

Lutherlyn Procedures/Policies Related to Covid-19

These procedures have been developed with guidance from the American Camp Association, the Centers for Disease Control, and the Pennsylvania Department of Health for the health and safety of Lutherlyn's guests and staff. Compliance with these procedures is expected. Failure to do so may result in being asked to leave Lutherlyn's property.

GUESTS/CAMPERS AT LUTHERLYN

Lutherlyn is committed to serving our campers and guests in the safest way possible.

- Lutherlyn is private property and is closed to the general public.
- All guests/campers must be registered.
- Hand washing facilities are available in cabins and meeting rooms. Wash hands frequently.
- Lutherlyn will limit the number of guests on camp at any given time.
- If a registered camper/retreat participant/guest has or had a fever or other Covid-19 symptoms within the past 14 days, has tested positive for COVID-19 (must have a follow-up negative test prior to arrival), has been exposed to someone who has tested positive in the past 4 weeks, or has been exposed to someone awaiting test results; they must cancel their reservation and not come to Lutherlyn.
- If a registered camper develops symptoms of Covid-19 while onsite, it must be reported to staff immediately.

SOCIAL DISTANCING/MASKS

- **All guests/campers/participants must wear face masks when indoors (except when eating or in their own cabin).**
- Face masks must be worn outdoors when it is not possible to maintain 6 feet of distance from others.
- Guests are expected to practice social distancing from other guests and staff. Maintain at least 6 feet of distance from others.
- The capacity of cabins has been adjusted to account for appropriate distance.

STAFF

Lutherlyn's staff are here to serve our campers and guests. The health and safety of the staff is a priority.

- Staff will self-monitor for covid-19 symptoms. If a staff person has symptoms, they will stay at home.
- All staff will practice good hygiene and wash hands frequently.
- Food service staff will temp check at the start of each shift.
- Staff will maintain appropriate social distance from guests.
- When inside a building with guests, staff and guest will wear masks.
- The office is for staff only. Guests will be served through the plexiglass window of the camp store.
- Staff will not enter occupied cabins or meeting rooms. Maintenance concerns will be addressed 24-hours after guests leave. If there is an immediate maintenance need in a cabin, guests will be relocated to a new cabin.
- When possible, staff may work from home.

CLEANING

Lutherlyn holds a high standard for cleanliness. Each cabin/building is thoroughly cleaned before guests arrive. Housekeeping services are not provided during a guest's stay. A cleaning bin is provided in the cabin, if guests choose to clean while they are present.

Cabins:

- For the health and safety of the cleaning staff, a cabin is left to "rest" for 24 hours after it is vacated prior to being cleaned.

- Cleaning staff are provided masks and gloves when cleaning.
- Cabins are vacuumed, disinfected, trash removed, and toilet paper/garbage bags stocked.
- All surfaces are cleaned thoroughly with an EPA approved disinfectant:
 - Bathrooms – toilet, shower, handrail, doorknobs, light switches, chair, toilet paper dispenser.
 - Cabin interior – sinks, counters, light switches, thermostat, doorknobs (inside and outside), mattresses, bed frames.
- A visual inspection is done on the interior and exterior for hazards.

Public Bathrooms:

- Residential guests will use the private bathrooms in their own cabins or in their meeting space.
- Public bathrooms will be cleaned and disinfected daily when guests are using them.

Meeting Space:

- Meeting rooms will be cleaned/disinfected prior to a group's arrival. Staff will not enter the meeting room while a group is using it.
- For the health and safety of the cleaning staff, the room is left to "rest" for 24 hours after it is vacated prior to being cleaned.

FOOD SERVICE

- The food service staff will follow proper food handling protocol, as per the PA Department of Health. This includes wearing gloves and a mask when handling/serving food and proper sanitizing of all dishes and surfaces in the kitchen and dining hall.
- There will not be a buffet, salad bar, or beverage bar. Guests will not touch common serving utensils.
- Meals and beverages will be served by the food service staff.
- Condiments will be in individual servings, so guests only touch their own serving.
- All dishes must be returned to the dish room to go through the proper sanitizing process.
- Grab & Go Meals:
 - When "grab & go" meals are being served, guests must wear a mask when picking up food in the dining hall.
 - "Grab & Go" meals are to be taken to outdoor picnic tables, not consumed in the dining hall. Guests are expected to practice social distancing from other guests when picnicking.
- Meals in the Dining Room:
 - When dining in the dining room, guests must wear a mask when entering the dining hall until seated and when getting food or walking around the dining hall.
 - Guests must sit where the tables and chairs are already appropriately spaced. Do not move tables or chairs.
 - When dining in the dining room, guests must sit at their table and wait for their table to be dismissed to the serving line. Meals will be served by staff. Guests will be appropriately spaced when getting their food.

RECREATION/ACTIVITIES

Procedures for specific activities will be communicated to guests prior to participation, as each activity has different safety precautions. In all activities, a minimum of 6 feet of distance will be kept between the staff leading the activity and the campers/guests.

Every participant must sign and turn in this document upon arrival at Lutherlyn.

Signature: _____ Printed Name: _____

Group Name: _____ Dates at Lutherlyn: _____