

EFFECTIVE October 19 AND ENDING November 2

ACTIVITIES/ SERVICES	GUIDELINES
1. Screening and Screening Stations	Everyone, <u>all staff, residents, visitors, and contractors (vendors)</u> , will be screened according to CDC Guidelines that include a body temperature check. Birch Bay will refuse access to anyone who fails a screening, or we will mandate self-quarantine per the CDC's guidelines.
2. Visitors (Please see <u>Visitors guidance</u>)	Visitors are allowed outside and inside the Inn apartments/suites. Visits must maintain physical distancing at least six feet apart and wear cloth face coverings or masks. Cottage Visitors should be screened by the cottage resident and be permitted to go to the resident's home. <u>Visitors must wear a cloth face covering or mask at all times.</u> Birch Bay requests for everyone's health safety and peace of mind that all residents limit visitors as much as possible.
3. Visitors- Residents with Residents- In your Residence	We ask residents use good decision making to invite guests to their homes, including other residents. If you choose to have visitors to your home, practice safe distancing of six feet apart, and wear a cloth face covering or mask as much as possible.
4. Residents Leaving the Campus	Cottage Residents may continue to leave the campus. Apartment residents may leave campus for outdoor pursuits where physical distancing is observed, essential needs and personal appointments; however, in an abundance of caution, we ask you to minimize trips and wear cloth face coverings or masks at all times and limit contact with others. Safe distancing, frequent hand washing, avoid touching your eyes, nose, and mouth, and avoid frequently touched surfaces are imperative to your safety. Pleasant Cove/Safe Harbor residents may leave for scenic drives, essential appointments/services while supervised by staff.
5. Cloth Face Coverings or Masks Inside all Birch Bay Buildings	Everyone, including staff, resident, and visitors must wear a cloth face covering or

	mask, when <u>inside Birch Bay buildings, common areas, elevators, and corridors.</u> <u>No exceptions unless for medical reasons.</u>
6. Packages/ Deliveries	Birch Bay will continue to accept drop-off deliveries of goods and groceries for Inn residents at the main entrance. We encourage residents to practice handwashing and sanitation when handling packages.
7. Main Building Entrances	The main building entrance will remain closed 24 hours a day, in which residents will need to use their key for access. The Assisted Living entrance must be used for all visitors. Visitors MUST enter and exit through the Assisted living entrance signing in and out using the screening kiosk (please see visitor guidance).
8. Elevator Use	The maximum number of occupants on elevators may be no more than two (2) persons at any time. One (1) is preferred.
9. Grocery Store (On-Campus)	Birch Bay will continue to operate a “Grocery Store” on-campus for residents to place orders for basic necessities and have them delivered to their homes.
10. Delivery by businesses	Residents and families can order delivery from businesses operating according to CDC guidelines in safe handling.
11. Dining	<u>The Bay Vista Room:</u> Limited seating, maximum occupancy, and physical spacing rules remain in place for Dining services. Use of the Bay Vista room will be by reservation only. Apartment Residents may continue to have <u>one meal per day complimentary with you rental agreement</u> delivered to their apartment. Residents may request additional meals at an extra charge to your monthly billing statement.
12. Special Requests/Celebrations	Please contact Maggie, Executive Chef and Director of Dining Services if you would like to arrange for in-home or special requests and celebrations. <u>No visitors</u> may use the Bay Vista room or be served meals.
13. Grocery Shopping	Apartment residents who prefer to do their grocery shopping at Hannaford may provide a shopping list or sign up (limited space) for van transport to Bar Harbor Hannaford.

	Please contact activities for the scheduled day and requirements.
14. Transportation (Pharmacy Pick-Up and Delivery)	Options for medication delivery at this time include mail order, Omnicare, and Carrol Drug. Please contact Health Services for assistance in arranging pharmacy deliveries. Pick up of prescriptions may occur once weekly at Hannaford Bar Harbor with grocery services. Please contact activities for the scheduled day and requirements.
15. Transportation (Personal Medical Appointments)	Apartment residents may independently drive to appointments in their own vehicle, ride with another Inn resident or arrange transport with activities. Residents requiring assistance to transport to appointments and/or attend appointments must arrange for transportation. Transportation for scheduled medical appointments may be arranged by contacting the Activities Coordinator at ext. 5210 Residents will be required to wear cloth face coverings or masks at all times.
16. Transportation (Non-Medical Appointments)	Apartment residents may independently drive to appointments in their own vehicle, ride with another Inn resident or arrange transport with activities. Non-medical appointment transportation may be arranged by contacting the Activities Coordinator at ext. 5210. (Non-medical personal appointments may occur via private vehicles according to item #4).
17. Housekeeping Services (Apartment Home, Cottage and Inn Work Order Requests)	Housekeeping will continue based on your lease agreement or elected services. Housekeepers will wear protective gear, including masks and gloves, during service. Residents must maintain physical distancing from the employees. That may include staying in a separate room or going to the closest community room while services are performed.
18. Maintenance (Apartment Home, Cottage and Inn Work Oder Requests)	Work Order requests are available. Like Housekeeping, Residents must maintain physical distancing of at least six feet apart from workers. All maintenance technicians or contractors will wear protective gear,

	including cloth face coverings or masked gloves.
19. Group Social Gathering and Activities (Residents Only)	Group gatherings and activities in Birch Bay common spaces will be allowed up to <u>maximum of twelve (12) residents outdoors and eight (8) indoors, if space allows.</u> <u>No visitors are permitted for inside group activities.</u> All participants must maintain at least six feet apart during gatherings and wear cloth face coverings or masks.
20. Puzzles, Card Playing, Dominoes and communal games. Refreshment station (Common Areas Only)	<u>We ask residents not to play these kinds of games in common areas.</u> Coffee, tea and individually wrapped snacks will again be available in the main entrance for residents only. Residents are encouraged to maintain social distancing and use sanitizer prior to and following dispensing drinks or individually wrapped snacks.
21. Library (Residents only)	The Library is open for individual use and small group social gatherings. Residents must maintain at least six feet apart during gatherings and wear cloth face coverings. No visitors are allowed in the Library.
22. Fitness Center and Workout Room (Residents/Staff Only)	The Fox Fitness Center will be open by appointment daily for individuals or couples. <u>All equipment must be wiped down before and after use.</u> <u>Disposable sanitary supplies will be made available for cleaning.</u> No visitors may use the fitness center.
23. All Community Rooms (Residents Only)	No more than eight (8) persons are allowed at any time as space allows for physical distancing. Residents must keep safe distances of at least six feet apart. Cloth face coverings or masks must be worn. No visitors are allowed in community rooms.
24. Group Exercised (Residents Only)	Group exercises will be held indoors and outdoors for residents. No more than six (6) persons will be permitted indoors and Residents must wear cloth face coverings or mask for “indoor” group exercises. Physical distancing of <u>8 feet at minimum</u> is required for exercise.
25. Wednesday Worship Services and Pastoral Visits with Residents	Weekly Worship Services may be done by telephone, video conference, or outdoors if the clergy agrees. Other religious officiants may make personal visits as long as they

	satisfy all visitor screening requirements (item 2). They must also wear cloth face coverings or masks at all time during their visit with a resident.
26. Barber & Beauty Salon Services (On-Campus)	The Barber and Beauty Salon is open for individual visits for all residents by appointment only. Please contact the Beauty Salon for day, hours, and appointments 207-422-1400.
27. Quarantine (potential exposure event)	A fourteen (14) day quarantine period is required when there is a potential exposure event. During a quarantine, a resident remains in their apartment/suite with access to outdoors for socially distanced individual activities such as walking or sitting outdoors enjoying fresh air. Residents on quarantine will not be able to make reservations in the Bay Vista room, beauty salon, or attend any activities programs. Residents on quarantine may schedule outdoor visits according to section 2 outdoor visitors.

Continued Key Reminders about Staying Well

- Stay Home and use services Birch Bay offers so you can avoid leaving the campus.
- Wash your hands with soap and water for at least 20 second, especially after coughing or sneezing. Respiratory droplets are the deepest concern for the mode of transmission.
- Take everyday precautions to keep space between yourself and others. As you know, Birch Bay asks everyone to maintain “extreme” distancing (10 feet) whenever possible. The CDC’s minimum guidelines are (6 feet) apart from another person.
- Eat Well, Stay Healthy, and reduce your fear and anxiety as it can be overwhelming and cause strong emotions that affect your overall wellbeing.
- If you cough or sneeze, please contain it (not with your hands) and keep disposable tissues available and place in the trash after use.
- Watch for fever, cough, and shortness of breath. Contact your doctors or Health Services.

- Avoid touching a surface or object that could be contaminated. Also, at all measures, avoid touching your face, nose and eyes. Use sanitary wiped before and after using equipment.
- Avoid traveling and coming in contact with someone who has traveled recently.
- The CDC has recommended “cloth face coverings” to be worn if you go out in public. The cloth face covering is meant to protect other people in case you are infected.
- Many policies and practices at BBRV have been impacted by Covid-19 precautions. We maintain flexibility to accommodate and adjust policy, in part or whole, according to guidelines and professional judgment. If you have questions or concerns about a policy or practice please ask for clarification.
- Please contact Health Services if you have any questions about activities that may be exposure events that could result in quarantine or what the quarantine process entails.