

Spiritual Center of Maria Stein & Montezuma

Coronavirus Procedure Changes FAQ's– updated 9/22/2020

Retreat Schedule Adjustments

- At this time, dorms will be used only if necessary and people will be spread out with more than 6' between each bed. Private rooms will be occupied by one person only (unless couples or siblings).
- Before arrival, guests will be asked to take their temperature (if over 100 they will not be allowed to stay)
- Leaders will be asked if they have been exposed – or if they have had Covid 19 – and will be asked to be sure their group is also healthy
- A limited number of masks are available for those who do not bring their own – but guests will be asked to bring their own. Guests are asked to wear masks while out and about in the building and encouraged to wear in their sessions. If they are seated, they can be removed only *with approval of group leader*.
- All guests are asked to maintain social distancing wherever possible and to wear masks – especially when closer than 6' and exposed to another individual for more than 15 minutes.
- Extra wipes and hand sanitizer are available throughout the building
- Staff will be asked to have limited contact with guests and to remain 6 feet away when talking to them
- Capacity will continue to vary according to Health Dept. guidelines.

Kitchen/dining room changes

- Staff will either serve food individually or buffet style and guests will be given disposable gloves to wear before going through the serving line. (This changes according to group size and dining areas)
- Dining room tables/chairs have been moved further apart so people are not so close.
- Limited capacity in upper dining room – when groups are bigger, they will be moved to the upper lounge or lower dining room to space out further.
- Kitchen staff wears masks at all times
- Kitchen staff will separate throughout kitchen to maintain safe social distance
- Staff dining room is rearranged to allow for more space between co-workers – staff is asked to dine in larger dining area when there are a lot of people on a shift. Staff will be encouraged to dine outside as well (weather permitting)
- Picnic tables have been moved from shelter house to patio area so that guests/staff can dine outdoors whenever possible to allow for additional seating.
- All surfaces and spaces will be sanitized more often - including vending machine - Keurig – refrigerator door handles – walk in cooler handles – juice dispenser – coffee flavorings – milk containers – etc.

- Things such as butters/jellies/creamers will be single serve items and laid out so guests can easily take on the serving line
- Things that are take and go items – such as yogurt – will be placed so that all labels are easy to read and people can grab what they want and not touch other items
- Items such as brown sugar for oatmeal will be in individual containers for guests
- While kitchen staff is prepping meals, there will be a designated area for all items that need disinfected afterwards – such as spices
- Guests using private dining room/refrigerator space will need to disinfect after use – supplies available in areas they are using

Maintenance/housekeeping changes

- Dorm beds have been rearranged to maintain 6' spacing
- Sanitizer have been added to dorm showers for guests to use before/after shower
- Filters in all furnace units are changed monthly
- Heating and cooling units are set to “Fan” mode to keep air circulating at all times
- Temperatures in buildings are kept lower whenever possible

Effective immediately in conference rooms/public restrooms/hallways...

- Conference Rooms will be set up with tables/chairs as much as possible to maximize spacing for retreatants. Groups will be moved to bigger conference rooms wherever possible.
- Groups are encouraged to open windows in conference rooms when possible
- Groups are encouraged to not put too many people in break out rooms and use larger, more open spaces for small groups
- Conference Rooms, gathering spaces, hallways will be sanitized by maintenance staff as needed (after groups depart).
- Group leaders will be asked to sanitize things in conference rooms after each group – microphones, podiums, light switches, remotes, etc.
- Staff will continue to sanitize public, high touch areas frequently – including elevator buttons/touch screens, front door handle, south lobby door handle, patio door, kitchen employee door & key, water fountains, stair rails, etc. ... anything that people touch often
- Sanitizer and/or wipes are available in each conference room but leaders may want to bring additional bottles for their groups – or individual packs/bottles
- Group leaders are asked to limit changing seats in conference rooms. Once a person sits in a spot, they should remain in the same spot for the duration of the retreat, or sanitize the space.

- Groups are asked to use the private bathrooms in their bedrooms vs. public bathrooms as much as possible.

Office/hospitality staff changes...

- Do not share pens
- Disinfect phones/keyboard/desk/cash register/Artsy Olive touch screen/credit card machine/keyboard often
- Wear gloves when handling money
- Sanitizer on registration desk
- Wear a mask when greeting large groups – and/or keep safe distance
- Keep distance between guests and you by staying behind your desk
- Wipe items off in gift shop as you see fit – clean shelves when possible – remind guests to look and not touch as much (although this is hard)

Guest & staff wide changes...

- All staff will take temperature at beginning of shift – if over 100.2 degrees they must go home
- Staff cannot come to work if sick or have been exposed to someone who is sick.
- If someone in a group tests positive after a retreat, leaders are asked to contact Robin so she can notify any staff that may have come in direct contact.
- Staff members who have had Covid 19 or have been exposed are asked to notify Robin and self-monitor for at least 10 days. For COVID-19, CDC's definition of close contact is defined as any individual who was within 6 feet from an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- Guests and staff are reminded to wash hands often – use hand sanitizer often
- Maintain physical distancing when possible while working or in the building
- Wear masks when not working alone
- Wear gloves and change gloves often
- Sanitize office phones after using them – keep wipes in all office areas
- Sanitize your own cell phones if they are used while working