



**City of Menasha
Committee on Aging Meeting
AGENDA**

Date: August 13, 2021

Time: 1:00 PM

Location: City Hall Room 132

A. CALL TO ORDER
B. ROLL CALL/EXCUSED ABSENCES
C. MINUTES TO APPROVE 1. April 9, 2021
D. CORRESPONDENCE
E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS 1. Public Health a. COVID-19 Update b. Sixty Plus Grant – Programs Update 2. Senior Center a. Senior Center Operations/Programming Update 3. Announcements
F. COMMITTEE MEMBER UPDATES
G. NEW BUSINESS 1. COA Vacancies (3) a. Process for Filling Vacancies b. Who Should be at the Table?
H. HELD OVER BUSINESS 1. Senior Center Sign Update
I. ADJOURNMENT

CITY OF MENASHA
COMMITTEE ON AGING

April 9, 2021

Minutes

A. Meeting called to order at 11:10am.

B. ROLL CALL: Present: Brenda Marks, Pat Irwin
Absent: Joyce Klundt, Bea Kohanski, Tom Stoffel,
Staff Present: Nancy McKenney, Chloe Hansen-Dunn, Meghan Pauly, Megan Sackett
Public Present: Bryn Ceman

C. MINUTES TO BE APPROVED: Brenda approved, Pat seconded.

D CORRESPONDENCE: Wellness Plus introductory letter

E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

COVID-19 Update: Director McKenney gave an update on COVID-19 in our community.

60+ Programs Update: No report.

Senior Center Operations/Programming Update: Chloe Hansen-Dunn has been promoted to the Recreation/Senior Services Manager. Chloe Hansen-Dunn reviewed the programs and services offered and participation numbers. Shared details around reopening in Mid-May.

F. NEW BUSINESS:

G. HELD OVER BUSINESS:

H. ADJOURNMENT: Brenda Marks moved to adjourn the meeting at 12:07 PM seconded by Nancy McKenney. Motion passed.

The next meeting will be held on Friday, May 14, 2021 at 1:00pm.

	Essential Services	Phase 1	Phase 2	Phase 3	Notes
Benchmarks Virus Spread in the Community		<ul style="list-style-type: none"> Burden in the High (High Mitigation) category Less than 50% of the County/City Age 65+ population vaccinated 	<ul style="list-style-type: none"> Burden in the Moderately High (Medium Mitigation) category or lower More than 50% but less than 75% of the County/City Age 65+ population vaccinated. 	<ul style="list-style-type: none"> Burden in the Low to Moderate (Low Mitigation) category or lower More than 75% of the County/City Age 65+ population vaccinated 	
Agency Readiness		<ul style="list-style-type: none"> 3/4 staffed and trained Operations prepared 		<ul style="list-style-type: none"> Fully staffed and trained 	
Capacity Modifications		<p>Indoors: Participants will be limited to 25% of max capacity of a room <u>and</u> to not exceed a max of 10 people in a room</p> <p>Outdoors: Gatherings with limited size of 25 people or fewer</p>	<p>Indoors: Participants will be limited to 50% of max capacity of a room <u>and</u> to not exceed a max of 25 people in a room</p> <p>Outdoors: Gatherings with limited size of 50 people or fewer</p>	<p>Indoors: Participants will be limited to 75% of max capacity of a room <u>and</u> to not exceed a max of 50 people in a room</p> <p>Outdoors: Gatherings with limited size of 100 people or fewer</p>	
Committee on Aging		Hybrid			
Book Club		Virtual/Outdoors			
Parties				X	
Wii Program			X		
SALT			X		
Rug Hookers		X			
Knitting Club		X			
Quilting Club			X		
Blood Pressure Check	By appointment				
Lunch n' Learn			X		

Pharmacist	By appointment				
Health Screenings	By appointment				
Wellness Room	By appointment				
Foot Care Clinic	By appointment				
Breakfast for your Brain		X			
Chair Yoga		X			
Strength/Stretch		X			
FABS		X			
Silver Sneakers			X		
Line Dancing		X			
Strong Bodies			X		
Tai Chi		X			
Advocap Lunch	Home-Delivered	Home-delivered	X		
Elder Benefit Specialist		Virtual/By-appointment			
Bingo		X	X		
Mahjong				X	
Sheepshead				X	
Men's Cards				X	
Shuffleboard			X		
Polish Poker				X	
Dominoes				X	
Texas Hold 'Em				X	
Cribbage				X	
Hand/Foot				X	
Bridge				X	
Outdoor/Virtual Activities:					

Goal: To provide a re-entry into health, wellness and social activities through safe, protective and planned activities.

Re-Opening Date: May 17

Phase 1

The services and outdoor programs listed above in the first phase are in addition to the services and programs currently offered including activity bags, virtual programs, at-home engagement activities and Senior Center on the Road.

In Phase 1, the Menasha Senior Center will be open for customer service operations, essential services and limited programming. Essential Services will be by appointment only.

General Safety Protocol:

Facility Modifications:

Only use Main Room and Café (No use of River Room or Activity Room or Kitchen). Staff will lock rooms not being used.

Indoors: Participants will be limited to 25% of max capacity and to not exceed 10 people in a room.

Outdoors: Gatherings with limited size of 25 people or fewer.

Operations Modifications:

- Staff and participants will be required to wear masks.
- Participants will be asked remain in cars until 10 minutes before start of class time. Either YMCA or City Staff will prop open doors to alert participants when they can enter.
- Upon entry, participants will be prompt to sanitize their hands with a hand sanitizing station set up by the door.
- No more than one program happening in the facility at a time. Programming schedule is set up in blocks to allow for disinfecting time between programs. Max of 10 participants (including instructor if applicable) per program. Participants must pre-register for the program each day they would like to attend.
- Programs will be offered on a first register, first serve basis. Registration can happen up to 7 (seven) days in advance.
- Participants will give staff their name and staff will check you in at the front desk. We may possibly have membership cards that they will be able to scan.
- Participants will be asked to go in Main Room and find physically distanced chair will be set with needed equipment.
- Only staff will touch or set-up chairs and equipment. Staff will wear gloves and mask when disinfecting.
- Snack bar and coffee will be offered, but all snacks and coffee will be kept behind the front desk and only served by staff with gloves.

Lobby

- A hand sanitizing station will be placed near the main entrance in the lobby and near the entrance to the café in the Main Room.
- Markers will be placed on the floor through lobby to note proper physical distancing

Main Room

- Bathroom doors will be propped open.
- Water Fountain will be unavailable. Cups will be available by sink in Main Room. Hand sanitizer will be placed next to sink.
- Seat cushions will not be available for use.
- No additional tables except what is exactly needed for program.

- Staff will clean off Advocap desk and place their supplies in a box in the kitchen so it becomes an easy surface to disinfect.

Café

- Café door shut except during reserved times. Patrons will be able to reserve a 2 hour block to use the café. Patrons can reserve 2 blocks of time per day. This can include use of computer/printer, individual tech assistance appointments, socialization, reading corner, and puzzle time.
- Limit Chairs in Café to 2 cushioned ones and one computer chair. Only one computer use/café use at a time by reservation.
- Place a basket in the café for patrons to place used items (books, puzzles, etc.) after use. Staff will quarantine these items for 72 hours in the Activity Room.

Signage:

The following signs will be located throughout the building.

- Bathroom: Proper handwashing signs
- On main door:
 - No congregation of people.
 - Proper physical distancing required.
 - Symptom reminders will be posted on all entry doors

Disinfecting:

Staff will be trained by the Health Dept. on proper disinfecting protocol. Staff will wear gloves, safety glasses and mask when disinfecting. The following items will be disinfected each hour by Senior Center staff. During this time, the front desk services may be temporarily unavailable.

- Bathroom Sink (Men's and Women's Bathroom)
- Stall doors and knobs and toilet knob in bathrooms
- All door knobs throughout facility
- All light switches throughout facility
- Front Lobby counter
- Sink and faucet in Main Room

The following items will be disinfected at the end of each program by Senior Center and/or YMCA staff:

- Chairs used during program
- Tables used during program
- Equipment/Supplies used during program
- Sound Equipment used during program

Advocap Senior Lunch program: Continuing Home Delivered at this time

Outdoor Programming

Participants:

- Participants will be required to pre-register by calling the Senior Center, registering through RecDesk, or stopping by the Senior Center front desk.
- Maximum participation guidelines according to each phase.

Staff:

- Staff will wear masks when unable to physically distance.
- Staff will routinely hand sanitize.

Set Up:

- Staff will set-up plastic tables and chairs spaced by 8 feet.

Program:

- Participants will be physically distanced when participating.
- Participants will be provided hand sanitizer when they arrive.
- Participants can bring their own equipment. Sharing supplies will be discouraged.
- Participants will need to wear face coverings if they can't maintain physical distancing.

End of Program:

- Participants will be provided hand sanitizer when leaving.

Phase #1 Sample Schedule: Main Room	Monday	Tuesday	Wednesday	Thursday
8am	Line Dancing		Line Dancing	
8:30am	Line Dancing	Coffee and Chat	Line Dancing	Breakfast for Your Brain
9am	Line Dancing	Coffee and Chat	Line Dancing	Breakfast for Your Brain
9:30am	Line Dancing	Disinfection –	Line Dancing	
10am	Set-Up/Disinfection-	Strong Bodies	Line Dancing	Strong Bodies
10:30am		Strong Bodies	Set-Up/Disinfection-	Strong Bodies
11am	Yoga	Disinfection/Change-over –	Yoga	
11:30am	Yoga		Yoga	
12pm		FABS		FABS
12:30pm	Disinfection –	FABS	Disinfection-	FABS
1pm	Facility Closes	Facility Closes	Facility Closes	Facility Closes

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Phase #2: Main Room	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Line Dancing	Set-Up - YMCA	Line Dancing	Set-Up/Disinfection - YMCA	Breakfast for your Brain
8:30am	Line Dancing	Chair Yoga #1	Line Dancing	Chair Yoga #1	Breakfast for your Brain
9am	Line Dancing	Chair Yoga #1	Line Dancing	Chair Yoga #1	Set-Up - YMCA
9:30am	Line Dancing	Disinfection –	Line Dancing	Disinfection-	Silver Sneakers
10am	Disinfection-	Chair Yoga #2	Disinfection-Set-Up -	Chair Yoga #2	Silver Sneakers
10:30am	Strength, Stretch, Balance	Chair Yoga #2	Silver Sneakers	Chair Yoga #2	Set-Up/Disinfection -
11am	Strength, Stretch, Balance	Disinfection/Change-over –	Silver Sneakers	Take Down/Disinfection-	Knitting Club
11:30am	Take Down/Disinfection-	FABS	Take Down/Disinfection- YMCA	Single Day activity (i.e. bingo, craft, book club, etc.)	Knitting Club
12pm	Single Day activity (i.e. bingo, craft, book club, etc.)	FABS		Single Day activity (i.e. bingo, craft, book club, etc.)	Knitting Club
12:30pm	Set-Up/Disinfection –	Disinfection/Change-over –	Disinfection-	Set-Up/Disinfection-	Set-Up/Disinfection -
1pm	Facility Closes	Facility Closes	Facility Closes	Facility Closes	Facility Closes

Phase #3: Main Room	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Line Dancing		Line Dancing	Set-Up/Disinfection - YMCA	
8:30am	Line Dancing	Set-Up - YMCA	Line Dancing		Breakfast for your Brain
9am	Line Dancing	Chair Yoga #1	Line Dancing	Chair Yoga #1	Breakfast for your Brain
9:30am	Line Dancing	Chair Yoga #1	Line Dancing	Chair Yoga #1	
10am	Disinfection-Cindy	Disinfection –YMCA	Disinfection-Priscilla Set-Up - YMCA	Disinfection- YMCA	Set-Up/Disinfection - YMCA
10:30am	Set-Up/Disinfection - YMCA	Chair Yoga #2	Silver Sneakers	Chair Yoga #2	Silver Sneakers
11am	Strength, Stretch, Balance	Chair Yoga #2	Silver Sneakers	Chair Yoga #2	Silver Sneakers
11:30am	Strength, Stretch, Balance	Disinfection/Change-over – Natalie/YMCA	Take Down/Disinfection- YMCA	Take Down/Disinfection- YMCA	Take Down/Disinfection- YMCA
12pm	Take Down/Disinfection- YMCA	FABS			
12:30pm	Set-Up/Disinfection -	FABS	Set-Up/Disinfection-	Set-Up/Disinfection-	Set-Up/Disinfection -
1pm	Mahjong	Disinfection-YMCA	Dominoes/Shuffleboard	Book Club	Knitting/Quilting
1:30pm	Mahjong	Set-Up/Disinfection - Cindy	Dominoes/Shuffleboard	Book Club	Knitting/Quilting
2pm	Mahjong	BINGO/SALT (opposite weeks)	Dominoes/Shuffleboard	Book Club	Knitting/Quilting
2:30pm	Mahjong	BINGO/SALT (opposite weeks)	Dominoes/Shuffleboard		Knitting/Quilting
3pm		BINGO/SALT (opposite weeks)			
3:30pm	Take-Down/Disinfection-	Take-Down/Disinfection-	Take-Down/Disinfection -	Take-Down/Disinfection-	Take-Down/Disinfection -

The COVID-19 Activity Level in the City of Menasha, Winnebago County, and Calumet County can be found on the City and State websites. <https://www.cityofmenasha-wi.gov/departments/health/covid-19.php>

<https://www.dhs.wisconsin.gov/covid-19/disease.htm>

Vaccination data for Winnebago and Calumet Counties can be found on the State website:

<https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>

This document uses the Wisconsin Department of Health Services, Slowing the Spread of COVID-19: Mitigation Strategies for Wisconsin Communities to guide a phased in approach in re-opening the Senior Center.

<https://www.dhs.wisconsin.gov/publications/p02789.pdf>

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