



COVID-19 REOPENING & SAFETY PROCEDURES

After a period of closure due to COVID-19, Christ The King Retreat House & Conference Center will be open to retreatants July 13th. CTK will be open for day retreats and private individual retreats for retreatants that are occupying rooms with private bathrooms. We will be taking all measures possible to keep our visitors and staff safe and to keep our facilities properly sanitized. The safety protocol in place is as follows:

- Guests' temperature will be taken upon check-in at the entrance of CTK. Guests will be required to sign in and confirm that they have had no symptoms related to COVID-19. The sign-in form will also include their contact name, phone number, email address and time.
- Guests are at their own volition once they read the guidelines and sign in.
- Meals will be eaten in a socially-distanced manner, or guests can choose to take their meals outdoors.
- Meals will no longer be buffet-style and will instead be served and distributed by the CTK staff. Meals may also be given out as boxed meals.
- Masks will be worn throughout the House (unless eating). Mask may also be taken off if individuals are sitting 6 feet apart in a conference setting.
- Meditation will be done with masks on and will be socially-distanced. Space in our Chapel is limited so participation will be first come, first served. Please see the maximum room occupancy section for more information on occupancy guidelines.
- Chapel seating areas will be clearly marked for social distancing.
- Bathroom & shower facilities in the Dorm area of the house will be closed to guests.
- Guests may use the Coffee & tea bar but must sanitize hands before doing so. Guest will only be allowed to use paper cups.
- All frequently-used spaces and items throughout the house will be sanitized multiple times daily by staff.

Here is a more in-depth, detailed outline of the procedures in place at CTK. The following guidelines were adapted from the CDC Guidance for reopening.

Promote healthy hygiene practices through:

- Reinforce washing hands and covering coughs and sneezes among retreatants and staff.
- Reinforce use of cloth face coverings among all retreatants and staff. Face coverings most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, and tissues.
- Posted signs throughout the house on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Intensify cleaning, disinfection, and ventilation

- Clean, sanitize, and disinfect frequently touched surfaces (for example, door handles, sink handles) multiple times per day and shared objects between use.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants.

- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.

Promote social distancing

- Allow minimal mixing between groups. Limit gatherings, events, and activities to those that can maintain social distancing, support proper hand hygiene.
- Continue to space out seating to six feet apart in all conference rooms
- Disinfect dining room in between uses.
- Avoid sharing of foods and utensils.
- Avoid sharing electronic devices and books. Signage to indicate use of gloves when looking at books.
- Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing).

Monitoring and Preparing

- Check for signs and symptoms
- Establish routine, daily health checks on arrival, such as temperature screening of both staff and retreatants. 100.4 temperature is threshold.
- Implement health checks (e.g. temperature checks and symptom screening) safely and respectfully. Each employee and retreatant must sign in and establish that they have not experienced any symptoms related to COVID-19.
- Encourage staff to stay home if they are sick and encourage retreatants to stay home if they are sick.
- Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants.
- Advise sick staff or retreatants not to return until they have met CDC criteria to discontinue home isolation.
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

Maintain healthy operations

- Designated person to be responsible for responding to COVID-19 concerns is our Executive Director, Christopher Spilka. This includes self-reporting of symptoms and notification of exposures.
- State and local health department notices will be checked daily about spread of COVID-19 in the area and we will adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been at the Christ The King Retreat House and poses a risk to the community, we will close our facility for a few days for cleaning and disinfection.

Maximum Room Occupancy (Each seating area 6 feet apart)

Merton: 25	Loyola: 10	Assisi: 4
Chapel: 25	Carmola: 3	Avila: 5
Dining Room: 25	Library: 3	Kelly: 3