

## **CALLED: A Retreat on Discipleship COVID-19 Safety Plan and Protocols**

Our team is excited to welcome your participation in our one-day retreat on discipleship.

This document details the protocols we have in place to provide as safe an environment as possible for returning to in-person ministry. Thank you, in advance, for working with us in following these protocols. If there are any changes to these protocols, we will notify you via email.

Most of the retreat will be held outdoors under a large tent on the property of Christ the King Church. We will also be in the Cafeteria/Hall building for an hour of our day right before lunch.

Although there is no guarantee that we can prevent anyone from falling ill as our young people participate in this retreat, efforts of prevention, attention, and care for one another will help provide an added measure of safety to our campus. All retreat staff, volunteers, youth, and families, must work together to promote safety and health, adhering to the policies and procedures outlined in this COVID-19 Safety Plan and Protocols. These guidelines are based on recommendations from the Centers for Disease Control and Prevention (CDC), the Hawaii Department of Health (HDOH) and Diocese of Honolulu.

### **Responsibilities of Parents, Guardians, and Youth:**

- Check for any signs of illness before leaving the home. Do NOT come to youth ministry if:
  - you experience any of these symptoms: fever of 100°F or above, cough, shortness of breath, difficulty breathing, runny nose, sore throat, loss of taste or smell, chills, nausea, vomiting or diarrhea.
  - you have recently been in close contact (within 6-feet for more than 15 minutes) with someone who has tested positive w/ COVID-19 or is showing symptoms.
  - you have recently returned from travel outside of the island of Oahu and have not yet had a negative pre-travel test or have not completed your 10-day post-travel quarantine.
- Review the general protocols for health and safety (physical distancing, proper wearing of a mask, washing hands, avoiding the sharing of personal items and food, etc.).
  - NOTE: if a young person is unable to wear a mask due to challenges or medical reasons, a written medical exemption from a U.S. registered physician is required. In this case, a face shield should be used.

### **Drop-off, Check-In, and Pick-Up Procedures:**

- Parents/Guardians should park in the main parking lot fronting the church building for both drop-off and pick-up.

- A parent/guardian and youth will need to check-in at the table fronting the office (signs will be posted).
- Completed **Medical Information & Parental/Guardian Consent Form/Liability Waiver** will be turned in at this time.
- Temperature and general symptom check will be taken upon arrival. Parents are asked not to leave campus until after this.
  - Upon arrival, youth will be invited to wash their hands with soap & water or use hand sanitizer.
- Youth are reminded to practice physical distancing while waiting to check-in and while waiting to be picked up after the event.
- Parents/Guardians are asked:
  - not to leave campus until after your child has been allowed in after temperature check
  - not to congregate or gather, in close physical distance, in the parking lot.
- No visitors (non-retreatants) will be allowed.
- Adults should park in the main parking lot fronting the church building.

#### **Safety Protocols While On-Campus:**

- Masks must be worn at all times. Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps. Face shields may be use as an additional layer of protection but should not replace the use of a face mask.
  - NOTE: if a young person is unable to wear a mask due to challenges or medical reasons, a written medical exemption from a U.S. registered physician is required. In this case, a face shield will be allowed.
- Exercise physical distance of six feet, or more, between non-household members.
- Wash hands with soap and water or with hand sanitizer upon entering classroom, after breaks or activities, and as needed during the retreat. Hand soap is provided in the restrooms, and hand sanitizer will be available.
- Youth are encouraged to bring their own reusable water bottle.
- During lunch and snack times, youth will be allowed to remove their masks to consume food and drink but will be asked to maintain physical distance from each other while eating.
- Youth are asked to NOT touch others' property.
- Activities, ice breakers, etc. will be held in a physically distanced and safe manner. Movement will be limited and arranged to avoid close contact.
- If supplies are needed for a craft or activity, they will be provided in individual bags. 'Clean' pens will also be provided.
- Game balls, or other sports equipment will be sanitized before and after each use. Youth are also asked to sanitize their hands before using the equipment.
- If a youth becomes ill during class:
  - Parent/Guardian will be contacted immediately to pick up the young person.
  - The young person will wait away from others in a designated, supervised area, on campus.

- If symptoms appear to be life threatening, (i.e. fever > 103°F, difficulty breathing, unable to speak, increased pain), an ambulance will be called.
- Any possible cases of COVID-19 require a notification to host parish's pastor, local health officials, and families possibly infected (for contact tracing), while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- The area will be closed off for 24 hours and then thoroughly cleaned and disinfected.

### **Cleaning, Sanitizing, and Ventilation Procedures:**

Before the retreat begins, our Team will:

- Clean and disinfect high-touch areas (doorknobs, tables, chairs, sink handles, light switches, supplies, etc.)
- Clean bathrooms (or ensure if cleaned earlier by parish staff)
- Ensure that reminders of safety protocols are posted and clearly visible
- Ensure that hand sanitizers (>60% alcohol content) & disinfecting wipes are available
- Ensure that extra disposable masks are available, if needed
- Arrange tables and chairs at least 6-feet apart
- When needed (i.e. for a game), place removable colored tape on the ground for physical distancing reminders
- Windows and doors will be opened for proper ventilation
- Be sure to have Emergency Contact lists on hand

After the retreat, our Team will:

- Clean and disinfect high-touch areas (doorknobs, tables, chairs, sink handles, light switches, etc.)
- Clean bathrooms (sink and toilet handles, check if soap/paper towels need refilling, etc.)

As we move forward with the planning of this retreat, we will continue to review recommendations from government health authorities, and the diocese, as well as review this Safety Plan and Protocols. As changes are made, all involved will be notified by email.

Questions or Concerns? Contact the Office of Youth and Young Adult Ministry at 808-203-6763 or email us: [oyyam@rcchawaii.org](mailto:oyyam@rcchawaii.org).