

Colombiere Center Reopen Plan

The health and well-being of our Jesuits, staff and guests remains our top priority. Our procedures and plans are created to offer a safe experience for all and in compliance with the State of Michigan and regulatory agencies. The maximum capacity for the Conference Center at 25% is 60 people in our first phase of reopening. Social distancing will be maintained on all levels while groups are in the building.

General Information:

- All Colombiere employees will go through a daily health screening at the beginning of each shift.
- Overnight rooms will be single occupancy only. Those that live in the same household or have been fully vaccinated may share a room.
- A mask/face covering that covers the nose and mouth, while secured under the chin, are mandatory to be worn by all visitors. Mask may be removed during meals and in sleeping room only. Please wear a mask outdoors if you are not able to socially distance.
- Main Lobby Entrance will be available for check-in. After groups have checked in, Conference Staff will sanitize all high touch surfaces in the Lobby. Furniture will be rearranged to allow for distancing.
- High School/Youth Groups – at least one overnight chaperone will be required per floor to monitor the hallways at night.
- 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.
- The main elevator will only be available for (2) people at a time. Jesuits will need to use their elevator only and refrain from using the main elevator. Visitors will be asked to use the stairs as much as possible.
- Groups will be asked not enter areas that are not assigned to their group.
- Recreation Room will be temporarily closed.
- Anyone breaking infection control protocols will be asked to leave the building immediately.

Retreatants:

- Group leader/Representative will be responsible for taking daily health and thermal screening of all guests prior to entering. Conference Manager/Coordinator will need copies of the daily screenings to keep on file. COVID-19 checklist liability waiver must be filled out upon arrival.
 - Send anyone home with a temp. over 100 degrees or if the guest exhibits any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.

- 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.

Dining Room:

- Hands will need to be washed prior to entering the dining room.
- Up to three people may be seated at each table. Masks may be removed once seated.
- Meals and beverages will be served to guests from the buffet area.
- 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.
- Dining room will be cleaned and sanitized between each meal shift.

Main Chapel (Closed to all Conference groups until further notice)

- Pews will be marked to indicate where guests should sit.
- Masks should be worn during Mass and only removed when receiving Holy Communion.
- Guests will receive Holy Communion in the hand.
- Face-to-face Reconciliation will take place in the side chapel with six-foot spacing.
- Chapel will be cleaned and disinfected after each service.
- Jesuit Community Mass will be closed to the public.

Auditorium

- Groups will utilize the Auditorium for services
- Tabernacle and materials will be arranged for set up in the room.

*Groups will be asked to bring in their own priests for mass and confessions.

Overnight Rooms/Meeting Spaces

- 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. All linens will be washed and dried in high heat after each group.
- Meeting spaces will be arranged to help with social distancing.
- Groups will be provided disinfecting spray and towels to utilize in meeting spaces.

Shared Bathrooms/Showers

- Shared bathrooms and showers will be cleaned regularly using an EPA registered disinfectant at least twice per day in the morning and afternoon or after times of heavy use.
- Shower stalls will be numbered. Groups will be assigned a shower stall by their group leader/representative to use for the duration of their stay.
- 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.

***All reopen plans are subject to change at any time in compliance with the state and federal guidance.**