

Updated 5/28/2020

We are diligently preparing and have adapted operations so that you can rest and retreat at Laurelville in confidence. We are, of course, abiding by state and Centers for Disease Control (CDC) guidelines/mandates, while also following best safety/cleaning practices in the hospitality industry.

Our priority is that you are safe and feel confident and comfortable coming here with your family/group.

We await state guidelines for group size limits, so there are many unknowns for all of us. As of 5-28-20, PA guidelines allow for groups of 25 or less to gather. The following is a detailed list of Laurelville's safety and wellness procedures/protocols:

GUEST & STAFF WELLNESS

- Guests should maintain a 6-foot distance between non-family members
- Guests should wear masks/face coverings indoors and when with anyone not in your group/family. Staff members wear masks at all times when indoors with guests
- Consistent signage is displayed throughout the campus/buildings and our status with masks and safety is explained clearly, as it is on our website and Facebook page.
- Cashless payment methods are available (Office, Welcome Center and Gift Shop) and we sanitize equipment after each use
- Sanitizing stations are available throughout the campus
- Staff and campers receive temperature checks and answer safety questionnaires at the start of each day
- All staff are trained on Laurelville's safety practices
- Buildings are open to overnight guests only
- More frequent sanitization rounds are in place for high-use common areas/items
- Staff or guests who do not feel well should not come to Laurelville

WELLNESS FOR GUESTS AT CHECK IN

- Please have one family/group member check in at the Office
- Online payments are available
- Our Guest Services phone number answers 24-hours, 7 days a week 724-331-5468

ADDITIONAL OVERNIGHT GUEST ROOM SAFEGUARDS

- We removed bedspreads, substituting a flat cover sheet and "double sheet" method for all guest room beds to guarantee that guests only touch fresh-laundered bedding.
- We removed all frequently-touched items from guest rooms like coffee makers, tissue boxes, extra blankets, and our Welcome Binder. All info from the binder is on our website www.laurelville.org

- Our professional cleaning staff uses masks and gloves at all times
- To protect staff, we instituted a 24-hour wait period before cleaning vacated rooms.
- Extra pillows, towels, blankets, etc., are available upon request by calling Guest Services

POOL AND WELCOME CENTER ~ UPON OPENING

- Traffic flow is streamlined at the entrance area and the number of people in changing rooms and pool is limited to meet current guidelines from the Centers for Disease Control (CDC) and the Commonwealth of PA Department of Health
- Practice physical distancing of 6 feet between non-family members
- Fewer lounge chairs and tables are available poolside; both are safely spaced and periodically sanitized
- Cashless options are available for payments
- Pool toys normally provided are not available. Guests may bring pool noodles, Coast Guard-approved life vests or swim trainers only, no arm floaties or large inflatables are permitted
- High-touch and eating areas are sanitized more frequently

MEALS FOR FAMILY CABINS/AIR B&B/COTTAGES WITH KITCHENS

- Sanitized dishware is provided for those staying in family cabins and cottages where guests can prepare their own meals. For a list of items provided, email info@laurelville.org.
- Laurelville can prepare/provide meals delivered to your building if arranged in advance and for an additional cost

DINING HALL IS CLOSED

- Our two Dining Hall areas are closed and will reopen with all PA restaurants. Until that time, we deliver all food directly to buildings, with no in-person contact
- We are limiting the operations for meals, snacks, and beverages. Groups eat all of their meals at their lodging spaces

MEAL AND SNACK DELIVERY PROCEDURES

- Breakfasts are served continental style and are delivered to guests' building/cabin/cottage once prior to arrival. If more breakfast supplies are needed, the kitchen staff members are delighted to restock them. Call the kitchen 724-423-2509 or Guest Services at 724-331-5468
- Lunch and dinner are delivered to groups daily, served at scheduled times, and will be fresh hot meals, unless the group requests packed meals
- Lunches are a salad, main dish or casserole, side dish, rolls, condiments, and dessert
- Dinners are a salad, main dish, side dish, steamed vegetable, sliced bread or dinner roll, condiments, and dessert

- Groups are encouraged to save any left overs that they do not want to throw away
- Any food or drink remaining is discarded by staff to help prevent the spread of COVID-19

CLEAN UP AND PICK UP:

- Single-use paper products such as plates, cups, napkins, and plastic silverware are provided to groups, along with condiment packages
- A cleaning supply bucket is delivered to each group for after-meal sanitation
- Laurelville asks that all guests take responsibility in cleaning and sanitizing their tables and food services as well as sweeping the floors
- After groups have finished eating their meals, we ask that guests place all of the serving dishes, utensils, empty drink holders and trash outside of the building for Laurelville staff to pick up. Post-meal pick up begins about an hour after each meal has been dropped off

WHEN OUR DINING HALL REOPENS

- Tables and other physical layouts will be arranged to ensure appropriate distancing
- Dining tables, counter tops, and chairs will be sanitized after each use
- Ensure physical distancing through limiting party size and occupancy in the dining hall and lobby, avoiding self-serve stations, and restricting employee shared spaces
- Staff will serve meals and beverages directly to tables, family-style, instead of the traditional buffet style

FOOD & BEVERAGE SERVICES PROCEDURES

- All chefs are ServSafe certified in safe food preparation and handling
- All staff members are trained to follow safety and sanitation procedures to prevent the spread of COVID-19
- Our trained professionals have guaranteed all dishwashing equipment temperatures are correct
- Food preparation and food handling meet all state requirements
- Food preparation stations are sanitized at least one per hour and in between every meal
- Kitchens are deep cleaned and sanitized between every meal
- Appropriate personal protective equipment (PPE) is worn by all employees based on their role and responsibilities, per state and local regulations and CDC guidance
- All staff members are provided with and are required to wear masks indoors and when near guests
- Gloves are provided to staff members whose job responsibilities require them to ensure proper safety and sanitation practices (food service, housekeeping, etc.)
- Staff members conduct intense cleaning, sanitization, and disinfection using industry-leading protocols and disinfection solutions on all surfaces. Staff members pay special

attention to high-touch areas such as toilet seats and handles, door and furniture handles, water faucet handles, light switches, and flooring

PUBLIC USE OF OUR GROUNDS/FACILITIES

- Do not gather in groups of more than 25 people
- Masks/face coverings are required indoors. They are required outdoors only if less than 6 feet apart from non-family members
- Please carry water, hand sanitizer and disinfecting wipes
- Stay at home if you have symptoms of the illness
- Buildings are open to overnight guests and registered program participants only
- Hiking maps and educational program brochures are available at the office
- Guests may use Laurelville's trails, creek and 600 acres to enjoy God's creation during daylight hours