

## Colombiere Center's COVID-19 Protocols/Procedures- Phase 4

Your health is our utmost priority and concern. Our team is committed to protecting the wellbeing of our guests and staff by providing a comfortable and safe environment for everyone who visits. We are advancing our current best practices and making sure our teams take extra precautions in order to deliver a fulfilling and enjoyable experience during your visit.

In response to the recommendations of the CDC and the guidelines provided to us by the State of Michigan, the following protocols are currently in place at Colombiere Center.

### General Information:

- All Colombiere employees will go through a daily health screening at the beginning on each shift.
- Overnight rooms will be single occupancy only. Capacity is 110 people in single rooms. **No more than 20 people may gather indoors in Phase 4.**
- Married couples or those sharing the same household may room together.
- Masks are required to be worn by all visitors during the duration of their visit indoors. Please wear a mask outdoors if you are not able to socially distance.
- Hand-sanitizing stations have been placed throughout the Retreat Center.
- Social distancing of six feet will be observed throughout the center.
- High traffic areas such as handrails, door knobs, restrooms/showers and common areas will be cleaned and disinfected daily.

### For our Retreatants:

- Group leader/Representative will be responsible for taking health and thermal screening of all guests prior to entering.
- Directional maps will be provided prior to your retreat date to guide guests where to go to get to and from meeting spaces/dining/lobby.

### In the Dining Room:

- Please wear your mask to get your food and while moving around the dining room.
- Only three people will be seated at each table in the dining room.
- Meals and beverages will be served to guests from the buffet area.
- Please make sure to wash/sanitize hands upon entering the dining room.
- Condiments will be removed from the line. Please ask a kitchen staff member if you would like a condiment(s).
- Trays will be pre-set with utensils.

### **In the Chapel: (Subject to Change)**

- Pews will be marked to indicate where guests should sit.
- Masks should be worn during Mass and only removed when receiving Holy Communion.
- Guests are encouraged to receive Holy Communion in the hand.
- Face-to-face Reconciliation will take place in the side chapel with six-foot spacing – TBD
- Space will be cleaned and disinfected after each service.
- Guests are encouraged to seat in the same chair in the chapel, dining room and meeting spaces for the duration of their stay.

### **Common Area Procedures**

- All couches removed and replaced with single chairs/armchairs where appropriate.
- Our Housekeeping staff has been trained on appropriate cleaning methods related to COVID-19, and we will continue to update protocols as new recommendations become available.

### **Overnight Rooms/Meeting Spaces**

- Our Housekeeping staff will spray and wipe down the entire room with a disinfecting agent. The disinfecting agent will be allowed to dry and the room will be cleaned as usual. Gloves are to be changed between rooms. All linens will be washed and dried in high heat after each group.

### **Shared Bathrooms/Showers**

- Shared bathrooms will be cleaned regularly using an EPA registered disinfectant at least twice per day in the morning and evening or after times of heavy use.
- Bathrooms/Showers will be continuously stocked with soap and paper towels. Trash will be emptied regularly.
- Signs will be displayed on how to wash hands properly in the restrooms. Maintain distance signs will also be placed throughout the building.

**Please note these precautions are subject to change, based on health recommendations. Thank you for your patience and understanding as we navigate these unusual circumstances together.**