



**COA Policies and Procedures**  
**Building Use - Policy**

The East Longmeadow Council on Aging (COA) is working with the policies/guidance of the Town of East Longmeadow and the Commonwealth of Massachusetts in regards to allowing the public into the Senior Center.

**This Policy will be in effect as of June 1<sup>st</sup>, 2021 and is subject to change without notice.**

**It is our intention to regularly examine and safely remove restrictions/add activities, when it has been determined safe to do so. We reserve the right to do so slowly to allow staff time to prepare the building and provide for proper staffing levels.**

**We appreciate your patience as we move forward.**

The COA will continue to offer and expand activities that take place on Senior Center Property. This includes the **Building, Parking Lot, Picnic Tables, and the Bocce Courts.**

We can **NOT** limit access to vaccinated persons only and we can **NOT** ask people if they are vaccinated, therefore, in the best interest of everyone, we are proceeding with caution.

The following guidelines will be in effect for EVERYONE on Senior Center Property:

- Anyone who is reporting/exhibiting COVID-19 symptoms will not be allowed on Senior Center Property. We will attempt to give them assistance with obtaining help if needed.
- Masks are NOT required, but are encouraged for those who have not been vaccinated. **If you do not have a mask, we can provide you with one.**
- Social Distancing is NOT required, but is encouraged for those who have not been vaccinated.
- Participants are responsible for cleaning up after themselves outside and inside.

**Building Use:** Beginning on July 1st, 2021, the Building will be open to the public from 8am – 4pm Monday through Friday. We will publish planned programs and events in our monthly Newsletter, E-newsletter, and on our Facebook Page and Flyers. Programs and events are subject to change without notice due to weather, a change in COVID guidelines, or any other unforeseen circumstances that are out of our control.

- Food and Coffee/Tea will **NOT** be provided. Participants **MAY** bring their own.
- Home Delivered and Grab & Go Meals **WILL** be ongoing.
- Due to Grab & Go Meals, Activities will be limited from 11-12 to safely accommodate car line.

**PARTICIPANTS ARE RESPONSIBLE FOR MONITORING THEIR OWN COMPLIANCE WITH THESE RULES**

**THE COA RESERVES THE RIGHT TO ASK PEOPLE TO LEAVE THE SENIOR CENTER PROPERTY FOR VIOLATING THESE RULES**