



## Fall 2020 Reopening Plan: Overnight Guests

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>).
- The Retreat Host or her designee will tell you where the check-in station is for you. She will provide you with her phone number so you can call her when you arrive and she can meet you at your car. Please remain in your car for the check in process.

At the check-in station, the Retreat Host or her designee

- 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 directed to your room.

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

### Overview

- All over-night guests should change into clean clothes upon arrival to minimize contaminants brought from another location and transferred to upholstered surfaces.
- Before breakfast each morning, overnight guests will use one of the apps to self-check. The Retreat Host will take their temperatures and ask the three questions to determine if they can continue to stay.

- 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.
- The kitchen and dining room in the Main House are not to be used by guests.
- A chapel may be set up for private retreats, if requested. If a chapel is set up in the living room of the Main House, guests will be assigned a seat they are to use for each visit to the chapel.
- The kitchen in the Carriage House is to be used only if the guest is on a self-serve visit. All other guests should use the dining room for food and beverages.
- Spiritual Direction will occur in the 1<sup>st</sup> Floor Office or Sitting Room of the Main House for guests staying in the Main House. It will occur in the Carriage House living room for guests staying there. Masks will be worn and participants will maintain social distance of at least six feet. Surfaces that have been touched will be wiped down after each meeting.
- When departing, guests are asked to strip their beds, including pillowcases, sheets, blankets, coverlets and mattress pads and place them, along with any used towels, in a single pile outside their door.
- Anyone using the kitchenette in the 3<sup>rd</sup> Floor Sitting Room must wipe down whatever they use (e.g. the coffeemaker) with a disinfectant wipe after use.
- We will conduct thorough daily cleaning and wiping down of common spaces and surface areas.
- Only two guests are allowed in each public restroom at a 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.
- Sanitizing will occur after each overnight guest departs; this will require at least twenty-four (24) hours between visitors including but not limited to: restrooms, bedrooms, common areas and hallways.
- 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.

#### Use of Space:

- A maximum of four overnight guests will be allowed to stay at Cranaleith on any night, one in the Carriage House and up to three in the Main House.
- Each will be assigned a bathroom. They are asked to use this bathroom and to avoid using the public restrooms as much as possible during their stay.
- Each person will also be assigned a “living room” space as well. He/She should limit him/herself to these assigned spaces. Of course, guests are invited to use the outside grounds, including benches and porch furniture, weather permitting.
- Rooms should be used in the following order
  - First bedroom (nearest the bathroom), Carriage House
    - Carriage house bathroom

- Carriage house living room
- Master bedroom in Main House, 2<sup>nd</sup> floor
  - Master bath
  - Living space = master bedroom
- #5 Bedroom, Main House, 3<sup>rd</sup> floor
  - Nearest bath
  - Living space = 3<sup>rd</sup> Floor Sitting Room
- #3 Bedroom, Main House, 3<sup>rd</sup> floor
  - Nearest bath
  - Living space = #2 Bedroom/Sitting Room

### **Dining Room Protocol**

- Guests should come to the Dining Room at meal times and find their name at their designated table. This will be their place to sit throughout their stay.
- 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.
- Water will be available on each table. Staff will supply other beverages as requested.
- The menu for the meal will be written on a chalkboard by the kitchen window. Guests will form a line before the kitchen window or the steam table, while maintaining proper social distance. Kitchen staff will plate the guests' choices.
- 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).

### Meals and Snacks for Overnight Guests:

- All meals will be eaten in the dining room, unless a guest is on a self-serve visit in the Carriage House.
- The following is an example of a schedule for meals and snacks, which may be adjusted as needed for each retreat.
  - 8:30 Breakfast
  - 10:30 Morning Snack
  - 12:30 Lunch
  - 3:30 Afternoon Snack
  - 6:00 Dinner
  - 8:00 Night-time Snack

**If Someone Becomes Sick during Their Stay**

- Emergency contacts will be included on all registration forms for onsite visitors.
- The Retreat Host (RH) will isolate the person in 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.