

**Best Practices Guidelines**

**Senior Centers 8/17/20 - EO 7NNN**

**NO State Guidance has been issued for the re-opening of Senior Centers**

Accordingly, it is advised that municipalities consult with local health officials.

<p><b>Critical Functions and Background</b></p>	<p>Connecticut has approximately 200 Senior Centers and three (3) Regional Senior Centers. According to the National Council on Aging*:</p> <ul style="list-style-type: none"> <li>✓ <i>Approximately 70% of senior center participants are women; half of them live alone.</i></li> <li>✓ <i>The majority are Caucasian, followed by African Americans, Hispanics, and Asians respectively.</i></li> <li>✓ <i>Compared with their peers, senior center participants have higher levels of health, social interaction, and life satisfaction and lower levels of income.</i></li> <li>✓ <i>The average age of participants is 75.</i></li> <li>✓ <i>75% of participants visit their center 1 to 3 times per week. They spend an average of 3.3 hours per visit.</i></li> </ul> <p>And that:</p> <ul style="list-style-type: none"> <li>✓ <i>Senior centers serve as a gateway to the nation’s aging network—connecting older adults to vital community services that can help them stay healthy and independent.</i></li> <li>✓ <i>More than 60% of senior centers are designated focal points for delivery of OAA services—allowing older adults to access multiple services in one place.</i></li> <li>✓ <i>Senior centers offer a wide variety of programs and services, including:</i> <ul style="list-style-type: none"> <li>▶ <i>Meal and nutrition programs</i></li> <li>▶ <i>Information and assistance</i></li> <li>▶ <i>Health, fitness, and wellness programs</i></li> <li>▶ <i>Transportation services</i></li> <li>▶ <i>Public benefits counseling</i></li> <li>▶ <i>Employment assistance</i></li> <li>▶ <i>Volunteer and civic engagement opportunities</i></li> <li>▶ <i>Social and recreational activities</i></li> <li>▶ <i>Educational and arts programs</i></li> <li>▶ <i>Intergenerational programs</i></li> </ul> </li> </ul> <p style="text-align: right;"><small>*<a href="https://www.ncoa.org/news/resources-for-reporters/get-the-facts/senior-center-facts/">https://www.ncoa.org/news/resources-for-reporters/get-the-facts/senior-center-facts/</a></small></p> <p>According to OLR* - “Adult day care centers,” (also known as “adult day centers,” “adult day health centers,” or “senior day care centers”) are facilities where frail seniors and disabled adults can go during the day if they cannot, or do not wish to, be home alone. They provide supervision, social and recreational activities, personal care, lunch and snacks, and often medical care and health monitoring from a nurse on the premises. Most attendees need some supervision or medical services and are able to travel to the center during the day. Family members care for them at night and on weekends. The centers are one way for the elderly or disabled to avoid or delay entering a nursing home and to give family members who care for them a chance to continue working at their jobs or have some respite during the day. The state does not license adult day care centers. But, in order to receive any per-patient fees for their services from the state, they must be certified by the Connecticut Association of Adult Day Centers (CAADC). There are currently 48 CAADC-certified centers in Connecticut serving clients who receive state assistance and centers in border states also serving Connecticut clients. There is at least one uncertified center in Connecticut.”</p> <p style="text-align: right;"><small>*Adult Day Care Centers - 2011-R-0012, <a href="https://www.cga.ct.gov/2011/rpt/2011-R-0012.htm">https://www.cga.ct.gov/2011/rpt/2011-R-0012.htm</a></small></p>
<p><b>Statutory Notes</b></p>	<p><b>Sec. 17b-423-1.</b> Community services policy manual, Regulations of DSS</p>
<p><b>Executive Orders</b></p>	<p><b>7-1 Addressed social distancing - amended and superseded by Executive Order 7D and now 7N-1 - Restricts all social and recreational gatherings to no more than five people:</b> The order modifies the governor’s earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings.</p>

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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#### Executive Orders

**Executive Order 7N Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

**Executive Order 7D Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7D.pdf>

**Executive Order 7N Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

**7H-1 - Restrictions on workplaces for non-essential business:** The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

**Executive Order 7H Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

**71 - 19c -** Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**

**71-19d -** Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,

**71-19e -** Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,

**Executive Order 71 Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

**7K-3 - Authorization of remote notarization: (Amended per Executive order 7Q)** Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.

- The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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#### Executive Orders

- Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Sec. 3-94a. Notaries public.

Executive Order 7K Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf>

**7L-3 - Suspends restrictions on the re-employment of retired municipal employees:** To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. **Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.**

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

**7N-6 - Suspends 21-month limit on Temporary Family Assistance:** The order modifies certain statutes and regulations to exclude from the 21-month time limit on receipt of Temporary Family Assistance all months of such assistance received during the public health and civil preparedness emergency. Suspending the time limit for this program will help families get the time and resources they need to get back on their path to self-sufficiency after the emergency is over. - **Sec. 17b-112. Temporary family assistance program**

Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

**7Q-3 - Authorization of remote notarization:- Amended Procedures (see EO 7K)** The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - **Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85**

- The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;  
The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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#### Executive Orders

the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament

- All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order.
- **All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks.** A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut.

**Executive Order 7Q Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

**7U-2 - Financial protections for the uninsured and people covered by insurance who receive out-of-network health care services during the public health emergency:** Protects those who are uninsured and those who are insured and are treated by an out-of-network emergency services health care provider from surprise bills and other significant costs. This will ensure that individuals receiving care are not being financially burdened. - *Sec. 38a-477aa(b)(3)(A), 38a-477aa(b)(3)(B) , 19a-673(b), 19a-508c(l)*

**Executive Order 7U Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7U.pdf>

**7V-1 - Safe workplaces in essential businesses:** Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
  - Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules
- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

**Executive Order 7V Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

**7BB - 1 - (Repealed and Replaced by EO 7NNN) Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable** - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

**Executive Order 7BB Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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**7PP - 1 - Phase 1 Business Reopening.** To provide for a comprehensive plan for safe resumption of limited social, recreational, athletic, and economic activity, pursuant to rules issued by the Department of

Economic and Community Development for each of various business sectors (individually and collectively, the "Sector Rules"), which Sector Rules shall constitute legally binding guidance, the following Executive Orders are repealed or amended effective at 12:01 a.m. on Wednesday, May 20, 2020, as provided herein:

- a. Reopening of Offices. Executive Order No. 7H, Section 1 is extended through June 20, 2020, with the exception that offices shall be permitted to reopen pursuant to the Sector Rules for Offices, as amended from time to time. The provisions of Executive Order No. 7J, Section 1, allowing certain on-site staffing shall be superseded as applied to offices by the Sector Rules for Offices.
- c. Additions to Businesses Permitted to Reopen Pursuant to Sector Rules. The Commissioner of Economic and Community Development may add, through amendments to any of the Sector Rules and without further Executive Order, businesses which may operate pursuant to such Sector Rules, and the effective date at which such additional businesses shall be permitted to reopen. For any additional business or business type permitted to operate through the Sector Rules, any prohibition on their operation contained in an Executive Order shall expire on the effective date of reopening.
- d. Interaction Between Essential Business Guidance, Safe Workplace Rules and Sector Rules. The Safe Workplace Rules for Essential Employers issued by DECD pursuant to Executive Order No. 7V, Section 1, shall remain in effect for all essential businesses not otherwise subject to the Sector Rules. The Sector Rules, as amended from time to time, shall apply to any business permitted to open pursuant to this order, and to any additional business allowed to open pursuant to amendments to the Sector Rules.

**7PP-2 - Enforcement of Sector Rules Governing the Reopening of Businesses.** Section 19-13-B1 of the Regulations of Connecticut State Agencies is modified to include in the definition of public nuisance a violation of the Sector Rules described in Section 1 of this order. The provisions of the Connecticut General Statutes, Regulations of Connecticut State Agencies, and any local rules, codes or ordinances pertaining to such public nuisances are, to the extent necessary, modified to permit and govern the investigation and enforcement of violations of the Sector Rules as public nuisances as follows:

- a. **Local Health Director's and District Health Director's Authority to Enforce Sector Rules.** For purposes of this order, a "Public Health Facility" shall include hair salons, barbershops, beauty shops, nail salons, spas, tattoo or piercing establishments, restaurants, eating establishments, private clubs, or any locations licensed for on-premise consumption of alcohol, that are allowed to reopen pursuant to the Sector Rules, as amended from time to time. Section 19a-206 of the Connecticut General Statutes and Section 19-13-B2(a) of the Regulations of Connecticut State Agencies are modified to authorize a local or district health director to order the closure of Public Health Facilities until such time as the local or district health director determines that the Public Health Facility has abated the nuisance by coming into compliance with the Sector Rules. Nothing in this Section shall be construed to limit, alter, modify or suspend any other existing penalties or enforcement powers that otherwise apply to violations of orders issued pursuant to a civil preparedness or public health emergency.
- b. **Municipal Chief Executive Officer's Authority to Enforce Sector Rules.** Pursuant to Section 19a-2a of the Connecticut General Statutes, the Commissioner of the Department of Public Health shall designate to municipal employees or officials selected by the municipal chief executive officer, ("Municipal Designee") authority over public nuisances arising from violations of the Sector Rules by any business or entity that is not a Public Health Facility. A municipal chief executive shall not select a local health director, district health director, or the staff of a local or district health director as their Municipal Designee. Section 19a-206 of the Connecticut General Statutes and Section 19-13-B2(a) of the Regulations of Connecticut State Agencies are modified to authorize the Municipal Designee to order the closure of any business other than a Public Health Facility in violation of the Sector Rules until such time as the Municipal Designee determines that the such business has abated the nuisance by coming into compliance with the Sector Rules. Nothing in this Section shall be construed to limit, alter, modify or suspend any other existing penalties that otherwise apply to violations of orders issued pursuant to a civil preparedness or public health emergency.

## Best Practices Guidelines

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7PP-3 - **Now, June 1, 2020 Amended by Executive Order 7TT) Extension of Prohibition on Large Gatherings to June 20, 2020.** Executive Order Nos. 7D, Section 1, and 7N, Section 1, prohibiting large gatherings, are extended through June 20, 2020, and for the removal of all doubt, the prohibition on gatherings of more than five (5) people shall apply to any group seated together at any of the establishments in subsection 1 (a) of this order, and any other group activity permitted by the Sector Rules for any business sector or by the Essential Business Guidance issued by DECD pursuant to Executive Order No. 7H on March 22, 2020, as amended from time to time.

Executive Order Link for 7PP: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7PP.pdf>

**7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor's Executive Orders Are Not Regulations Subject to the UAPA.** Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor's Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor's executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

Executive order 7QQ Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

7TT-2 - Amended Prohibitions on Large Gatherings. Effective at 12:01 a.m. on June 1, 2020, **Executive Order Nos. 7D, Section 1 and 7N, Section 1, as extended by Executive Order No. 7PP, Section 3, are amended** as follows:

- a. Except as otherwise prohibited or otherwise addressed by law, including other executive orders or agency orders or rules issued pursuant thereto, indoor social and recreational gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including ten (10) people. Except as otherwise prohibited or otherwise addressed by law, including other Executive Orders or agency orders or rules issued pursuant thereto, outdoor gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including 25 people, provided that any such large outdoor public gatherings shall comply with the following restrictions and all other relevant and applicable executive orders governing conduct in public places:
  - i. No contact sports or sports that include shared handling of objects such as balls or frisbees are allowed.
  - ii. Attendees shall remain six feet apart, excluding immediate family members, caretakers, and household members, and, except when dining, masks shall be worn when within six feet of those not in the same household.
  - iii. If the event is an organized gathering, the organizer shall demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing.
- b. Sector Rules and Essential Business guidance imposing a 5-person limit on outdoor activities are superseded by this order and shall be updated accordingly, but all other restrictions in Sector Rules, Essential Business guidance, or any other executive order or agency order, as amended from time to time, shall remain in effect.
- c. Effective immediately, the 49-person limit on religious, spiritual and worship gatherings is raised for indoor gatherings to 25% of capacity of the indoor space or a maximum of 100 people, whichever is smaller, and to 150 people for outdoor gatherings, provided in each case that appropriate safety and social distancing measures shall be employed. For any such gathering where participants remain in vehicles with windows closed and at least six (6) feet of space between vehicles, there shall no numerical attendance limit, provided all other laws are complied with.

**Best Practices Guidelines**

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<p><b>Executive Orders</b></p>	<p>Executive Order 7TT Link: <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7TT.pdf?la=en">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7TT.pdf?la=en</a></p> <p>7ZZ- 10 - <b>Extension of Essential Business Rules.</b> Executive Order No. 7H, Section 1, as amended by Executive Order No. 7PP, is extended for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated.</p> <p>Executive Order Link 7ZZ - <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7ZZ.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7ZZ.pdf</a></p> <p><b>7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed.</b> Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.</p> <p>a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption</p> <p>b. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.</p> <p>c. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.</p> <p>Executive Order Link 7NNN- <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf</a></p>
<p><b>Continuity Issues</b></p>	<ul style="list-style-type: none"> <li>• <b>Older adults, especially those with underlying medical conditions like heart or lung disease or diabetes, seem to be at higher risk for developing more serious complications from COVID-19 illness.</b> (CDC)             <ul style="list-style-type: none"> <li>✓ Older adults are at higher risk - 8 out of 10 deaths reported in the U.S. have been in adults 65 years old and older.</li> </ul> </li> <li>• <b>Safety</b> - Seniors are identified as a high risk group for contracting COVID-19</li> <li>• <b>Facilities</b> - Senior centers are often multi-use facilities and/or small in size</li> <li>• <b>Isolation</b> - While social distancing is the primary preventative tool to protect oneself from COVID-19 it can lead to social isolation - especially for seniors - who often live alone. Senior centers are one of the best means of providing seniors with socialization for their mental well-being.</li> </ul>
<p><b>Suggested Best Practices</b></p>	<ul style="list-style-type: none"> <li>• <b>NO State Guidance has been issued for the re-opening of Senior Centers</b> - Accordingly, it is advised that municipalities not open senior centers until specific guidance for re-opening is made.</li> <li>• <b>Before any opening and after the Governor or the Department of Public Health has provided authorization for re-opening</b> - Establish and continue communication with local and State authorities to determine current mitigation levels in your community. Check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly given to vulnerability of the senior population.</li> </ul>

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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#### Suggested Best Practices

- **Conduct a walk through to identify facility needs to minimize exposure** - Include front-line workers as they will add a perspective that may not be known to administrators.
- **Train all staff in all CDC recommended safety actions.** Consider conducting the training virtually, or, if in-person, ensure social distancing is maintained
- **Restrict** nonessential visitors, volunteers, and activities involving other groups at the center at any time
- **Screen** seniors upon arrival. Establish routine, daily health checks on arrival, such as temperature screening of both staff and seniors in accordance with CDC's General Business FAQs for screening staff.
- **Promote healthy hygiene practices**
  - ✓ Teach and reinforce washing hands and covering coughs and sneezes among seniors and staff.
  - ✓ Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
  - ✓ Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and seniors, and tissues).
  - ✓ Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- **Intensify cleaning and disinfection**
  - ✓ Clean, sanitize, and disinfect frequently touched surfaces multiple times per day, and shared objects between use.
  - ✓ Avoid use of items that are not easily cleaned, sanitized, or disinfected.
  - ✓ Ensure safe and correct application of disinfectants and keep products away from children.
  - ✓ Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to seniors using the facility.
  - ✓ Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
  - ✓ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
- **CDC Recomendates:**
  - ✓ Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems
  - ✓ Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
  - ✓ Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth external icon, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions.

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

**NO State Guidance has been issued for the re-opening of Senior Centers**

Accordingly, it is advised that municipalities consult with local health officials.

#### Suggested Best Practices

- **Engineering controls: Ventilation in the building:**

- ✓ Increase the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
- ✓ Increase total airflow supply to occupied spaces, if possible.
- ✓ Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
- ✓ Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

- **Engineering Controls: Improve central air filtration:**

- ✓ Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
- ✓ Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
- ✓ Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
- ✓ Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
- ✓ Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
- ✓ Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.

- **Plan for when a senior, staff member or visitor becomes sick**

- ✓ Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation
- ✓ Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
- ✓ Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and HIPAA
- ✓ Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
- ✓ Advise sick staff members to contact their health care professional not to return until they have met CDC criteria to discontinue home isolation - requiring a note from such health care professional that the person is eligible to return to work..
  - ▶ Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop

- **Maintain healthy operations**

- ✓ Implement flexible sick leave policies and practices
- ✓ Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

## Best Practices Guidelines

### Senior Centers 8/17/20 - EO 7NNN

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#### Suggested Best Practices

- ✓ Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

- **Require sick employees to stay home and send sick employees home immediately:**

- ✓ Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. Allow for employees to stay home to care for a sick family member.
- ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare providers may be extremely busy and not able to provide such documentation in a timely way.

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- **Emphasize respiratory etiquette and hand hygiene by everyone**

- ✓ Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your center and in other areas where they are likely to be seen.
- ✓ Provide tissues and no-touch disposal receptacles.
- ✓ Ask everyone to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

## Best Practices Guidelines

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<b>Suggested Best Practices</b>	<ul style="list-style-type: none"><li>✓ Provide assistance to individuals who may have difficulty washing hands or using a hand rub.</li><li>✓ Advise everyone to avoid touching their eyes, nose, and mouth with unwashed hands.</li><li>✓ Provide soap and water and alcohol-based hand rubs in the center. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations to encourage hand hygiene.</li></ul> <p>• <b>Connections to Reduce Isolation</b></p> <ul style="list-style-type: none"><li>✓ Many seniors have not mastered or do not have access to electronic communication. Consider mailed newsletters listing all the resources available in the community, including virtual programming in place.</li><li>✓ Consider connecting to participants virtually using Facebook Live, Zoom and other online platforms</li><li>✓ Remind seniors how to call to get help.</li><li>✓ From Johns Hopkins University, to help older adults feel involved, purposeful and less lonely during the pandemic:<ul style="list-style-type: none"><li>▶ Show them how to video chat with others using smartphones, laptops or tablets.</li><li>▶ Use apps on these devices to provide captions for adults with hearing challenges.</li><li>▶ Encourage friends and family outside of your household to telephone, write notes or send cards to lift your loved one's spirits.</li></ul></li></ul> <p>• <b>Guidance on Mask Management</b> (World Health Organization - Advice on the use of masks in the context of COVID-19: Interim Guidance)</p> <p>For any type of mask, appropriate use and disposal are essential to ensure that they are as effective as possible and to avoid any increase in transmission. WHO offers the following guidance on the correct use of masks, derived from best practices in health care settings:</p> <ul style="list-style-type: none"><li>✓ perform hand hygiene before putting on the mask;</li><li>✓ place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimize any gaps between the face and the mask;</li><li>✓ avoid touching the mask while wearing it;</li><li>✓ remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.</li><li>✓ after removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based handrub, or soap and water if hands are visibly dirty;</li><li>✓ replace masks as soon as they become damp with a new clean, dry mask;</li><li>✓ do not re-use single-use masks;</li><li>✓ discard single-use masks after each use and dispose of them immediately upon removal.</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• <b>Options for Contracting Meals During COVID-19   As of May 14, 2020</b> - <a href="https://nutritionandaging.org/wp-content/uploads/2020/05/Options-for-Contracting-Meals-During-COVID.-5.14.2020-FINAL.pdf">https://nutritionandaging.org/wp-content/uploads/2020/05/Options-for-Contracting-Meals-During-COVID.-5.14.2020-FINAL.pdf</a></li><li>• <b>Guidance For Resuming On-Site Senior Center Operations</b> - <a href="https://www.ncoa.org/resources/guidance-for-resuming-on-site-senior-center-operations/">https://www.ncoa.org/resources/guidance-for-resuming-on-site-senior-center-operations/</a></li><li>• <b>Phased Reopening Guidelines For Senior Nutrition Program Operations During The Covid-19 Public Health Emergency</b> - <a href="https://nutritionandaging.org/wp-content/uploads/2020/05/Posted-AoA-Nutrition-Reopening-Final-5-5-20v2.pdf">https://nutritionandaging.org/wp-content/uploads/2020/05/Posted-AoA-Nutrition-Reopening-Final-5-5-20v2.pdf</a></li><li>• <b>COVID-19 Resources for Senior Centers</b> - <a href="https://www.ncoa.org/news/ncoa-news/national-institute-of-senior-centers-news/covid-19-resources-for-senior-centers/">https://www.ncoa.org/news/ncoa-news/national-institute-of-senior-centers-news/covid-19-resources-for-senior-centers/</a></li><li>• <b>Senior Centers Connect - Promoting Social Connection While Practicing Physical Distancing</b> - <a href="https://d2mkcg26uvvg1cz.cloudfront.net/wp-content/uploads/Senior-Centers-Connect-final-03302020.pdf">https://d2mkcg26uvvg1cz.cloudfront.net/wp-content/uploads/Senior-Centers-Connect-final-03302020.pdf</a></li><li>• <b>Connecticut Association of Senior Center Personnel (CASCP)</b> - <a href="https://cascp.org">https://cascp.org</a></li></ul>

## Best Practices Guidelines

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#### Resources

- Connecticut State Department of Aging and Disability Services - <https://portal.ct.gov/AgingandDisability>
- Special information and resources for HUSKY Health members about coronavirus (COVID-19) - <https://portal.ct.gov/HUSKY/Special-information-and-resources-for-HUSKY-Health-members-about-coronavirus>
- COVID-19 Guidance for Older Adults, CDC - <https://www.cdc.gov/aging/covid19-guidance.html>
- National Resource Center on Nutrition and AgingResources and Tools to Support COVID-19 Emergency Preparedness and Response - <https://nutritionandaging.org/covid-19/#wbounce-modal>
- CDC - People Who Need to Take Extra Precautions - [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html?deliveryName=USCDC\\_2067-DM33715](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html?deliveryName=USCDC_2067-DM33715)
- CDC - Older Adults - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>
- CDC - Checklist for Older Adults - <https://www.cdc.gov/coronavirus/2019-ncov/community/retirement/checklist.html>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk-spanish.pdf>

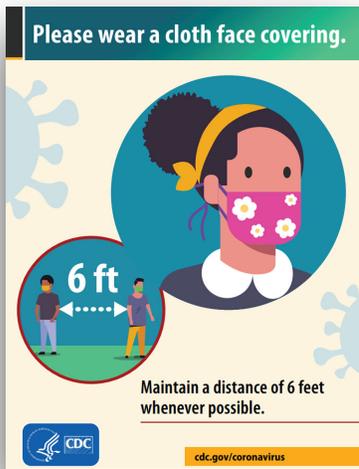


<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-ZHCN-Chinese.pdf>

## Best Practices Guidelines



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance-sp.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering\\_SP.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering_SP.pdf)

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

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