



209 Blake Hill Rd., Van Etten, NY 14889
(607) 589-4419

COVID-19 Precautions and Procedures for Group Retreats **Effective 20 July 2020**

OVERVIEW

Light on the Hill is instituting a set of procedures as we reopen our facility to group retreats in order to minimize transmission of COVID-19, in compliance with New York State Department of Health guidelines. We ask all participants to observe these procedures for the duration of their stay at Light on the Hill. (Light on the Hill's New York Forward Safety Plan is posted in Inner Light Lodge.)

*If you are exhibiting any COVID-19 symptoms, have tested positive to COVID-19 in the last fourteen days, or have been exposed to someone who has tested positive in the last fourteen days, we ask that you not come to **Light on the Hill**. Please seek proper medical care and contact your local health department for guidance on how to quarantine and/or isolate.*

*If you have traveled from or within any of the following states, you are required to quarantine upon entry into New York for fourteen days. **You may not come to Light on the Hill during your quarantine period.** See the COVID-19 Travel Advisory information here:*
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Restricted states (as of 2 August 2020):

Alabama	Iowa	North Carolina
Alaska	Kansas	North Dakota
Arizona	Kentucky	Ohio
Arkansas	Louisiana	Oklahoma
California	Maryland	Puerto Rico
Delaware	Minnesota	South Carolina
District of Columbia	Mississippi	Tennessee
Florida	Missouri	Texas
Georgia	Montana	Utah
Idaho	Nebraska	Virginia
Illinois	Nevada	Washington
Indiana	New Mexico	Wisconsin

PROCEDURES AND EXPECTATIONS

During the COVID-19 pandemic, we ask the following.

LIGHT ON THE HILL STAFF WILL:

- Post markers on the floor in common spaces to remind retreatants to observe proper social distancing.
- Follow guidance provided by New York State regarding food preparation and service.
- Arrange Dining Room chairs and tables for proper social distancing during meals.
- Disinfect the following in the Lodge at least daily:
 - Public door handles
 - Light switches
 - Window cranks in common rooms
 - Bathroom faucets
 - Bathroom stall door latches
 - Toilet flush levers
 - Tables and chairs
 - Other high touch areas
- Disinfect the following in Stillpoint Sanctuary at least daily:
 - Door handles
 - Light switches
- Provide a thermometer at the check-in station.
- Provide hand sanitizer and masks (for those who forget their own masks).
- Provide personalized OCCUPIED signs for each retreatant to use for restrooms.

GROUP LEADERS WILL:

- Communicate COVID-19 procedures to retreatants prior to retreat and answer questions.
- Remind retreatants to bring their own masks.
- Coordinate with the Managing Director to mark and arrange the Large Meeting Room according to group needs and proper social distancing (i.e. at least six feet between participants' chairs, mats, cushions, etc.).
- Follow Light on the Hill, Inner Light Lodge, and Stillpoint Sanctuary procedures throughout retreat (see below).
- Complete health check form upon arrival.
- Assign retreatants to a specific toilet, sink, and shower to use throughout the retreat. Communicate these assignments to retreatants upon their arrival. Distribute personalized OCCUPIED signs to each retreatant. Collect and return these at the end of the retreat.
- Take the temperature of each retreatant upon arrival.
- Collect health check forms from each retreatant and give to Managing Director.
- Weather-permitting, open windows for air circulation instead of using AC. Please only open halfway.
- Notify Light on the Hill's Managing Director if any retreatant is diagnosed with or tests positive for COVID-19 within fourteen days *after* the retreat ends.

RETREATANTS WILL:

- Complete health check form upon arrival.
- Follow these **Light on the Hill procedures**:
 - Maintain social distancing (at least six feet) at all times from others when you are on the property, unless you are members of the same household.
 - If singing, maintain at least twelve feet of distance from others.
 - If you must come within six feet of another person, (or twelve feet if singing) wear a face covering, unless you are members of the same household.
- Follow these **Inner Light Lodge procedures** throughout retreat:
 - Use only the toilet stall, sink, and shower assigned to you.
 - Post your personalized OCCUPIED sign on the restroom door when you enter (so that no one else enters the room while you're occupying it).
 - Maintain social distancing (at least six feet) within the Lodge at all times. Use markers on floor as a guide.
 - Wear a mask/face covering in the public areas of the Lodge at all times (including in dining room, small meeting room, large meeting room, and entrance). The only exception is when seated in the dining room eating a meal.
 - Consider the corridors as one-lane bridges; step back to allow someone walking toward you to exit the hallway before you enter.
- Observe these **Stillpoint Sanctuary procedures** throughout the retreat:
 - Only one person may enter Stillpoint at a time.
 - Post your OCCUPIED sign on the door when you enter.
 - Use hand sanitizer when you enter and leave.
- Notify your retreat leader if you test positive for or are diagnosed with COVID-19 within fourteen days *after* attending the retreat.

Light on the Hill Retreat Center
Health Check Form for Group Retreat Participants

Name: _____

Retreat: _____

1. Have you been diagnosed/tested **positive** for COVID-19 within the past 14 days?
 Yes No

2. Have you experienced any symptoms of COVID-19 within the past 14 days? COVID-19 symptoms include: new cough, shortness of breath/difficulty breathing, sore throat, new muscle aches or headaches, gastrointestinal symptoms (i.e. diarrhea, vomiting, etc.), chills or repeated shaking with chills, or a new loss of taste or smell?
 Yes No

3. Do you currently have a temperature above 100.4 F?
 Yes No

4. Have you knowingly been in close contact in the past 14 days with anyone who has tested positive for, or been diagnosed with, COVID-19? Close contact is defined as being closer than 6 feet for more than 10 minutes.
 Yes No

5. Have you knowingly been in close contact with anyone who currently has symptoms, or had symptoms, of COVID-19? Close contact is defined as being closer than 6 feet for more than 10 minutes.
 Yes No

6. Have you traveled to/from any of the following states in the last fourteen days?

Alabama	Idaho	Mississippi	Oklahoma
Alaska	Illinois	Missouri	Puerto Rico
Arizona	Indiana	Montana	South Carolina
Arkansas	Iowa	Nebraska	Tennessee
California	Kansas	Nevada	Texas
Delaware	Kentucky	New Mexico	Utah
District of Columbia	Louisiana	North Carolina	Virginia
Florida	Maryland	North Dakota	Washington
Georgia	Minnesota	Ohio	Wisconsin

Yes No

If so, according to the New York State Travel Advisory, you must quarantine for fourteen days. You may not attend a retreat at Light on the Hill during your quarantine period.

Signature: _____

Date: _____