



La Foret Conference & Retreat Center

COVID 19 Protocols

Employees:

All **department directors** are responsible to see that the following protocols are followed, and that all team members have the resources, equipment and appropriate flexibility needed to perform their duties safely.

- Any employee who feels sick, fever, coughs, chills, etc, should not report to work. Any employee who may begin to have these symptoms while at work, should notify their supervisor and leave the property as soon as possible. Any employee who has been in contact with anyone, friend or family members showing symptoms or with a known Covid 19 diagnosis, should not report to work. IN the event that an employee begins to feel ill during the day, the supervisor should begin contact tracing to identify those persons the employee may have been in contact with.
- Employees who are able or at higher risk, should work remotely from home.
- While at work, all employees should wear a mask, when in contact with other employees, guests, delivery personnel, vendors and others on site. Practicing a 6' social distance from other employees and guests. Disposable gloves are also available for employees use. Gloves should never replace proper hand washing practices
- In person meetings should be kept to a minimum and 6' distancing should be practiced at all times.
- Employees should wash their hands vigorously with soap and water for at least 20 seconds or use hand sanitizer as much as they feel they need to, in order to keep themselves and others safe.
- Face covering should be used when working within a 6' vicinity of others.
- Be conscious of those around you and respect a 6' distance from each other when possible.
- All staff should increase the frequency of cleaning and sanitizing their work areas. Pay special attention to those things in the work place that are shared by others.

- Thorough cleaning and sanitizing of guest accommodations and all surfaces in-between guest groups will be followed thoroughly to include wiping of all bathroom and other high touch surfaces in guest accommodations. Sanitizing will be done with a 10% bleach solution.
- Dining hall tables and chairs will continue to be wiped between all meals with a sanitizing solution. Guest bathrooms in the dining hall will be cleaned and sanitized between all meals and regularly during meal times.
- Public bathrooms in Inglis, Ponderosa and pool bath house will be cleaned and sanitized three times daily. Early morning, noon and evening.

Campers and Guests

It is our expectation that all guests and campers will follow the protocols that may currently be set in place by the state of Colorado. Those currently are:

- Limit your gatherings to groups of 10 or less persons, unless you are all immediate family members.
- Keep a 6' distance from others.
- wear an appropriate effective face covering whenever feasible while out in public at camp or within 6' of each other.
- Wash your hands regularly and use a hand sanitizer when it is available.

If you have symptoms, fever, sore throat, headache, back ache, shortness of breath, have had a positive test or exposed to someone who may be positive for Covid 19, you should not come to La Foret and you should self-quarantine for 14 days.

All campers and persons who will be at La Foret under our state childcare license, will need to submit to a full health screening upon arrival. This screening will include a temperature check. Regular health screening during your stay may also be necessary. Any camper who is determined to be sick, or showing serious signs of a coming illness, will be immediately quarantined and sent home.

In the dining hall, separate meal or staggered meal time may be in place to reduce the number of people in the dining room at one time. Your attention to these structured times will be appreciated by all.

