

2020 Staff & Retreat Group Protocols

Protocols and guidelines have been issued by Georgia Department of Public Health for facilities hosting Retreat groups. This document is intended to communicate to our Retreat guests what they can expect from our staff in the areas of Food Service and Housekeeping. It also includes recommendations for our guest groups based on those GDPH guidelines. We are anxious to assist you in accomplishing the goals for your event. We look forward to serving you at Woodland and trust that you will have an 'experience beyond expectations!'

What is recommended for your safety:

- **Encourage social distancing with your group, especially when indoors.** Rethink your program with this idea in mind, especially with games. Avoid playing any large group games or those that require interpersonal contact.
- **Groups must pre-screen ALL guests (volunteer chaperones, Retreatants, speakers, etc.) for symptoms of, or exposure to, COVID-19 and also take temperatures prior to and immediately upon arrival.** Guests may not enter if they have a fever or have had symptoms of or exposure to COVID-19 in the last 14 days. **Daily temperature checks are required each morning for anyone onsite.** Please keep records for each guest with a daily log. Woodland will keep a copy of this log upon your departure. **Anyone who starts exhibiting symptoms or has a fever while onsite must immediately quarantine and leave the property as soon as possible.**
- If you will not be travelling to Woodland as an organized group, parents and other guests should remain in their vehicles at onsite drop-off and pick-up.
- **Maximum # of guests allowed in an enclosed space (meeting room or dining facility): 50** (without social distancing) If your group is larger than 50, we will stagger your meal times. *The West & Junction Chapels can accommodate more than 50 while adhering to social distancing protocol; please contact us for details.*
- **Maximum # of guests in the swimming pool or Gym: 50**
- **Keep Retreatants who are staying in the same cabin together throughout their activity rotations and meal times.**
- Attendees should wash their hands or use hand sanitizer frequently and will be required to do so before meals. Encourage all guests to sanitize after activities.
- Bring bottled water for consumption between meal times. (Water fountains have been turned off due to current guidelines.)
- Groups should only use their designated recreation areas during their stay (basketball, volleyball, Gaga Ball).

What you can expect from Woodland:

- Woodland is required to provide additional onsite signage with necessary COVID-19 protocols.
- All Woodland Staff will have daily temperature checks before their shift and will adhere to enhanced hand washing protocols. Employees will wear a face covering while serving meals or working with guests indoors.
- Any employee showing symptoms of COVID-19 will be sent home immediately.
- **Hand sanitizer will be provided in all meeting rooms and dining facilities.**
- **All facilities will be thoroughly sanitized prior to your group's arrival.**
- **The middle 13th bed in North/South Camp cabins will be closed at this time.**
- We ask that all guests sleep in bunks in an alternating head to toe manner so that heads will be at least 6 ft. apart in all cabins.
- Restrooms will be cleaned daily throughout your stay, with enhanced sanitizing on high contact surfaces.
- Ropes Course facilitators will wear a face covering on high elements when social distancing cannot be maintained. Equipment will be sanitized in between groups. Some low elements will be closed at this time.
- All activities will be scheduled in order to ensure that groups do not overlap and that equipment can be properly sanitized.
- **Rolled silverware and cups will be provided for guests on the serving line.**
- During this time, we will be offering fewer options on the salad bar. Hand sanitizer will be provided at the beginning of the salad bar for mandatory use; serving utensils will be replaced in between groups. Guests must adhere to social distancing while in line.
- At breakfast, cereal/milk and coffee cups/stirrers will be offered on the serving line.
- **A new cup will be required for refills on drinks and guests should adhere to social distancing while in line.**
- **Guests will be welcomed by table for seconds and will receive a new plate. At the conclusion of meals, guests will be released by table to return their dishware.**
- Tables will be 6 feet apart; high contact surfaces and tables will be sanitized in between dining groups. Guests will enter and exit from separate doors in the Dining Room.