

Guidelines for Olmsted Manor During COVID-19 Pandemic

June 1, 2020- September, 2020

Welcome to Olmsted Manor Retreat Center!

The Mission of Olmsted Manor is to be an adult retreat center providing renewal within a sacred space and an atmosphere of Christian hospitality.

During this time of COVID-19 and the challenges it presents for the safety of each of our guests and the Olmsted staff, we ask you to abide by the following guidelines. These are for your safety as well as the safety of your fellow guests and the staff. We believe following the guidelines will help us to provide the hospitality that is the very foundation of Olmsted's ministry with the least risk for all. We hope you will find peace and renewal without fear nor anxiety during your time in this sacred place.

- Olmsted will follow state guidelines and limit occupancy to 50%, which means we will not accept any more than 25 guests at one time.
- Food Service is restricted to 25% of room capacity due to the need to be without a mask while eating. Olmsted reserves the right to serve meals as pickup/carryout in order to enable guest to spread out to designated areas to abide by this restriction.
- Due to State and CDC guidelines, if you live in an area under a "Stay at Home" order, or if you have any symptoms related to the coronavirus, do not come to Olmsted out of the utmost caution and care for our other guests and staff.
- In order to follow CDC screening and tracking guidelines, Olmsted will expect each guest to complete the attached questionnaire upon arrival and registration. It requires taking and recording of your temperature for reference purposes. You will be expected to return home if you have a temperature above 100.4 F.
 - Olmsted staff will be here to greet you and help with the process.
- You will be expected to wear a mask at all times, unless you are eating or in your private room.
 - Olmsted will provide masks, if needed.
- You will be expected to maintain social distancing of at least 6 feet from fellow guests.
- You will be expected to wash your hands with soap and water for at least 20 seconds and sanitize them as often as possible, particularly before and after eating or touching communally exposed surfaces.
- Due to Health Department guidelines, food preparation in the Manor House Kitchen will be limited to individual guest or related family members. No groups with unrelated guests shall prepare or share food in the Manor Kitchen at this time.
- Health Department guidelines also do not allow for homemade food items to be shared among guests. You may bring individually wrapped, single-portion food items to share if they have been prepared in qualified commercial settings under safe conditions. Communally opened and shared food items pose significant risk for the spread of COVID-19.
- You are expected to report any illness that manifests while visiting Olmsted **to any Olmsted Staff Member** so that precautionary measures can be taken for the safety of all.

Please note that each guest will be expected to abide by these guidelines and agrees to do so by signing the attached questionnaire.

Due to the volatile nature of this pandemic, these guidelines may change or be modified without notice. Olmsted will abide by these guidelines through September 30, 2020, with any adaptations communicated upon arrival. Relaxing of restrictions or expansion of services will be evaluated weekly by the Olmsted Staff based on CDC and Pennsylvania State regulations and guidance.

June 1, 2020

Olmsted Manor

COVID-19 Questionnaire

Name of Group: _____

Name of Guest: _____

Phone Number: _____

Email: _____

Address: _____

City _____ State _____ Zip _____

Have you been running a fever of 99.5 or higher?

Yes No

Current temperature _____ (Taken at time of check in)

Have you taken any medication that suppresses fever?

Yes No

Medication _____ Dose _____ Time taken _____

Have you experienced any:

Coughing?	Shortness of breath?	Sore throat?	Muscle Aches?	Stomach Pain?
<input type="radio"/> Yes				
<input type="radio"/> No				

Have you been in contact with anyone that has the Coronavirus or is under investigation for having the Coronavirus within the last 14 days?

Yes No

Do you live in an area that is currently under a "Stay at Home" order?

Yes No

Have you traveled internationally within the last 14 days?

Yes No

Have you been in contact with anyone that has traveled internationally within the last 14 days?

Yes No

Have you traveled through any domestic airports in the last 14 days?

Yes No

I have read the guidelines and answered the questions truthfully and I am looking forward to my time at Olmsted Manor Retreat Center.

Signature _____ Date _____

June 1, 2020