



## **MALVERN RETREAT HOUSE**

### **COVID-19 GUIDELINES**

#### **Welcoming Guests Back to Malvern Retreat House**

In preparation for guests returning to Malvern Retreat House, a COVID 19 Task Force was created. The Task Force is comprised of Board Members and key staff who reviewed information from the Centers for Disease Control (CDC), the PA Governor's office, the PA Health Department along with the Chester County Health Department. Our liturgical guidelines were informed by the Archdiocese of Philadelphia information, and their ARISE website.

As we navigate a new way of operating our Retreat House, we appreciate your understanding, support and patience. Malvern Retreat House will continue to monitor the information from federal, state and local governments and we reserve the right to update these guidelines based on any changes or new information from those entities as well as our unfolding experience at Malvern Retreat House.

New policies are in place for our staff and guests to ensure the safety and health of all of those visiting Malvern Retreat House. Our commitment to the mission and the spiritual growth of individuals, groups and the community we serve remain a guidepost for Malvern as we developed this plan.

During our temporary closure, we developed new and innovative ways of delivering retreats through our virtual options and online offerings. An outside professional service has deep cleaned and sanitized the entire campus including guest rooms, meeting spaces, chapels, and all common areas.

**We are excited to welcome you back to Malvern Retreat House – St. Joseph in the Hills!**

## **WHAT TO EXPECT UPON ARRIVAL AND DURING YOUR STAY**

- Wellness Check - Upon arrival, you will be required to complete a questionnaire. If you have had any of the listed symptoms within the past two weeks you will be required to return home.
- Temperature Check – Retreatants' temperatures will be taken at the beginning of each retreat and if a fever of over 100.4 is detected you will be required to return home.
- Malvern Retreat House requires all guests to sign a pledge to follow the guidelines during your stay. Anyone under the age of 18 must also have a parent or guardian signature. If you decline to sign the pledge you will be required to leave the MRH campus.
- A wrist band will be given to everyone after their temperatures have been taken and registration is complete. Wrist bands must be worn for the entire retreat.
- As mandated by the Commonwealth of Pennsylvania, a list of attendees, their phone numbers and an up to two week intended location will be maintained by MRH or event coordinators.
- Retreatants must register in the designated location prior to entering any other buildings on the property. Late registrants must contact the onsite event organizer or coordinator to register prior to entering MRH facilities.
- State mandates require that all attendees must wear a mask/face covering in all indoor and outdoor public areas except when eating meals.
- Clean linens and towels are provided but guests may bring their own
- Served buffet and plated meals will be in place until further notice
- Social distancing of 6 ft. apart is in place and required in all areas

## **KEEPING RETREATANTS AND GUESTS SAFE**

- Frequently touched surfaces and objects such as handrails, computers, door knobs, light switches, desk, keyboards and phones have been disinfected and are cleaned regularly throughout events
- Hand sanitizers, tissues, soap, and cleaning wipes are provided and available throughout the facility
- Plexiglas shields are in place at front desk and shared areas
- We use CDC approved cleaning and disinfectant for high touch areas
- Handshaking and hugs are discouraged among retreatants
- Increased cleaning frequency and sanitation of all areas
- Guest rooms will be cleaned and sanitized before a guest's arrival and again upon departure.
- Guest rooms will be sealed after cleaning

## **KEEPING STAFF SAFE**

- Employees will stagger arrival time, work remotely and when on-site, practice social distancing
- Employees are trained and updated on the latest guidelines and safety protocols
- Employees' temperature is taken daily with a wellness check by a trained supervisor
- Employees are required to stay home if they are not feeling well and leave the grounds if they begin to feel ill
- Employees are advised to avoid handshaking with other staff or guests
- Employee contact tracing is in place

## **Religious Services – Mass, Communion, Confession**

- Religious services will use the guidelines from the Archdiocese of Philadelphia, along with the guidelines from the CDC and Commonwealth of PA
- Presentation of gifts, sign of peace, holding hands and distribution of the precious blood is suspended until further notice. Singing is limited to celebrant and music minister
- Communion will be distributed in the hand only, and celebrant should sanitize hands after communion is complete. Requests for communion on the tongue will be held separately after Mass and celebrant's hands should be washed before and after each person receiving in this manner
- Confession –Social distancing will be observed and be held in an open area rather than in small confined areas. Retreatants may be required to sign up for a confession time. Availability of confessors may be limited; we encourage retreatants to celebrate confession prior to or after the retreat.
- Adoration Chapels – doors will remain open and retreatants must clean area used when their time is completed; proper disinfecting wipes and other materials will be made available. As needed, group adoration will replace private adoration.
- Chapel doors will remain open to allow for air flow and eliminate touching of doors
- Priests, deacons and liturgical ministers must wash hands prior to and following the celebration of Mass
- Retreatants are encouraged to bring their own bibles until further notice
- Holy water fonts will remain empty until further notice
- Our pews do not have missalettes, hymnals, papers, and envelopes
- Social distancing is observed while waiting in line for communion

**Malvern Retreat House Retreat/Event Attendee Pledge and Waiver**

I, \_\_\_\_\_, pledge to the following:

- I understand that I must return to my home if:
  - I have experienced symptoms of COVID-19 in the last three (3) days;
  - I share a household with someone who began to experience the symptoms of COVID-19 in the last fourteen (14) days;
  - I have a fever over 100.4 degrees or visible signs of illness.
  - I develop signs of illness while at Malvern Retreat House.
  
- I will adhere to all enhanced safety protocols and guidelines implemented and shared by Malvern Retreat House, including but not limited to the following:
  - Wearing a mask/face covering in all public areas of the retreat house.
  - Six feet social distancing when with non-family members.
  - Frequently washing hands with soap and water or use of hand sanitizer
  - Observing entrance and exit patterns for all buildings
  - Wear wrist band during retreat after wellness check is complete
  
- I pledge that I have not traveled to or from a known “hot spot”, according to the Commonwealth of PA, for COVID-19 within the last 14 days.
  
- I pledge to inform Malvern Retreat House staff should I develop symptoms or become ill with COVID-19 within 14 days of being on campus to allow for notification of staff and retreat attendees. I understand that my privacy will be maintained in these matters.

**By signing this agreement, I acknowledge, agree and represent that I am aware of the contagious nature of COVID-19 and the recommended measures to limit its spread. I agree to follow all of the guidelines put in place by Malvern Retreat House (MRH), to follow instructions specified by MRH staff, and to follow best practices to limit the spread of COVID-19. I voluntarily assume the risk that I may be exposed to or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions or negligence of myself and others, including other retreatants.**

Retreatant name: \_\_\_\_\_

Retreatant signature: \_\_\_\_\_

If under the age of 18, parent/guardian signature is required: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

As required by the State of PA, what is your expected location for the next 14 days? (Ex: Home/Town/State)

\_\_\_\_\_

**Wellness Check questions for retreatants:**

- Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition? YES/NO
- Within the last 14 days, have you experienced new shortness of breath that you cannot attribute to another health condition? YES/NO
- Within the last 14 days, have you experienced new muscle aches that you cannot attribute to another health condition? YES/NO
- Within the last 14 days, have you had a temperature at or above 100.4 or the sense of having a fever? Without medication? YES/NO
- Within the last 14 days, have you had close contact with or cared for someone who is currently sick with, suspected of, or confirmed case of COVID-19? (close contact is defined as within 6 ft. for more than 10 consecutive minutes) YES/NO
- Within the last 14 days, have you traveled within/from an area considered to be a current “hot spot” for COVID-19? YES/NO

