



Fall 2020 Reopening Plan: Day Visitors

Welcome! We are so happy that you will soon be with us on the grounds of Cranaleith Spiritual Center. We will do our best to help you to be renewed and refreshed.

In order to balance concern for your health and safety with our mission of hospitality, we have created the following plan. We require all visitors to follow this plan with us. This will help relieve anxiety and keep everyone safe. Please read the following carefully.

Check-in

PRIOR TO ARRIVING,

- Please complete registration and payment of fees. Registrations and payments will not be accepted at the door.
- Please self-monitor on the day of the event, using either
 - the Google-CDC App (<https://landing.google.com/screener/covid19>) or
 - the Apple-CDC App (<https://www.apple.com/covid19>).

When you arrive at the entrance, take a right at the fork, toward the Conference Center. Please remain in your vehicle. A staff person will be on hand to direct you to the check-in station.

At the check-in station, another staff person

- Will take your temperature to see if it is below 100.4°
- Will ask you two questions:
 - a) Did you received a green light to be in public from the CDC app?
 - b) Do you feel physically well today?

If your temperature is at or above 100.4° or you have answered one or both of these questions “No,” you must leave Cranaleith.

If your temperature is below 100.4° or you have answered one or both of these questions “Yes,” you will be allowed to park your car and proceed to your program.

Upon entering the building, all persons will use hand sanitizer and wear a mask. Visitors must bring their own masks.

Overview

- Indoor group size is limited to 16 people, including facilitators.
- Outdoor areas will be used when possible.
- In Pennsylvania, face coverings must be worn (unless eating or drinking) in all public spaces and social distancing (six feet apart) is required.
 - All visitors must supply their own masks.

- Children under the age of two (2) will not be required to wear a face mask.
- Sanitizing the campus will occur after each event, which will require at least twenty-four (24) hours between events including but not limited to: restrooms, offices, common areas and hallways.
- We will conduct thorough daily cleaning and wiping down of common spaces and surface areas.
- The elevator in the Conference Center is limited to one person per use.
- Only two guests are allowed in each public restroom at a time.
- Only two guests will be admitted to the gift shop at one time.
- Frequent hand washing is encouraged. Hand sanitizer and cleaning supplies (disinfectant wipes) will be readily available.
- Staff has been trained on proper hygiene and cleaning expectations: cleaning, sanitizing, disinfecting and ventilation protocols.
- Staff will be screened daily.
- In the event of illness on campus, with guidance from PA Department of Health, Cranaleith will notify the appropriate staff and visitors of potential exposure via email and phone call/text.

If Someone Becomes Sick during an Event

- Emergency contacts will be included on all registration forms for onsite visitors.
- The Retreat Host (RH) will isolate the person into a room separated from other guests and as many staff as possible.
- The RH should determine if the sick person is able to drive home, needs a driver or needs an ambulance and proceed appropriately to secure the transportation.
- The RH or designee should remove all the person's possessions while wearing gloves and a mask. These should either be sent home with the person or placed in an isolated place until they can be retrieved by the guest or the guest's designee.
- Cleaning staff must sanitize everything the sick person touched as per the cleaning protocols.
- Persons must be fever/symptom free for seventy-two (72) hours before returning to Center.

Dining Room Protocol

- Guests will use hand sanitizer as they enter and leave the Dining Room.
- Masks should be worn by all guests and staff. Masks are to be lowered for eating and drinking.
- For boxed meals and snacks:
 - Prepackaged or pre-wrapped snacks or meals will be set out. Guests will be asked to decide and then pick up only the item they want.
 - Prepared beverages or bottled water will be offered in the same way.
- If the group is eating in the dining room, guests should find their name at their designated table. This will be their place to sit throughout their stay.
- For plated meals,
 - Staff will serve the guests one at a time at buffet lines or from the kitchen window. Guests will maintain safe distancing while they wait.
 - Water will be available on each table. Staff will supply other beverages as requested.
 - Guests should place their dirty dishes on the dish cart.

- Guests are welcome to second helpings on a clean plate.
- Kitchen staff will continue to use standard methods of sanitizing the kitchen and dining area.
- Frequently used areas will be cleaned after each serving session and every 2 hours during operation time.
- When serving, kitchen staff will wear clean aprons or chef jackets, masks and gloves.
- Kitchen staff will practice social distancing in the workplace as work duties permit.
- Only one guest can be seated at each dining room table. (10 Total).
- The patio can seat up to 12 (2 guests seated catty-corner at each table).