

Last Update July 2020

We have diligently prepared with 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 to keep you well and help you feel confident and comfortable coming here with your family/group.

The following is a detailed list of Laurelville's safety and wellness procedures/protocols:

FOR GUEST & STAFF WELLNESS:

- Consistent signage displayed throughout the campus/buildings and our status with masks and safety is explained clearly, as it is on our website and Facebook page.
- Maintain 6-foot distance between non-family members
- Masks/face coverings required in all common indoor spaces when with anyone not in your immediate family.
- Cashless payment methods available (Office, Welcome Center and Gift Shop)
- Sanitizing stations available throughout the campus
- Staff and campers receive temperature checks and wellness screenings
- All staff trained on Laurelville's safety practices
- Buildings open to overnight guests only
- Frequent sanitization rounds 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

- Bedspreads removed, substituting a flat cover sheet and "double sheet" method for all guest room beds to guarantee that guests only touch fresh-laundered bedding.
- Frequently-touched items removed 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
- Extra pillows, towels, blankets, etc., are available upon request by calling Guest Services

POOL AND WELCOME CENTER

- Protocol implemented following recommendations & guidelines from the Centers for Disease Control (CDC) and the Commonwealth of PA Department of Health.
- Numbers are limited at less than capacity and recommended guidance to allow for proper and comfortable spacing
- Swimmers must reserve a space 12-3 or 4-7.
- Masks should be worn on the pool deck when distancing cannot safely occur, and in line to order food or check-in
- Masks should not be worn in a water source (pool, creek)
- Signage and spacing to promote physical distancing of 6 feet between non-family members- tape signifies line spacing; furniture spaced on pool deck
- Traffic flow streamlined at entrance area
- Number of people in changing rooms and pool is limited
- Fewer lounge chairs and tables are available poolside; both are safely spaced and periodically sanitized (regular bathhouse rounds) and sanitizing rounds of pool furniture between pool patron swim time turn-over (pre-opening and 3-4pm)
- High-touch and eating areas are sanitized more frequently
- Cashless options 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
- Guests may bring their own chairs and will maintain 6' distancing between non-family members

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.
- Laurelville can prepare/provide meals delivered to your building if arranged in advance and for an additional cost

DINING HALL -MEAL AND SNACK DELIVERY PROCEDURES

- Meals will be prepared by a professional team ServSafe certified in safe food preparation and handling
- Breakfasts option- served continental style and are delivered to guests' building/cabin/cottage (one delivery is for all days of stay) 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 served at scheduled times, and will be fresh hot meals or 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
- For deliveries to buildings- 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 disease including 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

DINING HALL PROTOCOL

- CDC and PA Guidelines and orders are observed.
- Tables and other physical layouts are 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
- Food will be served by staff either directly to tables, family-style, or served by our staff 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

- Masks/face coverings are required indoors and outdoors when proper distancing cannot occur. They are required outdoors if less than 6 feet apart from non-family members.
- Masks should not be worn in a water source (pool, creek)
- 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