

## **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 and follow the state guidelines for indoor and outdoor capacity.
- If a registered camper/participant/guest has or had Covid-19 symptoms within the past 14 days, has tested positive for COVID-19 in the past 14 days, has been exposed to someone who has tested positive in the past 14 days, or has been exposed to someone awaiting test results; they must cancel their reservation and not come to Lutherlyn.
- If anyone develops symptoms of Covid-19 while onsite, it must be reported to staff immediately.

### **MASKS**

- When Butler County and/or a majority of the surrounding counties are in substantial or high, then everyone must wear masks indoors (except when eating or in their own cabin).
- When Butler County and/or a majority of the surrounding counties are in low or moderate, then those who are vaccinated do not need to wear a mask. Those who are not vaccinated must wear a mask indoors (except when eating or in their own cabin).
- Face shields are not a substitute for a mask, it must be a mask. There are no medical exemptions for masks. If you are not able to wear a mask, please wait to join us until this requirement is lifted.
- Guests are expected to practice social distancing from other guests and staff.
- 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.
- Masks are required in the camp office. When possible, 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.

### **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.

**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.
- Meals will be plated by the food service staff.
- All dishes must be returned to the dish room to go through the proper sanitizing process.
- 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.

**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: \_\_\_\_\_