

## **Safety First!**

### **A Sanctuary Response to COVID-19**

Our mission is to provide a sanctuary where people connect with God, experience creation, and build Christian community. Sanctuary is only possible when people feel safe, so it is important that you know how that safety is to be provided. The following guidelines and protocols are meant to identify the specific responsibilities of Camp Mack and our guests to maintain the safest possible environment. They are based on recommendations from the Centers for Disease Control, the Indiana State Department of Health, and the Kosciusko County Health Department

#### **Group Expectations**

1. Groups are expected to follow all guidelines provided to them in these protocols and as directed by camp staff.
2. Group leaders are to screen their staff and guests for COVID exposure or symptoms prior to their attendance at the event.
3. The wearing of masks as indicated in this document must be enforced.
4. Every person in attendance is expected to be responsible for the safety of all within the group when thinking about their use of PPE and proper procedures.

#### **Sleeping Rooms**

1. Normal capacities have been limited. Camp staff will assign available rooms and determine the number of guests per room.
2. Immediate family may share a room, using all available beds. Beds may not be added to a room. Families are encouraged to use safe practices.
3. Windows may be opened slightly to encourage air flow. This is dependent on weather conditions and the comfort of guests.
4. Sanitizer and tissues will be provided in each room.
5. Sanitizing wipes and gloves will be available in a central location
6. All assigned sleeping and gathering rooms will be deep cleaned prior to a group's arrival.

#### **Gathering/Meeting Rooms**

1. Meeting spaces will be arranged according to group size. Groups will have to commit to a group size earlier in order to ensure available space.
2. Indoor spaces are limited to those assigned as part of the group contract.
3. Different groups will be isolated from one another throughout the camp and in all gathering areas.
4. The John Kline Welcome Center Gathering Room is a shared space and is not to be used for group programming.
5. Guests and staff must wear masks while together in indoor spaces. Boxes of disposable masks may be purchased from Guest Services.
6. Locations for personal items (purses, laptops, gloves, water bottles, etc.) should be designated by group leaders allowing for reasonable distance between personal areas.
7. Sanitizer and tissues will be available in each gathering area.
8. Sanitizer wipes and gloves will be available in each gathering area.
9. Air purifiers will be provided in each gathering space to circulate air.
10. Unless the weather is severe, a window should be open slightly during meetings and other gatherings.

#### **Restrooms**

1. Groups will be responsible for creating schedules or procedures for ensuring safe interaction in restrooms and showers.
2. Masks must be worn in restrooms unless showering, or performing personal hygiene tasks involving the face (e.g., toothbrushing, washing).
3. Exhaust fans should be on any time a guest is in a restroom.
4. A schedule of staff cleaning of restrooms will be determined by group leaders and the Director of Guest Services.
5. Restrooms will be deep cleaned before the arrival of another group.

### **Outdoor Areas**

1. Guests should maintain at least 6 feet of physical distance while outside.
2. If 6 feet of physical distance cannot be maintained, guests must wear masks.
3. When there are multiple groups, the Director of Guest Services will coordinate available outdoor areas to maintain group isolation.
4. After outdoor interaction, guests should use sanitizer on hands before entering any building. If guests are wearing gloves due to cold temperatures, it is recommended they keep gloves with other personal items, distanced from others. After removing and placing gloves, guests should use hand sanitizer.
5. Recreational equipment (balls, flying discs, etc.) may be requested from the office. It is the group's responsibility to sanitize these items after use.
6. Staff will sanitize all equipment upon return to the office.

### **Group Dining**

1. All group dining will be served buffet. Accommodations for limited self-service may be discussed with the Director of Food Service.
2. Groups will be given specific times for meal service to facilitate group isolation when there are multiple groups using dining service. Group leaders will be responsible for meeting these time frames.
3. Except when immediate families choose to sit together, the number of individuals at a table will be limited to the available chairs at that table. Chairs should not be moved.
4. Masks are always to be worn in the dining center unless the guest is seated at a table. Care should be taken to move around other tables as little as possible.
5. All guests are responsible for bussing their own dishes, dinnerware, and cups. The Guest Services Director will go over these procedures with group leaders.
6. Staff will clean tables and chairs following each meal service.
7. Fans will be used in the dining center to promote air movement. There will be windows opened to bring in fresh air during meal service.

I understand the safety precautions for our group's attendance at Camp Mack and will work with my group to enforce them during our stay.

Group Leader  
Date \_\_\_\_\_