



COVID-19 POLICIES AND GUIDELINES

WESTMINSTER WOODS CAMP AND CONFERENCE CENTER

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Westminster Woods Camp and Conference Center

COVID-19 POLICIES AND GUIDELINES

During 2020, a communicable disease pandemic occurred involving COVID-19 coronavirus. This section of the Emergency Procedures and Safety Plan describes specific measures for COVID-19.

Sources: This plan incorporates guidance provided by Oregon Health Authority (OHA) in the following documents: General Guidance for Employers and Organizations (1/29/2021); Statewide Reopening Guidance – Masks, Face Coverings, Face Shields (2/10/2021); Sector Guidance – Faith Institutions, Funeral Homes, Mortuaries, and Cemeteries (12/18/2021); and Sector Guidance – Outdoor Recreation and Outdoor Fitness Establishments (2/12/2021). One non-OHA document was also consulted: *Field Guide for Camps on Implementation of CDC Guidance* by Environmental Health & Engineering, Inc. (dated January 21, 2021, 120 pages).

Plan Goal: Provide for health and safety of camp users, staff, and volunteers.

GUIDING PRINCIPLES

- a. Follow Oregon direction, particularly OHA general (statewide) and sector guidance.
- b. Follow Centers for Disease Control recommendations.
- c. *Safety is paramount* – not just for camp users, but for staff and volunteers.
- d. Group size figures are totals, and do not assume small sub-groups dispersed across WW.

OBJECTIVE: Make Westminster Woods available for healthy and therapeutic opportunities for nature exposure and contemplation.

WW operations based on County Risk Level guidance, and Guidance that Applies Statewide

GENERAL GUIDELINES – PERTAINS TO ALL RISK LEVELS

State of Oregon Guidance

- Masks or face coverings are required indoors, and recommended for outdoor settings.
- Good hand hygiene should be followed and maintained.
- If any part of an event takes place indoors, then rules pertaining to indoor events apply.
- Physical distance of at least six (6) feet will be maintained between people, except that members of the same household can be within six (6) feet of each other.
- Seating configuration will be adjusted to comply with physical distancing requirements.
- Remove, or restrict, seating or standing areas to ensure a requirement of at least six (6) feet of physical distance between individuals or households.
- A physical distancing monitor should be used to ensure compliance with all distancing requirements, including at entrances, exits, restrooms, and other area where people meet or crowd together.
- Households of up to 6 individuals are to remain together.
- Different households cannot be combined; shared seating for individuals not in the same household is not allowed.

- Prohibit people in different households from meeting/crowding in any portion of a facility, both indoor and outdoor, including in parking lots.
- Vendor or facility operator must frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers, attendees, and participants. Self-serve sanitizing (disinfection completed by facility users) is no longer allowed.
- Clean restrooms hourly during an event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol-content hand sanitizer) during all events.
- Contact tracing is not required but is recommended. Retain contact tracing records for two weeks.

Westminster Woods Guidance

- Physical distancing requirement for outdoor spaces is a minimum of 6 feet between individuals. Large outdoor events, including weddings, are allowed on Despain Field or a 'soccer field' area where 6-foot physical distancing is possible.
- The bathhouse facility is open, and physical distancing requirements apply.
- RV sites are open; RV sites 3 and 4 are subject to physical distancing requirements.
- Tent camping (as arranged with camphost) is permissible, but at least 6 feet of space is required between adjoining tents/campsites.
- Amphitheater, disc golf and outdoor sports, and other outdoor activities are subject to physical distancing requirement of 6 feet between individuals.
- WW camphost will provide guest services, but with social distancing and face-mask use.
- WW camphost will complete sanitizing procedures before a group arrives, and after a group departs.
- These policies may change in response to revised statewide or sector guidance from state of Oregon, Oregon Health Authority.

Westminster Woods Maximum Occupancy Assumptions

- Westminster Woods policies and guidelines for Covid-19, as described in this document, are based primarily on two OHA sector guidelines: *Indoor recreation and fitness establishments*; and *Outdoor recreation and fitness establishments*.
- Oregon Health Authority provides at least two resources that describe how to calculate maximum occupancy and capacity for indoor facilities (also see Endnote 1, pages 5-6).
- Maximum indoor capacity is defined as "35 square feet net area per person" in this OHA resource: *Sector guidance: General guidance for employers and organizations* (OHA2342C01292021, page 2 of 7).
- ***All indoor capacity standards described below, for four different risk levels, are based on 35 square feet net area per person.***

EXTREME RISK LEVEL

- Maximum outdoor capacity is 50 individuals for any gathering or event (retreats, family reunions, meetings, weddings, etc.).
- Indoor dining is prohibited. Sack or box meals can be consumed outdoors.
- Outdoor seating: 6 people per party and table; limit of two households.

- Maximum indoor capacity is as follows (25% of maximum occupancy):
4 in the kitchen/dining and small meeting hall (500 sq. feet). Kitchen deck use is subject to physical distancing requirements (6 feet between users).
8 in sleep center/dorm (1,120 sq. feet, gross; 840 sf net) – maximum of 4 per side.
7 in chapel/meeting center, with nana-doors closed (985 sq. feet, net).
11 in chapel/meeting center, with nana-doors open and patio being used (1,535 sq. ft.).

HIGH RISK LEVEL:

- Maximum outdoor capacity is 75 individuals for any gathering or event (retreats, family reunions, meetings, weddings, etc.).
- Indoor dining is permissible. Sack or box meals are recommended.
- Outdoor dining is allowed: 6 people per party and table; limit of two households.
- Maximum indoor capacity is as follows (25% of maximum occupancy):
4 in the kitchen (dining and small meeting hall) (500 sq. feet). Kitchen deck use is subject to physical distancing requirements (6 feet between users).
8 in sleep center/dorm (1,120 sq. feet gross; 840 sf net) – maximum of 4 per side.
7 in chapel/meeting center, with nana-doors closed (985 sq. feet, net).
11 in chapel/meeting center, with nana-doors open and patio being used (1,535 sq. ft.).

MODERATE RISK LEVEL:

- Maximum outdoor capacity is 150 individuals for any gathering or event (retreats, family reunions, meetings, weddings, etc.).
- Indoor dining is allowed. Indoor seating is maximum of 6 people per table.
- Outdoor dining is allowed: 8 people per party and table.
- Maximum indoor capacity is as follows (50% of maximum occupancy):
8 in the kitchen (dining and small meeting hall) (500 sq. feet). Kitchen deck use is subject to physical distancing requirements (6 feet between users).
16 in sleep center/dorm (1,120 sq. feet gross; 840 sf net) – maximum of 8 per side.
14 in chapel/meeting center, with nana-doors closed (985 sq. feet, net).
22 in chapel/meeting center, with nana-doors open and patio being used (1,535 sq. ft.).

LOWER RISK LEVEL:

- Maximum outdoor capacity is 300 individuals for any gathering or event (retreats, family reunions, meetings, weddings, etc.).
- Indoor and outdoor dining is allowed, subject to maximum capacity limits.
- Maximum indoor capacity is as follows (75% of maximum occupancy):
12 in the kitchen (dining and small meeting hall) (500 sq. feet). Kitchen deck use is subject to physical distancing requirements (6 feet between users).
20 in sleep center/dorm (1,120 sq. feet gross; 840 sf net) – maximum of 10 per side.
21 in chapel/meeting center, with nana-doors closed (985 sq. feet, net).
33 in chapel/meeting center, with nana-doors open and patio being used (1,535 sq. ft.).

CHURCH MEMBER PROGRAM

- Small-group day use for church members is provided without charge.
- Free-will donation to offset expenses (utilities/supplies) will be helpful and accepted.
- Day Use: Church member groups can reserve a day at WW, arriving no earlier than 9 am and vacating no later than 4 pm.
- *Only WW facility available for use*: kitchen/small meeting hall. No chapel, dorm, etc.
- Only Church member groups are permitted at WW under this program.
- Registration with Church office (201 SW Dorion Avenue) is required in advance.
- Names and contact info for all group participants is provided on registration form.
- Before arrival at WW, group leader determines that all group members do not show COVID-19 symptoms (normal temperature, no cough, no breathing difficulty, etc.).
- Designated group leader has primary responsibility for enforcing social distancing.
- Camphost is on-site, and provides contact-less check-in services for each group.
- After group departs, camphost replenishes hand soap, paper products, sanitizer, etc.
- Camphost monitors social distancing, and works with group leader to ensure compliance.
- Restroom facilities are provided at kitchen (not from bathhouse or dorm).
- No food service is provided, although kitchen appliances can be used by a group.
- Recreational equipment is furnished by each group; WW equipment will not be available.
- At end of a stay, camphost will *sanitize any facilities used by a Church member group*.
[For 2021, Oregon standards require a vendor/proprietor to sanitize facilities; WW can no longer require users to complete self-serve sanitation before they depart the premises.]

PROCEDURES FOR CAMP USERS WHO EXHIBIT COVID SYMPTOMS

1. Health screenings occur at beginning of event for larger gatherings. Take temperatures at beginning, and ask about other symptoms.
 - a. For larger groups, WW will have a contactless thermometer available for obtaining forehead temperature readings.
2. Campers who show symptoms are not allowed to remain at camp.
3. If a small-group camper shows symptoms, parents of entire group will be contacted to see if they want to take their camper home for observation.
4. Campers with elevated temperature or other possible COVID-19 symptoms will need a place to wait, separated from other campers, until parent/guardian can pick them up.