



## Fall 2020 Reopening Plan

### **Communication Plan**

Cranaleith created a Communication Plan to share our Fall 2020 Re-Opening Plan with the community. Cranaleith updated daily procedures, including sanitizing, cafeteria seating and traffic flow to promote the health and safety of all.

- Email to community at large
- Notice of the reopening plan on our website
- Notice of the reopening plan on social media
- Email to attendees of on-site programs

Note: The following agencies may close the Center without consultation: the Commonwealth of Pennsylvania, the PA Department of Health, the County Emergency Management or the Department of Homeland Security.

### **Responsible Staff**

Whenever guests come to Cranaleith, a Retreat Host (RH) will be assigned by the Executive Director and in her absence, the person in charge. Generally, the RH will be the person responsible for the Program.

- The RH will be listed on Cranaleith's shared calendar with the event.
- The RH will be responsible for ensuring that proper protocols are followed by staff and that the guests are aware of Cranaleith's expectations with regard to the protocols. She will also determine when a guest must be asked to leave because of illness or disregard for Cranaleith's protocols.
- The RH will contact guests and presenters ahead of time regarding Cranaleith's Guidelines and the need to complete a prescreening prior to arriving for check-in.
- The RH will make sure that all guests have been pre-screened at check-in.
- The RH will screen guests each morning before breakfast.
- Other staff may volunteer or be assigned to help the RH carry out the protocols.

### **Overview**

- Indoor group size is limited to 15 people.
- We will do our best to maintain proper social distancing of 6 feet between people.
- Outdoor areas will be used when possible.
- 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 shoppers 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.
- All visitors will be screened upon arrival.
- Staff will also be screened daily.
- 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.
- 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) must isolate the person into a room separated from all 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.

### **Check-in Procedures**

#### Staff and Volunteers:

- **Prior to starting work**, staff and volunteers will self-monitor each day using either
  - the Google-CDC App (<https://landing.google.com/screener/covid19>) or
  - the Apple-CDC App (<https://www.apple.com/covid19>).
  - Then answer these three questions?
    - a) Did the employee received a green light to go to work from the CDC app?
    - b) Does the employee have a temperature of 100.3°F or lower (by taking his/her temperature)?
    - c) Does the employee feels physically well today?
- If the answer to one or more of these questions is “No,” the employee must not work onsite.
- If the answer to all three questions is “Yes,” the employee will come to work.

#### Attendees and Presenters for On-site Day-long or Half-day Programs:

- **Prior to arriving**, attendees will have registered and paid their fees.

- **Prior to arriving**, attendees and presenters will 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>).
- Two staff persons will be needed for check-in of day-program guests.
  - One will direct guests to remain in their cars and wait in line leading up to the check-in area.
  - This staff person will ask if each visitor has taken the pre-screening survey and help any visitors who have not to do so while they wait.
  - The second check-in person will wait in the check-in area near the Conference Center’s main entrance with a list of all the registrants and presenter(s). They will wear a Plexiglas head shield and have a non-touch thermometer.
- The guest will drive up to the check-in area where the second check-in person will determine the following:
  - a) Did the visitor received a green light to be in public from the CDC app?
  - b) Does the visitor have a temperature of 100.3°F or lower (by taking his/her temperature)?
  - c) Does the visitor feels physically well today (by asking him/her)?
- If the answer to one or more of these questions is “No,” the visitor must leave Cranaleith (to return home to rest and seek medical attention.) The check-in person will give him/her a get-well card, which expresses our concern and prayers for his/her prompt return to health.
- If the answer to all three questions is “Yes,” the guest will be allowed to park his/her car and enter the building.
- The check-in person will note the out-come of the discussion for each person on the registration list with a “Yes” for okay to stay or a “No” if the person was asked to leave.
- All persons upon entering the building will use the hand sanitizer and wear a mask. Visitors must bring their own mask.

Overnight Guests:

- The Retreat Host or her designee will oversee check-in and determine designated outside location for check-in. The RH will provide a phone number so guests can let her know when they have arrived.
- Before they arrive, retreatants will have paid their fees.
- **Prior to arriving**, attendees and presenters will 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>).
- Guests will wait in their cars at the designated check-in for the RH (or designee).
- The RH (or designee) will determine:
  - a) Did the visitor received a green light to be in public from the CDC app?
  - b) Does the visitor have a temperature of 100.3°F or lower (by taking his/her temperature)?
  - c) Does the visitor feels physically well today (by asking him/her)?
- If the answer to one or more of these questions is “No,” the visitor must leave Cranaleith (to return home to rest and seek medical attention.) The check-in person will give him/her a get-well card, which expresses our concern and prayers for his/her prompt return to health.
- If the answer to all three questions is “Yes,” the guest will be directed to his/her room.

- The check-in person will note the name, date and out-come of the discussion for each person on the registration list.
- All persons upon entering their residence will use hand sanitizer and wear a mask.

### **Meeting Space Capacity Guidelines**

- Board Room: maximum capacity =6
- Conference Room:
  - Chairs only = 12 + 1-2 presenters
  - Round tables (1/table) = 8
  - With Board Room wall folded back: 14 in chairs only + 1-2 presenters
- McAuley Room: maximum capacity = 4
- Dining Room:
  - Round Tables 10 (1 per table)
  - Serving Table can be moved to add two additional tables

### **Restrooms**

- Only two guests are allowed in each public restroom at a time.
- Overnight guests are encouraged to use their assigned bathroom whenever possible.

### **Overnight Guests in the Main House and Carriage House**

#### 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 RH will take their temperatures and ask the three questions to determine if they can continue to stay.
- The kitchen and dining room in the Main House are not to be used by guests.
- A chapel will be set up in one of the empty bedrooms in the Carriage House for private retreats.
- When a chapel is set up in the living room of the Main House for overnight visitors, 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.

#### 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 at the kitchen window 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).

### Snacks for Day Guests:

- Prepackaged or pre-wrapped snacks 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 during breaks.

#### Meals for Day Guests:

- Water will be available on each table. Staff will supply other beverages as requested.
- For boxed meals, staff will follow the same protocols as for snacks.
- For plated meals, staff will serve the guests at buffet lines where guests are spaced six feet apart.
- Guests should place their dirty dishes on the dish cart.
- Guests are welcome to second helpings at the kitchen window on a clean plate.
- After each meal, all tables, chairs and countertops, including high touch areas will be cleaned and sanitized.

#### 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

#### **Gift Shop**

- Only two people will be allowed in the gift shop at a time, in addition to the attendant.
- Guests, both inside and outside the gift shop, must maintain social distance of 6 feet as much as possible.