRC/AL/MS until it is safe to do so per the permission/guidance of the Healthcare and Assisted Living Administrators.</p>
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# Dining

# Phase 3

<b>Meal Deliveries</b>	Offer limited delivery.
<b>Main Dining Room</b>	Replace buffet and salad bar with staff-managed food stations. Spread tables and limit reservations to ensure physical distancing.
<b>The Cove Cafe</b>	Closed for renovations.
<b>AL Dining Room/Service</b>	Room Service. Dining room open. Will spread tables and limit number of people to ensure physical distancing.
<b>HRC Dining Room/Service</b>	Room Service. Dining room open. Will spread tables and limit number of people to ensure physical distancing.
<b>Memory Support</b>	Resume normal operations.

# Facilities Management

## Phase 3

<b>Work Orders</b>	Return to regular maintenance repair and preventative maintenance operations. Continue use of PPE in occupied dwellings and residential units.
<b>Renovations</b>	Contractors (if needed) are screened at security and report directly to work site. Use PPE when in contact with WL residents and staff.
<b>Meal Delivery</b>	Reassigned to culinary team for direction.

# Health & Rehabilitation Center

# Phase 3

<b>Admissions</b>	We will begin admitting patients from other LTC facilities as long as we receive a negative COVID test. Transition unit would still be operational.
<b>Visitors</b>	Hours of visitation will be from 9a-6p. Indoor visitation by appointment only. Conference Room B will be utilized. Residents can have 2 visitors at a time. Appointments will be 45 minutes with 15 minutes in between to sanitize. Outdoor visits will be held by appointment and number of visitors will be determined based on space availability for social distancing requirements. Visitors and residents will utilize face masks when visiting. If resident cannot wear face mask, visitors must wear face shields. All visitors will be screened and have their temperature taken.
<b>Rehabilitation</b>	IL residents will be permitted to use the therapy gym for Medicare Part B services with screening prior to treatment. If therapy was taking the resident to the Doig Club, they would not walk through the unit, they would take the long way around or meet the resident at the Doig Club.
<b>Essential Healthcare Worker's</b>	Hospice will be allowed to serve the residents at full capacity.
<b>Dining</b>	Room Service. Dining room open. Will spread tables and limit number of people to ensure physical distancing.
<b>Activities/ Exercise</b>	Activities will be held as long as the residents are socially distanced. Symptomatic residents will remain in isolation.

# Doig Health Club & Spa

# Phase 3

<b>Outdoor Pool</b>	Resume normal operations. Open 6a-8p daily. Open swim. Tables/chairs return 100% Masks while sitting in area, not while in pool
<b>Outdoor Group Exercise Classes</b>	All classes resume as normal, pending that we can return to AL, MS, HRC.
<b>Access to Doig Health Club &amp; Spa</b>	Resume normal operation Normal hours continue Resume all classes and programs including AL, MS, HRC
<b>Indoor Pool/Hot Tub/Locker Rooms</b>	Resume normal operations
<b>Outside Community Memberships</b>	Employees resume access. Outside community members are now allowed on campus. Memberships resume.

# Housekeeping

# Phase 3

<b>IL</b>	Bi-Weekly cleaning resumes.
<b>AL/HRC/MS</b>	No changes to current housekeeping services

# Independent Living & Home Care Services (Clinic)

## Phase 3

<b>Clinic Appointments</b>	Resume normal operations
<b>Podiatry Appointments</b>	Per RHS and Dr. Mueller
<b>Audiology Appointments</b>	Per Audiology group
<b>Caregivers</b>	Resume normal operations.
<b>Dementia Services</b>	Begin programs and services as allowed by HRC, MS, IL using PPE and social distancing.
<b>Private Duty Home Care</b>	Continues
<b>WL Home Health</b>	Continues

# Information Technology

# Phase 3

<b>Resident Move-Ins/Transfers</b>	IT staff continues set-up service with full PPE
<b>Resident Support Calls</b>	Resume normal operations.

# Marketing

# Phase 3

<b>Prospect Tours</b>	Resume normal operations.
<b>Appointments</b>	Resume normal operations.
<b>Move-Ins/Move Outs</b>	Resume normal operations.
<b>Marketing Communications</b>	Replace First Mate with Soundings.
<b>Contractor Services</b>	Resume normal operations
<b>Guest Rooms in the Landing Building</b>	Resume normal operations.
<b>Special Events</b>	Resume normal operations.



# Memory Support

# Phase 3

<b>Visitors</b>	Visitation hours will be between 9a and 6p by appointment. Only 2 visitors per resident allowed at one time. Must be screened and both visitors and residents must wear masks. Visits to be held in Courtyard and individual residents' rooms. Face shield or mask must be worn by visitor if visiting indoors. If meeting outdoors, 6 foot markings will be placed. Entry of non-essential healthcare personnel if determined necessary for the facility.
<b>Dining</b>	Start seating two residents per table if asymptomatic.
<b>Beauty Salon at Assisted Living</b>	Beautician allowed in MS following guidelines.
<b>Activities/exercise</b>	Activities will be held in groups only for those asymptomatic. Social distancing must be followed.

# Security

# Phase 3

<b>Deliveries from Family members to IL</b>	Deliveries will resume normal operations.
<b>Deliveries from Family members to HRC, AL, &amp; MS Residents</b>	Deliveries are made by Security personnel until normal visitation resumes in HRC, AL, and MS.
<b>Deliveries from common carriers, newspapers, medicine deliveries</b>	Return to normal deliveries.
<b>Normal Security Duties</b>	Resume normal operations.

# Transportation

# Phase 3

<b>Shuttle</b>	Shuttle will operate under normal operations
<b>Medical Appointments</b>	Normal routine medical appointments depending on waiting room procedures at doctor's office but only 2 passengers at a time until further notice.
<b>Grocery Shopping</b>	Return to the normal shopping schedule with a limited number of residents
<b>Trips/Outings</b>	Limited seating. Masks required and bus is sanitized before and after trip. Day trips up to 8 hours. Social distancing required on and off bus. Overnight trips would be scheduled in advance, screening before boarding bus and forecasted based on location and the restrictions at the designated location.