



LA SALLE MANOR
Retreat and Conference Center

La Salle Manor's Commitment to Safety and Cleanliness

Covid-19 Response Plan, June 2020

*Below is La Salle Manor's Commitment to Safety and Cleanliness. We want to assure you that we are striving to make our building safe for your return. As we resume operations and a return to creating space for meaningful retreat experiences, we want to give you our assurance that **your safety is our top priority**. We take steps to ensure our employees are safe and are trained to ensure the safety of all. We continue to pray for all those who have been devastated by this pandemic.*

Cleaning Products and Protocols

To minimize risk and enhance safety for our retreatants and staff, we use disinfectant products that have been approved and certified by the U.S. Environmental Protection Agency (EPA), for use against emerging viruses, bacteria, and other pathogens. Our enhanced cleaning protocols adhere to recommendations set forth in the regards to cleaning and sanitization of public spaces, including high-touch areas, and to disinfect every space and more frequently. In sleeping rooms, we focus on deep cleaning between guests. We will be utilizing a spray electromagnetic chemical in all sleeping rooms and public spaces between groups. This will also involve deeper and more frequent cleaning of public restrooms and showers. Non-essential items in high touch areas (magazines, books, etc.) will be removed.

LSM Staff Responsibility

- Staff who are feeling sick are required to stay home
- Temperature will be checked at the start of shifts; anyone who is exhibiting symptoms of COVID-19 (cough, sore throat, shortness of breath, etc.) will **not** enter the premises, and any person with temperatures of 100F or higher will be not be admitted
- Adhere to social distancing and proper hand washing requirements
- Face mask worn at all times
- Staff members exhibiting symptoms will be required to self-isolate for 14 days from the onset of symptoms and meet applicable health criteria before returning to work as applied by IDPH
- Staff are required to complete training on COVID-19 safety and sanitation protocols.

Retreatant/Leader Responsibility

- Retreatants are encouraged to check temperature **prior** to leaving their home/school and if above 100F, they should self-isolate and quarantine at home
- Leaders will perform health/temperature check at LSM entrance upon arrival and this procedure is encouraged every morning of stay (LSM will provide thermometer). If a guest has a fever of 100F or greater, or exhibits symptoms of Covid-19, they will be asked to leave the retreat
- Leaders will be asked to conduct a COVID-19 screening prior to entrance: exposure to COVID-19? Sore throat? Loss of smell/taste? Shortness of breath? Recent cough or fever? Etc.
- All retreatants wash/sanitize their hands upon entering premises and throughout stay

- Leaders will monitor that all retreatants will wear face masks at all times, except in private sleeping rooms, while exercising and/or during meals
- Leaders must notify LSM administration immediately should any of their group have a fever and/or any symptoms of illness
- Leaders will be asked to make sure their group maintains proper social distance and adheres to all health guidelines as outlined by IDPH
- Only individually wrapped commercial snacks can be provided by groups. No homemade food is allowed at this time

Food Service: All dining must take place adhering to social distancing guidelines. Available eating areas (including outside weather permitting) will be designated via signs. Other items of note are:

- Appropriate PPE use for food handling compliance and food safety protocols will be mandated by all kitchen workers
- Family style meals will be eliminated and shared items on tables will not be allowed.
- LSM staff will serve all meals adhering to health and safety guidelines
- Surfaces in eating area including tables, chairs, and all high-touch items sanitized between each meal.

Activities

- LSM game room will not be available until further notice
- All shared sports equipment will be eliminated
- Pool will be available if desired with commonly touched areas cleaned with appropriate disinfectant before your arrival



Above is the LaSalle Manor Commitment to Safety and Cleanliness. It is the responsibility of the retreatant and the sponsoring institution to read and follow these responsibilities for the safety of all involved as we all strive to move forward during this time of pandemic. Please let us know if there is anything we can do better or differently. We are grateful when you share ideas and concerns directly to us so we can address them. We see these challenges as opportunities. Thank you for supporting our mission.

Signing this form acknowledges that you have read through and agree to LSM commitment and guidelines for groups that are using LSM during this time of pandemic. LSM will not be held responsible should the signed party fail to follow the above guidelines.

Group Name

Retreat Group Leader

Date

 info@lasallemanor.org  (630) 552-3224 ext. 102

Live Jesus in Our Hearts...Forever!