



Covid-19 Safety Guidelines

At Camp BYLR & the Kaplan Mitchell Retreat Center, the health and safety of participants and employees continues to be our top priority as we respond to the evolving COVID-19 pandemic. We have taken diligent health and safety measures in all areas according to the recommendations of the Georgia Department of Public Health and the CDC.

1. General Requirements of Attendees & Staff

a. Hand washing & Sanitizing

- i. Washing hands with soap and water for a minimum of 20 seconds is required before all meals and after going to the bathroom and recommended as often as possible throughout the day
- ii. Hand sanitizer and disinfectant will be stationed at locations around campus

b. Face Masks & Cloth Face Covers

- i. Masks are required when entering any public building on campus and recommended during any interactions with attendees or staff members not in their immediate household both indoors and outdoors

c. Available Medical Attention

- i. A medical professional will be onsite any day there are attendees on campus. The medical professional will be on-call for the duration of the event for any medical emergencies which may arise

2. Screening & Prevention

a. Prior to Arrival

- i. All attendees must present COVID-19 test results showing they are negative for having the virus upon or prior to arrival. The COVID-19 test must be administered within 72 hours of the first day of the event. Anyone that does not show a negative COVID-19 test result will not be permitted into the event.

b. Preventing Spread

- i. Attendees may not leave the property during the event

c. Upon purchasing a ticket to the event

- i. A liability waiver must be signed in the registration process
- ii. Protocol agreements will be included in the registration form. Each attendee will be required to agree to each policy to indicate that they have read them in order to submit a registration

d. Upon Arrival

- i. Upon arrival to the event site attendees will be asked to stay inside their car while a staff member will read the symptoms questionnaire and take a thermal temperature reading of everyone in the car
 - ii. If any individual in the car has a fever of 100.4F / 38C the attendee will not be allowed on campus
 - iii. All participants will undergo a symptoms check and if answering yes to either of the below questions they will not be admitted into the event:
 - 1. Are you feeling any of the following symptoms: fatigue, muscle pain, headache, a dry cough, loss of taste or smell, or shortness of breath?
 - 2. Has anyone in your household tested positive for COVID-19 in the past 14 days?
 - e. **Onsite Monitoring – Attendees**
 - i. All Attendees and staff will be required to get a temperature check each morning and answer screening questions before participating in any event activities including attending breakfast
 - ii. Signage will be displayed prominently in every private housing area, dining hall and public activity area and will utilize both written English and images to remind attendees and staff to stay physically distanced at least six feet, wear masks indoors, wash hands regularly, and not to share equipment with others before sanitizing
3. **Response & Management of Attendee Case(s) or Probable Case(s) Onsite**
- a. Anyone who develops a fever of 100.4F will be asked to leave the campus. All public spaces will be re-sanitized
 - b. If there are incidents of attendee(s) presenting a fever at the event, other attendees and staff will be notified
 - c. If multiple cases of fevers or symptoms arise, at the discretion of the event director, the event may conclude early
4. **Post-Program**
- a. For contact tracing purposes, if an attendee leaves the event due to symptoms of COVID-19, we will request that they get tested within 48 hrs of leaving and inform Event Organizers of the results as soon as they are available
 - b. All attendees are required to report to Event Organizers if they develop any of the previously stated COVID-19 related symptoms within 2 weeks after the event
 - c. If the event organizers are informed of a positive COVID-19 result, we will keep their identity anonymous, but will notify all attendees who were there during the event with the recommendation of screening
5. **Staff Testing & Onsite Monitoring**
- a. Both KMRC and BYLR Staff are required to have a Covid-19 test in advance of arriving to the event
 - b. Any staff with a positive COVID-19 test in advance of the event may not come on to the campus and may only return to work once they have received a negative COVID-19 test result
6. **Housing Spaces**
- a. All housing spaces will be supplied with disinfectant spray for personal use by attendees throughout the program
 - b. Hotel rooms/cottages will be stocked prior to arrival. No housekeeping will be provided during an attendee stay
 - c. Attendee sleeping areas will be cleaned/sanitized before the arrival

- d. In addition to standard cleaning and sanitizing procedures, a commercial-grade sanitizing fogger machine will be used in each sleeping area to emit sanitizing solution on every surface of the room, which will be allowed to fully air dry before arrival
- 7. Common & Shared Spaces**
- a. **Indoor & Outdoor Activity Spaces**
 - i. Facility staff will follow a scheduled routine of wiping down tabletops, chairs, handrails, doors and doorknobs of activity spaces multiple times a day. Facility staff will also include public bathrooms throughout the campus in the scheduled cleaning rotation, and a “cleaned/waiting to be cleaned” signage system will be implemented to communicate bathroom availability
 - b. **Shared & Assigned Supplies & Equipment**
 - i. Water fountains will be discontinued from use, and water bottle filling stations will be set up throughout the campus
- 8. Food Service & Dining**
- a. **Dining Area Setup**
 - i. Each attendee will be required to wear a mask when in the Levine Center unless seated at their dining table
 - ii. Tables will be set 6ft apart and limited to 2 attendees per table
 - b. **Dining Schedules**
 - i. Each attendee will have the option of dining in the dining hall or packing their food to eat in their rooms or outside, disposable pack out supplies available upon request
 - ii. The dining hall will be closed to attendees between meals
 - c. **Dining System**
 - i. Meals will be served buffet style. Single-sided stations will be set for food buffets with plastic partitions. KMRC staff will serve the attendees in order to limit the handling of food serving utensils. There will be no self-service buffets for the event
 - ii. For compliance with distancing requirements, longer buffet tables & additional stations will be set-up
 - iii. Beverages, coffee, water & juices will be served at each table in pitchers
 - iv. Bar layouts will be designed to allow for proper physical distancing and will be set outside where possible
 - v. Tables will be set with pre-wrapped silverware packets
 - vi. Front of House staff will be stationed near the handwashing area and bathroom area to address sanitizing needs and will generally not be interacting with attendee tables during meals
 - d. **Kitchen & Front of House Workers**
 - i. Upon arriving to work, all staff will immediately wash hands with soap and water for a minimum of 20 seconds and wear a face mask, disposable gloves and clean apron
 - ii. Freshly laundered or disposable aprons, disposable gloves and surgical masks will be provided for all kitchen and front of house staff
 - iii. For front of house staff, gloves and aprons will be replaced between each meal of the day after sanitizing the dining hall and before setting up for the next meal
 - iv. For kitchen staff, gloves and aprons will be replaced any time they leave the kitchen area for a break or end of shift
 - e. **Cleaning & Disinfection**

- i. All food and disposables remaining on tables to be thrown away by staff in garbage cans including scraping reusable plates before placing in dish pits
- ii. All reusable tableware will be collected in dish pits by staff and brought immediately to the dishwashing station
- iii. All linens will be bagged for laundering between meals
- iv. All table and chairs will be sanitized with CDC-approved cleaning supplies
- v. All reusable items from tables, including salt and pepper shakers, napkin holders, etc. will be sanitized between each meal
- vi. Garbage cans will be emptied after each meal, wiped down on the sides, and replaced with a clean garbage bag

9. Public Restrooms & Washing Stations

- a. The main door to the restrooms will stay propped open to avoid open-and-close touching
- b. Only 2 people to use the bathroom at a time
- c. A “cleaned/waiting to be cleaned” signage system will be implemented to communicate bathroom availability per stall
- d. A staff person will be assigned to keep abreast of bathroom status to keep bathrooms available
- e. Sanitizing will include a wipe down of all touchpoints with a disposable towel including, but not limited to toilet seats, toilet handles, toilet paper dispensers, stall doors inside and out, stall signage, sinks, faucets, handles, paper towel knobs, doorknobs and garbage can tops