

VILLAGE REOPENING GUIDANCE PLAN

ONE SHARED MISSION

To provide a safe environment and protect the overall wellbeing of Village residents and staff members.

SHARED VALUES TO REACH OUR MISSION

We will wear Masks and Physically Distance as recommended by trusted health officials to best protect each other.

We will take Infection Control Measures as recommended by trusted health officials to best protect our community.

We take Personal Responsibility to use best measures to protect personal health and community health.

We recognize the importance of Well-Being and define well-being as having physical, emotional and spiritual components.

We will stay Informed and Follow Guidance from our partnerships with trusted health officials.

We will Communicate often and transparently with our Village community members.

Guidance Indicators in Developing & Implementation of "Village Reopening Guidance Plan"

A team of Village Leadership and Infection Control Officers created a comprehensive reopening plan specific to The Village at Woods Edge community. Although not all inclusive, this plan will assist residents in navigating day-to-day living strategies as we take steps towards a road to recovery. When creating this plan, certain factors were considered: level of activity of COVID-19 within the Village and/or Franklin/Southampton community, completion of Village Vaccination Program, Guidance from the CDC, VDH, State of Virginia, and resources through our partnership with LeadingAge. Below are benchmark indicators for each phase of the reopening plan.

Benchmark Indicators for Phase One:

One Single Factor or a Combination may indicate Phasing Status.

- Significant Outbreak of COVID-19 among Village at Woods Edge in specific level of living.
- Isolation Apartment(s) at The Village have been engaged.
- Healthcare officials advise a temporary suspension in services, etc.
- Stay At Home Orders by Commonwealth of Virginia.

Benchmark Indicators for Phase Two:

One Single Factor or a Combination may indicate Phasing Status.

- Minimal or No Activity of COVID-19 among Village at Woods Edge in specific level of living.
- Village COVID-19 Vaccination Clinics have been completed.
- Guidance from CDC and VDH supports more opportunities for general public and communal settings.
- Village Staffing is adequate to accommodate additional services.
- Adequate Infection Control Supplies are available and onsite.

Benchmark Indicators for Phase Three:

One Single Factor or a Combination may indicate Phasing Status.

- No Activity of COVID-19 among Village at Woods Edge in specific level of living.
- Village Vaccination Clinics have been completed.
- COVID-19 Vaccination availability is observed in surrounding communities.
- Guidance from CDC and VDH supports more opportunities for general public and communal settings.
- Village Staffing is adequate to accommodate additional services.
- Adequate Infection Control Supplies are available and onsite.

Services	Phase I	Phase II	Phase III	NOTES
Administration				
Front Entry (Independent Living) Attendant	All Village employees, vendors, and private duty personnel park in the front parking lot and enter/exit through the front entry of Independent Living. An attendant conducts a CDC COVID-19 symptom screening and temperature reading for Village employees, essential vendors, private duty personnel, and residents. Established times will be promoted through Village communications and signage on front entry doors. Star Security Services will conduct screenings when Village employees are not on-duty to do so. Independent Living apartment residents will be informed when front entry must be utilized when entering/ exiting the building in effort to track resident movement around a community where viral activity may be extremely high. Residents departing the building will have temperature screenings daily.*	All Village employees, vendors, and private duty personnel continue to park in the front parking lot and enter and exit through the front entry of Independent Living. An attendant conducts a CDC COVID-19 symptom screening and temperature reading for Village employees, essential vendors, private duty personnel, and residents. Established times will be promoted through Village communications and signage on front entry doors. Star Security Services will conduct screenings when Village employees are not on-duty to do so. Continued use of front entrance doors when entering/exiting the building when viral activity may be extremely high. Although no longer required when departing the main campus building, Independent Living apartment residents may continue utilizing front entry temperature reading devices for daily screenings.*	Designated employees, vendors, and private duty personnel park in the front parking lot and enter and exit through the front entry of Independent Living. An attendant conducts a CDC COVID-19 symptom screening and temperature reading for Village employees, essential vendors, private duty personnel, and residents. Established times will be promoted through Village communications and signage on front entry doors. Star Security Services will conduct screenings when Village employees are not on-duty to do so. Although no longer required when departing the main campus building, Independent Living apartment residents may continue utilizing front entry temperature reading devices for daily screenings.*	*Mask wearing and physical distancing guidelines will be in effect while in common spaces as well as in apartments, work areas, employee lounges, and shared office spaces. *Parking assistance will be provided when front entry doors are required for entering/exiting the building. *Beginning in Phase III, Village employees working in Dining Services and Environmental Services may opt to relocate personal vehicles to the back employee parking lot following the completion of a COVID-19 symptom screening as indicated by DSS requirements.

Services	Phase I	Phase II	Phase III	NOTES
Administration Office	There is minimal activity within the building. The Administration Office provides the main source of communication between residents and Village departments. Work orders, requests for transportation, dining services, convenience orders, and general assistance as needed will go through the Administration Office. Postal stamps, copies, faxes, and other office needs will be available during normal office hours as posted. The Administration Office is responsible for distributing Village memos in resident campus mailboxes. Star Security will deliver memos to cottage residents during evening security rounds.*	The Administration Office provides the main source of communication between residents and Village departments. Work orders, requests for transportation, dining services, convenience orders, and general assistance as needed will go through the Administration Office. Postal stamps, copies, faxes, and other office needs will be available during normal office hours as posted. The Administration Office is responsible for distributing Village memos in resident campus mailboxes. Star Security will deliver memos to cottage residents during evening security rounds.*	The Administration Office provides the main source of communication between residents and Village departments. Work orders, requests for transportation, dining services, convenience orders, and general assistance as needed will go through the Administration Office. Postal stamps, copies, faxes, and other office needs will be available during normal office hours as posted. The Administration Office is responsible for distributing Village memos in resident campus mailboxes. Star Security will deliver memos to cottage residents during evening security rounds.*	*Mask wearing and physical distancing guidelines are adhered to. *Village employees routinely disinfect desks, phones, radios, and office equipment. *When residents are in Isolation/Quarantine, special delivery service of memos will be arranged. *Memos with information needing immediate attention will be delivered to apartments and cottages by Village staff. *Automated phone messages will be generated and delivered to apartment and cottage residents as a means of immediate communication.
Assisted Living - Manor	Independent Living apartment and cottage residents are not permitted to enter Assisted Living - Manor areas of living. This includes the Wellness Center. Village employees, support staff, and essential vendors will have specific Infection Control procedures to follow when going from one area of living to the	Independent Living apartment and cottage residents are not permitted to enter Assisted Living - Manor areas of living. This includes the Wellness Center. Village employees, support staff, and essential vendors will have specific Infection Control procedures to follow when going from one area of living to the other.*	Independent Living apartment and cottage residents are not permitted to enter Assisted Living - Manor areas of living. This includes the Wellness Center. Village employees, support staff, and essential vendors will have specific Infection Control procedures to follow when going from one area of living to the other.*	*Hand sanitizer and disinfectant will be in place for Village employees, support staff, and essential vendors to use when going from one level of living to the other. *In the case of an outbreak or significant viral activity, there will be times in which there will be no movement from one level of living to the other.

Services	Phase I	Phase II	Phase III	NOTES
Accounting Office	The Village's Accounting Office will remain open for business during posted office hours. The Accounting Office will create opportunities for all residents to make monthly service fee payments in a safe manner. Options include mailing, front entry delivery, or pick up from apartment/ cottage by request.*	The Village's Accounting Office will remain open for business during posted office hours. The Accounting Office will create opportunities for all residents to make monthly service fee payments in a safe manner. Options include mailing, front entry delivery, or pick up from apartment/ cottage by request.*	The Village's Accounting Office will remain open for business during posted office hours. The Accounting Office will create opportunities for all residents to make monthly service fee payments in a safe manner. Options include mailing, front entry delivery, or pick up from apartment/ cottage by request.*	*Mask wearing and physical distancing guidelines are adhered to. *Village employees routinely disinfect desks, phones, radios, and office equipment. *Notary Service is available by appointment only with strict CDC guidelines in place.
Marketing Office	Prospective visits are suspended. Marketing events are virtual only.	Prospective visits are by appointment only. No walk-ins accepted. Prospects must be screened and registered. Only unoccupied cottages and apartments are shown. Apartments that have direct, outside entrances are used when possible. No access to amenities in the Main Campus Building. Ability to show additional amenities virtually. For onsite appointments, sanitize units between appointments. Sanitizer Stations available for prospects and Marketing Guide. Bathrooms will be available for prospects.* Marketing Events are virtual only.	Prospective visits are by appointment only. No walk-ins accepted. Prospects must be screened and registered. Only vacant cottages and apartments are shown. Apartments that have direct, outside entrances are used when possible. Marketing Guide must accompany when accessing vacant Apartments through hallways, etc. For onsite appointments, sanitize units between appointments. Sanitizer Stations available for prospects and Marketing Guide. Bathrooms will be available for prospects. * Marketing Events are both virtual and in-person by appointment only.	*Mask wearing and physical distancing guidelines are adhered to. *The Marketing Guide must accompany Visitors when in Main Campus Building at all times. There may be times, due to community health status, that only 1st floor apartments with direct access may be toured. *Reference The Village's COVID-19 Pandemic Response: Prospective Resident In-Person Meetings and Visits.

Services	Phase I	Phase II	Phase III	NOTES
Resident Mailbox Room (inhouse flyers and USPS)	Inhouse and USPS Resident Mailbox Room open to residents following ONE (1) resident permitted in the area at a time guideline. Packages delivered to the Administration Office for distribution following 24 hour sanitation incubation period.*	Inhouse and USPS Resident Mailbox Room open to residents following ONE (1) resident permitted in the area at a time guideline. Packages delivered to the Administration Office for distribution following 24 hour sanitation incubation period unless otherwise arranged.*	Inhouse and USPS Resident Mailbox Room open to residents with no more than TWO (2) residents at a time. Packages delivered to the Administration Office for distribution. NOTE: The holding of packages for 24 hours will cease unless healthcare advisories recommend otherwise. Packages will be delivered to apartment residents by Star Security Officer during evening rounds unless otherwise arranged by contacting the Administration Office.	*Masks are to be worn at all times. *Hand sanitizers are placed throughout The Village for the frequent use of residents, employees, vendors, and guests. *Prior to delivery, packages will be sanitized as recommended by the CDC and other healthcare officials.
Security Services	Star Security provides overnight/weekend security coverage. Security Officers monitor The Village Campus by making routine rounds of buildings and grounds. Rounds also include exterior cottage homes/vacant cottage homes. Officers provide assistance to apartment/cottage residents as requested. Officers serve as an extra resource and are considered essential vendors.*	Star Security provides overnight/weekend security coverage. Security Officers monitor The Village Campus by making routine rounds of buildings and grounds. Rounds also include exterior cottage homes/vacant cottage homes. Officers provide assistance to apartment/cottage residents as requested. Officers serve as an extra resource and are considered essential vendors. Officers assist in package delivery, visitor/vendor screenings, and Isolation/Quarantine Support Services as needed.*	Star Security provides overnight/weekend security coverage. Security Officers monitor The Village Campus by making routine rounds of buildings and grounds. Rounds also include exterior cottage homes/vacant cottage homes. Officers provide assistance to apartment/cottage residents as requested. Officers assist in package delivery, visitor/vendor screenings, and Designated Visitor assistance.*	*Mask wearing and physical distancing guidelines are adhered to. *Star Security Officers' may have their rounds altered as the virus activity level indicates. Any indication of COVID-19 within a specific level of living will indicate the need to curtail foot traffic for an unspecified length of time. Officers will communicate with Village employees via handheld phones. Officers are able to view live security cameras from two locations within Administration areas.

Services	Phase I	Phase II	Phase III	NOTES
Resident Services				
Onboarding of New Residents	Resident Moves may be limited or temporarily suspended. *	Residents moving in may work with The Village maintenance team and essential move vendors who agree to comply with established Village safety protocols. All essential vendors and new resident(s) will be screened and registered upon their arrival and for entrance to the building. Moves should occur on weekdays between 10am and complete by 4pm. A Designated Move Route should be determined in advance. Village residents and staff may require written notice of planned move. * New Residents may have limited orientation dependent on amenities available. These residents should receive full orientation when advisable by a team member of Resident Services.	Residents moving in may work with The Village maintenance team and essential move vendors who agree to comply with established Village safety protocols. All essential vendors and new resident(s) will be screened and registered upon their arrival and for entrance to the building. Moves should occur on weekdays between 10am and complete by 4pm. A Designated Move Route should be determined in advance. * New Residents will be oriented to available amenities, etc. by a team member of Resident Services.	*Village Board of Directors may temporarily suspend move-in procedures due to community health concerns. *Reference The Village's COVID-19 Pandemic Community Response: Move Policy and Procedures.
Community Service Council	Suspended. The Executive Committee will communicate specific information via phone/email.	Suspended. The Executive Committee will communicate specific information via phone/email.	The Executive Committee will resume business via phone/email. Any meetings will be held in spaces where members can be physically distanced. The Executive Committee will submit reports of business to residents within two weeks of completion. *	* Mask wearing and physical distancing guidelines are adhered to. * To protect the health and well-being of our Village Community, the Resident Community Service Council will conduct meetings as safety guidelines indicate.

Services	Phase I	Phase II	Phase III	NOTES
Transportation Services	No Routine Transportation Offered.	Limited Routine Transportation Offered for SCHEDULED appointments Offered – Apartment/Cottage residents should contact the Administration Office to schedule transportation (i.e. attorneys, accountants, hair salons). A member of the Administration Team/ Resident Services will drive residents to appointments with safety protocols in place. Specific infection control guidelines are followed pertaining to health screenings, driver/resident placement, wearing of masks, and sanitation of vehicles.*	Routine Transportation Offered – Apartment/Cottage residents having SCHEDULED appointments will schedule transportation through the Administration Office. A member of the Transportation Department will drive residents to appointments. Existing services will continue with ability to increase services (i.e. grocery shopping transportation, department store/boutique shopping/ restaurant and social event transportation) being communicated as advisable. Specific infection control guidelines are followed pertaining to health screenings, driver/resident placement, wearing of masks, and sanitation of vehicles.*	*Mask wearing and physical distancing guidelines are adhered to. *Additional fees, as indicated on the Additional Services Fee Schedule, will be applied for out of town transportation services. *Additional Transportation Services during Phase III will be increased as indicated by healthcare officials and the ability to provide infection control measures and appropriately staff vehicles. *The Village will communicate the inability to provide transportation services for non-medical appointments (i.e. grocery shopping, general errands, etc.) by contacting the resident directly. Alternate services will be made as available.
Medical Appointment Transportation	Transportation for Medical Appointments should be made through the Administration Office. A member of the Administration Team will drive apartment/cottage residents to appointments in effort to eliminate exposure.*	Transportation for Medical Appointments should be made through the Administration Office. A member of the Administration Team will drive apartment/cottage residents to appointments in effort to eliminate exposure.*	Transportation for Medical Appointments should be made through the Administration Office. A member of the Transportation Department will drive apartment/cottage residents to appointments.*	*Specific infection control guidelines are followed pertaining to health screenings, driver/resident placement, wearing of masks, and sanitation of vehicles. *Additional fees, as indicated on the 2021Additional Services Fee Schedule, will be applied for out of town transportation services.

Services	Phase I	Phase II	Phase III	NOTES
Resident Grocery Shopping	Independent Living Apartment residents will submit grocery/store item lists to the Administration Office by the end of office hours. Director of Resident Services/Designee will place an online order for resident items to be picked up the next day. Items will be paid by residents as arranged. Upon pick up of items and delivery to The Village, items will be sanitized and delivered to the resident's apartment or cottage.*	Independent Living Apartment residents will submit grocery/store item lists to the Administration Office by the end of office hours. Director of Resident Services/Designee will place an online order for resident items to be picked up the next day. Items will be paid by residents as arranged. Upon pick up of items and delivery to The Village, items will be sanitized and delivered to the resident's apartment or cottage.*	Residents are encouraged to limit exposure to public spaces. Residents may submit grocery/store item lists to the Administration Office by the end of office hours. Director of Resident Services/Designee will place an online order for resident items to be picked up the next day. Items will be paid by residents as arranged. Upon pick up of items and delivery to The Village, items will be picked up from the Administration Office or delivered to the resident's apartment or cottage.*	*In the event of a resident being in isolation or quarantine, an altered delivery process will be followed in order to eliminate potential exposure. *Director of Administrative Services (Accounting) will obtain charge tickets and receipts (as applicable) to be posted to individual resident accounts to be reflected on Monthly Service Fee Statements.
Supply Drop Off Program	Individuals leaving items for Independent Living Apartment residents should do so at the front entry where an attendant will assist with registering the delivery, sanitizing items, and contacting the resident for delivery. Supply Drop Off hours will be posted through various in-house and family communications as well as front entry postings.*	Individuals leaving items for Independent Living Apartment residents should do so at the front entry where an attendant will assist with registering the delivery, sanitizing items, and contacting the resident for delivery. Supply Drop Off hours will be posted through various in-house and family communications as well as front entry postings.*	Supply items being dropped off to Independent Living apartment residents will be accepted through the Main Front Entrance only. Supply drop off hours will be posted through various in-house and family communications as well as front entry postings. There should be no deliveries made to apartment patios/balconies.*	*Mask wearing and physical distancing guidelines should be in effect when interacting with Village employees, residents, vendors, and guests. *Patio and balcony drop offs should only occur with preapproval.

Services	Phase I	Phase II	Phase III	NOTES
Dining Services				
Independent Living Dining Room	Independent Living Dining Room dining-in meal service suspended for Independent Living Apartment and Cottage residents. See Back Porch and Grille or Delivery Service for meal options.	Independent Living Dining Room dining-in meal service resumes. Dining Room dining-in meal service resumes with tables/chairs spaced appropriately in order to promote adequate physical distancing. Residents are seated by reservation only. The physical location of the Dining Room may be altered depending upon resident participation and physical space availability. Employees will wear masks at all times (Room Service, Dining Room). Meal selections will be pre-ordered to eliminate wait time. Village apartment and cottage residents will wear masks when not seated in Dining Rooms.*	Independent Living Dining Room dining-in meal service resumes with tables/ chairs spaced appropriately in order to promote adequate physical distancing. The physical location of the Dining Room may be altered depending upon resident participation and physical space availability. Apartment/cottage residents are seated by reservation only. Meal selections will be pre-ordered to eliminate wait time. Village residents will wear masks when not seated in Dining Rooms. Residents will be advised of altered mask wearing and physical distancing guidelines may apply as healthcare officials advise.	*Phase II and III dining-in meal service, to include seating arrangements, will be dependent upon several indicators including community health, CDC recommendations, and vaccination program. *CDC guidelines and Local Health Department recommendations will be followed. Dining Room meal service accommodations may be limited to staffing availability. *Phase II and III dining-in meal service may be altered for residents traveling as recommended by CDC guidelines. * Proper use of gloves and hand washing techniques will be adhered to. *In the event of a resident being in isolation or quarantine, an altered delivery will be followed in order to eliminate potential exposure.

Services	Phase I	Phase II	Phase III	NOTES
Back Porch & Grille	Resident dining-in service suspended. Monday - Friday lunch delivery service available. Curb-side service available to the general public.	Resident dining-in OR delivery service available for lunch Monday - Friday. Wed/Friday dinner delivery service available. Curb-side service available to the general public.	Resident dining-in OR delivery service available for lunch Monday - Friday. Wed/Friday dinner dining-in OR delivery service available. Curb-side service available to the general public.	*Back Porch & Grille follows VDH and State of Virginia EOs. *Special events and functions, including those of non-residents, have been postponed until further notice.
Convenience Items	In an effort to eliminate the need for residents to frequent public spaces (i.e.grocery stores) Independent Living apartment and cottage residents will have the ability to order items through The Village Dining Services program. A comprehensive list of items will be published by Dining Services for resident use. Residents will place orders by calling the Administration Office. Dining Services will deliver items (special order items may take longer for delivery).	In an effort to eliminate the need for residents to frequent public spaces (i.e. grocery stores), Independent Living apartment and cottage residents will have the ability to order items through The Village Dining Services program. A comprehensive list of items will be published by Dining Services for resident use. Residents will place orders by calling the Administration Office. Dining Services will deliver items (special order items may take longer for delivery).*	Independent Living apartment and cottage residents will continue to have the ability to order items through The Village Dining Services program. A comprehensive list of items will be published by Dining Services for resident use. Residents will place orders by calling the Administration Office. Dining Services will deliver items (special order items may take longer for delivery).*	*Mask wearing and safe distancing guidelines will be in effect. * Convenience items will be deducted from meal plans as indicated by individual resident agreements. *Local Health Department guidelines for infection control will be followed. Proper use of gloves and hand washing techniques. *In the event of a resident being in isolation or quarantine, an altered delivery process will be followed in order to eliminate potential exposure.
Delivery Service	Residents will be delivered meals to apartments/ cottages.*	Residents will be delivered meals to apartments/cottages. Independent Living apartment and cottage residents may pick up prepared meals from an arranged location.*	Residents will be delivered meals to apartments/cottages. Independent Living apartment and cottage residents may pick up prepared meals from an arranged location.*	*Local Health Department guidelines for infection control will be followed. Proper use of gloves and hand washing techniques.

Services	Phase I	Phase II	Phase III	NOTES
Environmental Services				
Daily Maintenance	Minimal movement around main buildings and within cottage homes—focus on infection control. Routine Work Orders are on hold. Emergency Maintenance situations addressed. In order to protect the safety of residents and the integrity of The Village property, preventative maintenance work will be performed as deemed safely to do so.*	Minimal movement around main buildings and within cottage homes—focus on infection control. Routine Work Orders completed as scheduled according to viral activity within the building. In order to protect the safety of residents and the integrity of The Village property, preventative maintenance work will be performed as deemed safely to do so.*	Minimal movement between main buildings and within cottage homes—focus on infection control measures. Routine Work Orders completed as scheduled. In order to protect the safety of residents and the integrity of Village property, preventative maintenance work will be performed as deemed safely to do so. Non-essential renovations will be scheduled according to necessity and level of risk of exposure.*	*Quarantined/Isolated Residents have services available to include daily trash pick-up (biohazard). *Essential Vendors Only and will be screened for per CDC standards prior to entry. *The sanitizing agent used on-site will be on EPA List N - Disinfectants for Covid-19.
Main Campus Common Area Housekeeping	The Environmental Services Department will schedule Housekeeping and Maintenance employees to perform enhanced, regularly scheduled disinfecting and cleaning of Main Campus Common Areas to include: Front Entry, Living Room, Library, Bathrooms, Hallways, and Elevator.	The Environmental Services Department will schedule Housekeeping and Maintenance employees to perform enhanced, regularly scheduled disinfecting and cleaning of Main Campus Common Areas to include: Front Entry, Living Room, Library, Bathrooms, Hallways, and Elevator.*	The Environmental Services Department will schedule Housekeeping and Maintenance employees to perform enhanced, regularly scheduled disinfecting and cleaning of Main Campus Common Areas to include: Front Entry, Living Room, Library, Bathrooms, Hallways, and Elevator.*	*Frequently touched items are scheduled more often with emphasis on door knobs, handrails, and elevator buttons. *Phase I, II, and III may include scheduled overnight,/weekend/ holiday disinfecting if there are healthcare recommendations due to the level of viral activity within the building. *The sanitizing agent used on-site will be on EPA List N - Disinfectants for Covid-19.

Services	Phase I	Phase II	Phase III	NOTES
Residential Housekeeping	Cottage residents, receiving Housekeeping through The Village, will have services placed on hold. Basic cleaning/disinfecting of Independent Living apartments (bathrooms, kitchen, vacuuming) will be arranged through Environmental Services. There is emphasis on residents remaining within another room while Housekeeping Staff are within the apartment. No Deep Cleaning Projects during Phase I.*	Cottage residents, receiving Housekeeping through The Village, will have services scheduled through Environmental Services. Continue basic cleaning/ disinfecting of Independent Living apartments (bathrooms, kitchen, vacuuming) arranged through Environmental Services. There is emphasis on residents remaining within another room while Housekeeping Staff are within the apartment/ cottage. *	Continue basic cleaning/ disinfecting of Independent Living apartments/cottages (bathrooms, kitchen, vacuuming). Deep Cleaning Projects can resume.*	*Employees will have masks on while in the apartment/ cottage. *Minimum time is to be spent in an apartment/cottage. *Cottage residents receiving housekeeping services through a private source are advised to consult The Village's Infection Control Teams. *Residents in quarantine/ isolation will have Housekeeping Services placed on hold for a minimum of 10 days. *The sanitizing agent used on-site will be on EPA List N-Disinfectants for Covid-19.
Grounds & Horticulture	Lawn, plant bedding, and shrubbery upkeep will be maintained by a licensed landscaping representative. Inclement weather (ice/snow removal, storm debris) will be addressed by the landscaping representative. There should be limited exposure to groundskeepers by physical distancing. Projects having close proximity to the main campus buildings will be closely monitored.*	Landscaping company continues lawn, plant bedding, and shrubbery upkeep with limited exposure to residents by physical distancing. Inclement weather (ice/snow removal, storm debris) will be addressed by the landscaping representative. Special projects requiring more contact with residents and physically closer to the buildings can be considered depending on the virus level within the community.*	Landscaping company continues lawn, plant bedding, and shrubbery upkeep with limited exposure to residents by physical distancing. Inclement weather (ice/snow removal, storm debris) will be addressed by the landscaping representative. Special projects requiring more contact with residents and physically closer to the buildings can be considered depending on the virus level within the community.*	*Mask wearing and physical distancing guidelines will be in effect while in the presence of Village residents/employees. *Landscapers are considered essential vendors and will be screened for health symptoms per CDC standards prior to entry to Main Campus Buildings. *Communication with groundskeepers should be made through the Administration Office or the Executive Director.

	apartment and cottage residents. Scheduling is arranged between the clinician, resident, and village Administration.*	meeting/common area space will be arranged to accommodate visit. Contact Administration Office to schedule date/time. *		
prior to entry.	Independent Living	space is available, Village	ransorograp):	
*Clinicians will be screened	visits in a Main Campus Building apartment for	Independent Living apartment resident visits. As	providers (i.e. podiatrist, audiologist).	
distancing guidelines will be in effect.	scheduled by clinicians for	scheduled by clinicians for	closed for on-site service	Providers
*Mask wearing and safe	Appointments will be	Limited appointments will be	Main Campus Building is	On-Site Service
agent after each resident's use.	infection control measures.*	cach cantalical maps fath		
with an approved sanitizing	Therapists will provide	approved sanitizing agent after each resident's use.*		
Office. *Equipment will be disinfected	be screened upon entry. Employees and Genesis	will be disinfected with an		
should call the Administration	Village's front entry and will	are adhered to. Equipment		
Satellite Wellness Center	will enter through The	infection control measures		
exercise equipment within the	permitted. Cottage residents	Therapists will ensure		
appointments to utilize	Center's equipment will be	employees and Genesis		
requesting scheduled	and/or use Wellness	social distancing. Village	following each use.*	
*In Phase III, cottage residents	Rehabilitation Services	enter wearing masks and	disinfect equipment	
appointments through Genesis.	services from Genesis	Living apartment residents	Village employees will	
Satellite Wellness Center	residents to participate in	distancing. Independent	symptoms prior to entry.	
Services will have scheduled	Appointments for cottage	to promote physical	screened for health	
Genesis Rehabilitation	apartment residents.	depending on space in order	one time. Residents will be	
participating in therapy with	Independent Living	Appointments are made	permitted in the Center at	
*In Phase III, cottage residents	Center while treating	apartment residents.	Only ONE (1) resident is	
be communicated to residents.	utilize the Satellite Wellness	Independent Living	apartment residents' use.	
Satellite Wellness Center will	Rehabilitation Services will	Center while treating	Independent Living	
indicates, decisions for the	social distancing. Genesis	utilize the Satellite Wellness	(treadmill, mats, bike) may be scheduled for	
*As community wide activity	cuter wearing masks and	appointment. Genesis Rehabilitation Services will	Exercise Equipment	
distancing guidelines will be in effect.		designated times and by	Rehabilitation Services.	Center
*Mask wearing and safe	Space is available during	Space is available during	Closed for use by Genesis	Satellite Wellness
				Physical Care/ Well-Being
NOTES	Phase III	Гразе II	Phase I	Services

Services	Phase I	Phase II	Phase III	NOTES
Genesis Rehabilitation Services	Services provided by Genesis Rehabilitation Services are instrumental in the overall physical and mental well-being of all residents in every level of living. Therapists will be considered essential vendors. Services offered within residents' apartments. For the safety of all residents, therapists, and employees, services for cottage residents will be suspended.*	Services offered within Independent Living residents' apartments or Satellite Wellness Center with infection control measures in place (see Satellite Wellness Center). Services to cottage residents are held within cottage homes. Services may be halted/ altered if CDC guidelines pertaining to quarantine/ isolation of residents are in place.*	Services offered within Satellite Wellness Center. Services to cottage residents are held within cottage homes and in Satellite Wellness Center (see Satellite Wellness Center). Services may be halted/ altered if CDC guidelines pertaining to quarantine/ isolation of residents are in place.*	*Mask wearing and safe distancing guidelines will be in effect. *As community wide activity indicates, decisions for locations of therapy services will be communicated to residents in Phases I, II, and III.
Village Salon	Closed for Services.	The Village Salon will be used for Village residents and employees only. Residents will have services provided by appointment only. Residents' appointments will be scheduled so there will be limited wait time. Waiting areas will be established with chairs physically spaced apart. There will be no intermingling of residents in various levels of living within the Village Salon. Appointments for cottage residents will be made during a designated time. Cottage residents will enter through The Village's front entry. *	The Village Salon will be used for Village residents and employees only. Residents will have services provided by appointment only. Waiting areas will be established with chairs physically spaced apart. There will be no intermingling of residents in various levels of living within the Village Salon. Appointments for cottage residents will be made during a designated time. Cottage residents will enter through The Village's front entry and will be screened upon entry. *	*DOH regulations may include proper use of masks, hand sanitizer, limited number of clients. *Disposable masks will be available to residents if replacement is necessary while services are being rendered. *Village EVS will provide housekeeping services at the conclusion of the day. *Salon Stylists sanitize between clients as directed by DOH guidelines. *The sanitizing agent used on-site will be on EPA List N - Disinfectants for Covid-19.

Services	Phase I	Phase II	Phase III	NOTES
Private Duty Personnel (PDP), Health Care Agency (HCAP)	Essential Care Only. PDP/HCAP are not working with multiple Village clients at once. There is to be no PDP/HCAP working within various levels of living. No Village employees will be providing private duty services for Independent Living apartment or cottage residents.*	Essential Care Only. PDP/HCAP are not working with multiple Village clients at once. There is to be no PDP/HCAP working within various levels of living. No Village Healthcare employees, working within Assisted Living - The Manor and Asa's Neighborhood, will be providing private duty services within Independent Living apartments and cottages.*	Essential Care Continues. Companion Services from the approved Village PDP/HCAP list is permitted. A PDP/HCAP is permitted to work with up to TWO (2) fully vaccinated Independent Living residents on separate shifts within the same day. Non-Healthcare Village employees (i.e. Administration, Dining, EVS, Resident Services) are permitted to provide Companion Services to fully vaccinated Independent Living apartment and cottage residents. No Village Healthcare employees, working within Assisted Living - The Manor and Asa's Neighborhood, will be providing services within apartments/ cottages.*	*Appropriate mask wearing and physical distancing guidelines must be followed. *PDP/HCAP credentials are maintained by The Village Administration. *PDP/HCAP are following Essential Vendor Guidelines and being screened at the beginning of every shift. *PDP/HCAP adhere to Infectious Disease Prevention Emergency Preparedness Guidelines. *"'Companion Services' refers to non-medical, non-contact support and socialization." *Phase IV will include the return of Village Healthcare employees permitted to provide private duty services to Independent Living apartment and cottage residents.

Services	Phase I	Phase II	Phase III	NOTES
Resident Amenities				
Sitting Areas	Closed for resident use. No magazines or sharable literature will be in place. Hand sanitizer will be available for residents and employees. Housekeeping will provide daily infection control cleaning.*	Independent Living apartment residents may gather for small social discussions. Limited sharable reading material will be available. Furniture will be spaced appropriately to promote physical distancing. Masks will be worn while in all common area spaces.*	Independent Living apartment and cottage residents may gather for social interactions, to include card games, on each floor's sitting area located outside the elevator. Furniture will be spaced appropriately to promote physical distancing. Recommendations of a maximum of four (4) residents per table. As these areas are utilized by residents and employees, masks will be worn*	*Appropriate mask wearing and physical distancing guidelines must be followed. *No eating/drinking in sitting areas unless arranged through Administration. *Hand sanitizer is readily available for use prior to, during, and following social interactions.*
Resident Den/ Kitchen	Closed for resident use. Village employees will utilize space while taking breaks in effort to support physical distancing among employees. Employees are expected to sanitize prior to and following eating/ drinking in the Resident Den/Kitchen. A minimum distance of 6 feet of social distance is required when anyone is eating/drinking in any public space located at The Village.*	Available for Independent Living apartment residents and employees to use refrigerator, microwave, and coffee machine - with Sanitation Guidelines clearly posted and appropriate cleaning products accessible. Village employees will be available to assist residents as needed. Furniture will be placed to promote social interaction but will be a minimum of 6 feet apart. Continued expectations of proper sanitation prior to and following meals is expected from any employees utilizing the area.*	Available for Independent Living apartment and cottage residents. Residents may reserve the Resident Den/Kitchen through the Administration Office. Village employees will be available to assist residents as needed. Appointments and availability are subject to evolving conditions. Residents will be updated routinely.*	*Appropriate mask wearing and physical distancing guidelines must be followed. *Housekeeping Staff will provide regular cleaning services with support staff completing frequent infection control measures of countertops, doorknobs, refrigerator doors, microwave surfaces, and coffee machine (if applicable). *A minimum distance of 6 feet of social distancing is required when anyone is eating/drinking in any public space located at The Village.

Services	Phase I	Phase II	Phase III	NOTES
Library	Closed for resident use. Housekeeping will provide daily infection control cleaning.	The Library is available for TWO (2) people at a time. Residents may benefit from utilizing the space for computer training, webinars, FaceTime. Village employees will ensure masks are in place and there is physical distancing. A member of Village Administration will provide infection control procedures following the use of the Library. Housekeeping will provide daily infection control cleaning.*	The Library is available for TWO (2) people at a time. Residents may benefit from utilizing the space for computer training, webinars, FaceTime. Village employees will ensure masks are in place and there is physical distancing. A member of Village Administration will provide infection control procedures following the use of the Library. Housekeeping will provide daily infection control cleaning.*	*Appropriate mask wearing and physical distancing guidelines must be followed. *Appointments and availability are subject to evolving conditions. Residents will be updated routinely.
Great Room	Closed for resident use. Housekeeping will provide daily infection control cleaning.*	Limited use dependant upon community need. Furniture will be spaced to promote physical distancing. Infection Control measures will be in place following each use. There will be opportunities for social engagement, small meetings, etc. Village Administration will coordinate functions and use.*	Expected return of Independent Living apartment and cottage resident use. Furniture will be spaced to promote physical distancing. Infection Control measures will be in place following each use. There will be opportunities for social engagement, card games, small group meetings, etc. Village Administration will coordinate functions and use. Cottage residents will enter through The Village's front entry and will be screened upon entry.*	*Appropriate mask wearing and physical distancing guidelines must be followed. *Altered mask wearing and physical distancing guidelines may apply as healthcare officials advise. See Village Healthcare Guidance. *Appointments and availability are subject to evolving conditions. Residents will be updated routinely.

Services	Phase I	Phase II	Phase III	NOTES
Wellness/Leisure				
Performance/Speakers/ Church Services	Suspended. Use of in- home technology when applicable.*	Use of in-home technology when applicable. Group viewing options offer Independent Living apartment residents opportunities for social interaction while viewing performances/ speakers/ church services via internet connections. Group settings are physically arranged to protect spatial distancing. Village employees will oversee viewing opportunities while ensuring proper infection control measures are in place.*	Use of in-home technology as well as group viewing options when applicable. Group viewing options offer Independent Living apartment and cottage residents opportunities for social interaction while viewing performances/ speakers/ church services via internet connections. Group settings are physically arranged to protect spatial distancing. Village employees will oversee viewing opportunities while ensuring proper infection control measures are in place.*	*The Director of Resident Services will assist residents in technology arrangements. *Special equipment may be required for adequate connection. *Masks are to be worn at all times. *Altered mask wearing and physical distancing guidelines may apply as healthcare officials advise. See Village Healthcare Guidance. *Hand sanitizers are placed throughout The Village for the frequent use. *Cottage residents will enter through The Village's frontentry and will be screened upon entry.
Group Exercise	Outside Only. Lawn/Patio Classes sponsored by Genesis Rehabilitation Therapy Services as well as community volunteers. Walking groups will meet weather permitting.*	Outside. Walking groups/ Lawn/Patio Classes continue weather permitting.* Inside. Morning stretching classes offered to Independent Living apartment residents in an open setting with chairs appropriately placed according to recommendations. Residents are screened prior to entry and hands are sanitized.	Outside Walking groups/ Lawn/Patio Classes continue weather permitting.* Inside Morning stretching classes offered to Independent Living apartment/cottage residents in an open setting with chairs appropriately placed according to guidance. Cottage residents will enter through The Village's front entry and will be screened upon entry.*	*Mask wearing and physical distancing guidelines in effect. *Altered mask wearing and physical distancing guidelines may apply as healthcare officials advise. See Village Healthcare Guidance. *Sanitation efforts in place prior to and following each exercise program. *Cottage residents will be informed of outside exercise programming opportunities via printed flyers/phone messages.

Services	Phase I	Phase II	Phase III	NOTES
Resident Interaction in Main Campus Buildings	In Phase I, day to day interaction consists of a minimum of 6 foot physical distancing, mask wearing guidelines in effect, and frequent hand sanitizing efforts. Recommendation of limiting the length of time within 6 feet with another resident to no more than 15 minutes. Residents should utilize established visiting/common spaces to visit safely with each other. Independent Living cottage residents do not have access to the main campus building at this time.*	In Phase II, day to day interaction consists of a minimum of 6 foot physical distancing, mask wearing guidelines in effect, and frequent hand sanitizing efforts. Recommendation of limiting the length of time within 6 feet with another resident to no more than 15 minutes. Residents should utilize established visiting/common spaces to visit safely with each other. Independent Living cottage residents do not have access to the Independent Living apartments at this time.*	In Phase III, after having completed a vaccination program, day to day interaction amongst Village residents will continue to consists of physical distancing, mask wearing guidelines in effect while in common spaces, and frequent hand sanitizing efforts. Apartment and cottage residents may opt to visit within apartments/ cottages when there is mutual agreement to do so. Designated Visitor Guideline of two (2) guests visiting at a time is recommended in order to maintain physical distance while in apartment spaces.*	*Independent Living apartment residents will be advised via automated phone messages or printed memos delivered to the apartment as a means of immediate communication when altered resident interaction is recommended by health officials due to possible virus exposure. *Cottage residents visiting apartment residents in Phase III must enter through the Main Front Entry and must be screened upon arrival. *Cottage residents should contact the Administration Office when ready to depart from the visit. Exiting instructions will be given.
Visiting Access in Main Campus Building	The Main Campus Building is not open for visitors (to include residential apartments). Residents are reminded of off-campus visiting options. *	Outside Accommodations Outside Visiting Locations on Main Campus Grounds are available with safety measures in place (mask wearing, furniture arranged for physical distancing, sanitation measures, etc.) weather permitting. This does not include Apartment Resident Porches/Patios. Outside Visits are scheduled in advance and visiting times	Outside Accommodations will continue. Inside Accommodation will continue. Designated Visitors Apartment residents are permitted to nominate TWO (2) Designated Visitors at one time. Upon approval and with advanced scheduling, Designated Visitors are able to visit in residents' apartments. The	*Mask wearing and physical distancing guidelines in effect. *Altered mask wearing and physical distancing guidelines may apply as healthcare officials advise. See Village Healthcare Guidance. *Visitors in Phases II and III must be screened upon arrival for registration and must enter/exit through the Main Front Entry. *Overnight Guest

Visiting Access in Main Campus Building continued...

are accepted between 10am and 4pm. Visitors are screened and registered at the Main Front Entry prior to their visiting time. Inside Accommodations Designated Inside Visiting Locations are available with safety measures in place (mask wearing, furniture arranged for physical distancing, sanitation measures, etc.). This does not include Resident Apartments. Inside Visits are scheduled in advance and visiting times are accepted between 10 and 4. Visitors are screened and registered at the Main Front Entry prior to their visiting time. *

Designated Visitor(s) will be accompanied to the resident's apartment and will not have access to other amenities in the Main Campus Building. The Designated Visitor(s) should remain in the apartment during their visiting time. When ready to leave, visitors should notify a Village Attendant to be accompanied from the apartment to the Main Front Entry for exit. Designated Visitors are accepted with advanced scheduling between 10am - 5pm any day of the week. And with limited availability from 5pm - 8pm. All Designated Visitors should have exited the building by 8:30pm. *

Accommodations in Phases I, II. and III are made with the prior approval of the Executive Director. Approval will be made due to medical, health, and physical necessity. *Cottage residents are permitted to have visitors within their homes according to their own comfort level. Members of The Village Infection Control Team are available to speak with residents in reference to specific situations regarding visitors during viral outbreaks, infection control measures, etc. *Phase IV will include: Verified Vaccinated Visitors

Services	Phase I	Phase II	Phase III	NOTES
Infection Control				
Personal Protective Equipment(PPE)	Employees and support staff will use full PPE when residents are positive or suspected positive.*	Employees and support staff will use full PPE when residents are positive or suspected positive.*	Employees and support staff will use full PPE when residents are positive or suspected positive. *	*Isolation Carts are located in the Administration Office, Isolation Apartment, and Executive Director's Office. Carts have PPE for staff, vendors, and families.
Quarantine for Residents "Quarantine" - defined as the need to remove oneself from others when there is the possibility of illness."	Residents having direct contact exposure of an individual with COVID-19, as defined by the CDC, will quarantine within their apartment for 14 days from date of exposure. Residents returning from overnight hospital stay and vacations will quarantine in apartment for 10 days to monitor for onset of symptoms. Cottage residents should contact the Executive Director or Administrator of Assisted Living following direct contact exposure to someone with COVID-19. Support services will be provided with Infection Control measures in place.*	Residents having direct contact exposure of an individual with COVID-19, as defined by the CDC, will quarantine within their apartment for 14 days from date of exposure. Residents returning from overnight hospital stay and vacations will quarantine in apartment for 10 days to monitor for onset of symptoms. Cottage residents should contact the Executive Director or Administrator of Assisted Living following direct contact exposure to someone with COVID-19. Support services will be provided with Infection Control measures in place.*	Residents having full protection from a COVID-19 Vaccination (14 days post vaccination), may follow CDC's most current recommendation concerning direct contact exposure of an individual with COVID-19, returning from overnight hospital stay and vacations. Cottage residents should contact the Executive Director or Administrator of Assisted Living following direct contact exposure of an individual with COVID-19.*	*The Village will adjust specific Quarantine Guidelines as recommended by healthcare officials. See Village Healthcare Guidance. *Upon onset of symptoms, residents will be relocated to an Isolation Apartment as recommended by healthcare officials. *In the event of a resident being in isolation or quarantine, an altered delivery process will be followed in order to eliminate potential exposure.
Isolation for Residents "Isolation" - defined as the need to remove sick individuals from healthy individuals."	Apartment Residents having tested positive for COVID-19, will be isolated within their apartment until the Virginia Department of Health (VDH) recommends either "sheltering in place" or relocating to an Isolation	Apartment Residents having tested positive for COVID-19, will be isolated within their apartment until the Virginia Department of Health (VDH) recommends either "sheltering in place" or relocating to an Isolation	Apartment Residents having tested positive for COVID-19, will be isolated within their apartment until the Virginia Department of Health (VDH) recommends either "sheltering in place" or relocating to an Isolation	*Upon onset of symptoms, residents will be relocated to an Isolation Apartment as recommended by healthcare officials. *In the event of a resident being in isolation or quarantine, an altered delivery

	Apartment for 10 days	Apartment for 10 days	Apartment for 10 days	process will be followed in
	following the test.	following the test.	following the test.	order to eliminate potential
	Cottage Residents should	Cottage Residents should	Cottage Residents should	exposure.
	contact the Executive	contact the Executive	contact the Executive	*The VDH provides guidance
	Director or Administrator of	Director or Administrator of	Director or Administrator of	on the best options for the
		Assisted Living following a	Assisted Living following a	location of individuals residing
	Assisted Living following a	positive COVID-19 test	positive COVID-19 test	in communal living settings
	positive COVID-19 test	result. Support services will	result. Support services will	with viral infections. Several
	result. Support services will	be provided with Infection	be provided with Infection	factors are considered when
	be provided with Infection	Control measures in place.	Control measures in place.	relocating a resident from their
	Control measures in place.	The Village will adjust	The Village will adjust	apartment to an Isolation
	The Village will adjust	specific Isolation Guidelines	specific Isolation Guidelines	Apartment.
	specific Isolation Guidelines		as recommended by	*See Village Healthcare
	as recommended by	as recommended by healthcare officials*	healthcare officials. *	Guidance.
	healthcare officials.*			
Emergency Medical	Independent Living	Independent Living	Independent Living	*In Phases I and II, when
Services (EMS) and	apartment/cottage residents	apartment/cottage residents	apartment/cottage residents	contacting Village Assisted
Emergency Sensors	are to call emergency	are to call emergency	are to call emergency	Living Associates (nursing) for
	medical services (911)	medical services (911)	medical services (911)	assistance, a telephone triage
	DIRECTLY in the event of	DIRECTLY in the event of	DIRECTLY in the event of	assessment will follow. A
	the need for IMMEDIATE	the need for IMMEDIATE	the need for IMMEDIATE	healthcare screening will
	medical assistance.	medical assistance. Residents	medical assistance.	determine how Village
	Residents activating	activating emergency sensors	Residents activating	Associates will proceed (i.e. if
	emergency sensors will be	will be contacted via	emergency sensors will be	symptoms of COVID-19 are
	contacted via telephone. If	telephone. If no contact is	contacted via telephone. If	present, a Village Associate
	no contact is made, a	made, a member of the	no contact is made, a	will advise resident to isolate
	member of Administration	Administration Team or a	member of the	and to contact primary care
	or a Star Security officer	Star Security officer will	Administration Team or a	physician for further
	will respond, wearing PPE,	respond, wearing PPE, to the	Star Security officer will	consultation).
	to the resident's location.	resident's location. Medical	respond to the resident's	*Emergency Response
	Medical response will be	response will be determined	location. Medical response	Services have been arranged
	determined and dispatched	and dispatched as deemed	will be determined and	with local fire/rescue
			dispatched as deemed	departments in the event of a
	as deemed appropriate.	appropriate. When no	*	resident in quarantine.
	When no symptoms of	symptoms of COVID-19,	appropriate.*	*Contact Infection Control
	COVID-19, Village	Village Associates will		
	Associates will consult the	consult the Administrator of		Team member for more
	Administrator of Assisted	Assisted Living/Nurse on		information.
	Living/Nurse on Call.*	Call.*		

Services	Phase I	Phase II	Phase III	NOTES
Emergency Fire	VDH and DSS have	VDH and DSS have advised	Return of Independent	*During an actual fire/
Evacuations/Fire	advised Long Term Care	Long Term Care	Living apartment resident	emergency situation, the
Drills	Communities to avoid	Communities to avoid	participation in monthly fire	IMMEDIATE life saving effort
	monthly drills in which	monthly drills in which	alarms. Residents report to	should be taken - thus,
	residents are expected/	residents are expected/	assigned stairwells with	residents should report to
	required to gather in	required to gather in confined	Village employees ensuring	assigned stairwells in the event
	confined spaces (stairwells).	spaces (stairwells).	all alarms and strobes are	of an actual fire/emergency
	Monthly fire alarms will not	Monthly fire alarms are	properly working.	alarm.
	be activated. Fire/emergency	activated without	Fire/emergency follow up	*All Independent Living
	reminders will be distributed	Independent Living	information distributed to	apartments have at least two
	to Independent Living	apartment residents reporting	residents.*	exits. Residents unable, for
	apartment residents monthly.	to assigned stairwells.		ANY reason, to exit an
	The importance of reacting	Village employees ensure all		assigned stairwell should
	to the sound of fire alarms	alarms and strobes are		report to the second exit (patio
	and knowing exit routes is	properly working and review		balcony). Emergency
	reviewed. Village	evacuation procedures.		personnel will respond to
	employees review	Fire/emergency reminders		provide assistance.*
	evacuation procedures.*	distributed to residents.*		
Village Healthcare	The Village seeks guidance	The Village seeks guidance	The Village seeks guidance	
Guidance	from various healthcare	from various healthcare	from various healthcare	
	resources including:	resources including:	resources including:	
	Center for Disease	Center for Disease	Center for Disease	
	Control & Prevention	Control & Prevention	Control & Prevention	
	World Health	World Health	World Health	
	Organization	Organization	Organization	
	Va. Department of	Va. Department of	Va. Department of	
	Health	Health	Health	
	Western Tidewater	Western Tidewater	Western Tidewater	
	District Health	District Health	District Health	
	Department	Department	Department	
	• Franklin Health	Franklin Health	Franklin Health	
	Department	Department	Department	
	• Leading Age, Virginia	Leading Age, Virginia	Leading Age, Virginia	