

Bergamo Center Reopening Procedures, July 1, 2020

In the interest of safety and health of all guests and the staff of Bergamo, all are asked to practice and respect the following procedures at the Bergamo Center. These procedures are subject to change.

As we resume operations and a return to creating a space for a meaningful retreat experience for our guests, we want to give you the assurance that safety is our top priority. We see these challenges as opportunities to deepen our relationships with our guests and groups. We continue to pray for all people who have been devastated by this pandemic. Thank you for supporting our mission & we look forward to serving you and your group in the near future. We ask that you contact us if you have any questions or concerns. Please know that we will be updating this document as the local and national government releases new information.

Retreat Schedule Procedures

- Reduced guest capacity will be governed by space limitations according to Health Dept guidelines. All guests will be assigned private rooms.
 - Maximum of 24 single rooms July 1 - Aug. 1
 - Maximum of 36 single rooms Aug. 1 - Sept. 21
 - Maximum of 48 single rooms Sept. 21 - Nov. 1
- There is a single entrance to the Bergamo Center where signs will be posted requiring social distancing, face coverings etc. An additional sign welcoming and notifying guests that, "We are using thorough infection control procedures in order to serve you. In an effort to protect our employees and other guests, if you are exhibiting any symptoms of COVID-19, service will not be provided."
- A reminder sign will be posted at the front entrance for hand-washing, sanitization of equipment, distancing, etc.
- Guests will be asked to read and signature a COVID-19 safety pledge.
- Leaders will be asked to take guest temperatures at the time of arrival and in the morning on any following days. (If over 100.4 they will not be allowed to stay.) Bergamo will provide a "no touch" thermometer. Temperatures will be recorded on the pledge form.
- Leaders will go through the Health Screening Questions. If guests answer yes to any of the questions they will be asked to leave.
- Guests must wear face coverings at all times with the exception of eating and while alone in the bedrooms. This includes time spent outside walking to and from and participating in group activities. Staff likewise will be asked to wear masks unless they are in their offices by themselves. Guests are asked to bring their own masks. Masks will be available for those who do not bring their own.
- Hand sanitizer will be made available throughout the building.
- Social distancing of 6 ft apart is expected. Staff will be asked to have limited contact with guests and to remain 6 ft away when talking with them. Bergamo will post required COVID-19 postings at the front entrance.
- For groups planning to have mass as part of their retreat [Archdiocesan guidelines for Mass will be in place](#)
- Tables, chairs and benches have all been placed or marked social distanced. Please do not move furniture. If you have a need for furniture to be moved contact the front desk.

Lodging Bedrooms Procedures

- All guests will be assigned rooms as singles, unless for couples who may be placed in a double room. Guests will be asked not to invite other guests into their rooms.
- Staff will wipe down all door knobs/handles/switches/headboards/desk/rocking chair/etc after each guest leaves.
- There will be no housekeeping service, unless specifically requested or needed.
- Comforters will be removed from all bedrooms.
- Bedding will be removed from any additional beds in the bedrooms.
- There will be enhanced laundering of bedding.

Kitchen/Dining Procedures

- Kitchen staff will wear masks or plastic shields and gloves.
- Kitchen staff will separate throughout the kitchen to maintain social distance of 6 ft or more.
- All surfaces and spaces will be sanitized hourly - including refrigerator door handles, walk in cooler handles, juice dispenser.
- While prepping there will be a designated area for all items that need disinfected afterwards – such as spices.
- A sneeze guard is in place for the serving line. Guests will pass through the line 6 ft apart and 6 ft from the serving area.
- Staff will serve food. Single use plates, cups and utensils will be used. Plates will be moved down the serving line and guests will pick up their plate at the end of the line. There will be no self serve salad bar.
- Guests may use the beverage dispensing machines which will be sanitized regularly. Staff will walk around (wearing a mask) and refill coffee during meals.
- Condiments such as butters/jellies/creamers will be on the serving line and distributed to guests by staff who will be wearing gloves.
- Seating in the dining room will be set for 6 ft apart. Two guests per table at either end.
- Staff will be served and then eat their meals in their offices, in the meeting room 002, or outside sitting at least 6 ft apart on the patio, picnic benches in the courtyard or outside next to the cemetery.
- Food and beverages served as snacks for breaks and socials will be limited to individually packaged servings.

Conference Rooms/Public Restrooms/Hallway Procedures

- Group size in conference spaces will be based on calculations for 6-8 ft apart to allow for entrance & aisle space and limited movement in the conference room.

Darby (60' x 29')	1740 ft ²	Capacity 25-35
Roncalli (70'x50')	3500 ft ²	Capacity 30-50
Saragossa (39' x 25')	975 ft ²	Capacity 15-25
Hoelle (23' x 31')	713 ft ²	Capacity 10-15
Barrett (20' x 32')	640 ft ²	Capacity 10-12
Small Group Rooms		Capacity 4
Sieben Hall Gym (90 x 90)	8100 ft ²	Capacity 10-100
- Conference Rooms will be set up with tables/chairs as much as possible to maximize spacing for retreatants. Groups will be moved to bigger conference rooms wherever possible.
- Staff will sanitize touch points in conference rooms multiple times a day – microphones, podiums, light switches, remotes, etc.
- Overnight guests will be asked to utilize the bathrooms in their bedrooms preferably over the use of the public restrooms.
- Staff will sanitize public areas frequently – including elevator buttons/touch screens, front door handle, lobby door handles, patio door, kitchen employee door & key, stair rails, etc. ... anything that people touch often.
- Groups will be encouraged to bring bottled water, and or clean water bottles. Water fountains will be out of service, however guests may refill clean empty water bottles at the touch free bottle refilling stations on both floors of the building.
- Sanitizer will be provided in or near each conference room.
- Outside tables, chairs, benches will be wiped off as well.

Revised 7/29/2020

A Note from the Director about Facial Coverings at Bergamo

Dear Bergamo Guests,

To help protect our guests and employees, effective July 1, 2020, all employees and guests must wear a face covering that covers the mouth and nose, at all times while at Bergamo with exception of times when guests are seated and eating in the dining room and while guests are alone in their bedrooms and while staff are alone in their offices. This requirement does not apply to children under the age of 2 or to individuals who are unable to wear a face covering due to a medical condition.

We know some may find this inconvenient or objectionable, but under the circumstances we believe the added safety is worth any inconvenience. This is not simply a matter of personal choice; a face covering protects not just the wearer, but others too. In short, we believe this is the right thing to do under the current circumstances. Although some may disagree with this policy or question its effectiveness, we're choosing to err on the side of safety in our facility.

While visiting Mount Saint John's surrounding outside attractions like the Grotto and the trails guests are asked to wear face coverings when encountering other people on the grounds.

We are cautiously reopening and do not want to unnecessarily or unintentionally spread the virus. As part of a community, we believe this simple act of safety and courtesy is one that Bergamo employees and guests can undertake together.

The U.S. Centers for Disease Control recommends the use of face coverings in public settings where social distancing measures are difficult to maintain. CDC advises that face coverings can help slow the spread of the virus, including among those who are not aware they carry it. However, the use of a face covering should not be seen as a substitute for social distancing. Please continue to observe rules regarding appropriate distancing while at Bergamo.

Thank you for your cooperation, and we pray you have a safe and blessed stay at the Bergamo Center.

Brent Devitt, Executive Director
Bergamo Center

Sieben Hall Gym Reopening Procedures - July 1, 2020

Skills Training Activity for all Sports

- Skills training may take place at Sieben Hall. Social distancing should be followed. Coaches should designate space for each player to maintain six foot spacing.
- Sieben Hall will have a limit of 10 participants from a single group at any one time.
- It is recommended coaches and participants wear face coverings.
- Parents/guardians remaining at the gym should maintain six-foot social distancing practices. No additional spectators are permitted. Parents/guardians *should* wear face coverings inside the training facility.
- No-touch rule is in effect. All individuals must avoid physical contact with others including high fives, huddles, or other close contact occurring before, during, and after skills sessions unless the contact is for the purpose of safety. Scrimmages and games are not permitted.
- No congregation should occur before or after the training or practice session.
- Coaches, players, parents/guardians must do a self-symptom check before going to the skills training session. Anyone experiencing symptoms must stay home.*

Equipment

- The facility has 2 courts, 8100 square feet and 4 basketball goals adequate for groups of 10 or less to sufficiently space for social distancing.
- Time of 15 min. will be allotted between sessions to allow teams to exit the gym prior to a new group arriving.
- All participants will bring their own skills training equipment and will not share with other participants. There will be no shared equipment. There is no water fountain available in the facility so participants must bring their own personal water supply.
- Disinfectant will be available for the coach or responsible person to sanitize door handles before and after practice. The coach or responsible person will sweep the floor before and after each group.
- Restroom facilities will be cleaned and disinfected by Bergamo staff before and after each group. Bergamo Staff will continue to scrub the floor on a weekly basis.

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposure.
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.

All parents & coaches must sign they have read and received a copy of this protocol.

Name of Participant _____ Date _____

Parent Name _____ Parent Signature _____

Health Screening Questions for Use With Guests

Bergamo Center for Lifelong Learning

(Administered verbally by staff employee, or group leader)

Please answer YES or NO

1. Are you experiencing any of the following symptoms?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or chills
 - Fatigue
 - Muscle or body aches
 - Sore throat
 - New loss of taste or smell
 - Headache
 - Nausea or vomiting
 - Congestion or runny nose
 - Diarrhea

2. Have you been in contact with someone known or presumed to have COVID-19 within the past 14 days?

We are sorry, but guests who answer “**yes**” to either of these questions may not participate in activities at the Bergamo Center or Sieben Hall at this time. Please come back another time.

Guests will be asked to sign a pledge and complete a health screening questionnaire and report their temperatures for each day they are at Bergamo.

**Health Screening Questions for Use With Guests
Bergamo Center for Lifelong Learning**

Name _____ Date _____

Temperatures:

Day 1 ____ Day 2 ____ Day 3 ____ Day 4 ____ Day 5 ____

Are you experiencing any of the following symptoms? Please answer YES or NO

Cough	Yes	No	Fatigue	Yes	No
Shortness of breath	Yes	No	Muscle or body aches	Yes	No
Difficulty breathing	Yes	No	Sore throat	Yes	No
Fever or chills	Yes	No	New loss of taste or smell	Yes	No
Headache	Yes	No	Congestion or runny nose	Yes	No
Nausea or vomiting	Yes	No	Diarrhea	Yes	No

Have you been in contact with someone known or presumed to have COVID-19 within the past 14 days? Yes No

We are sorry, but guests who answer “**Yes**” to any of these questions may not participate in activities at the Bergamo Center or Sieben Hall at this time. Please come back another time.

**Bergamo COVID-19 Safety Pledge
Bergamo Center for Lifelong Learning**

During my stay at the Bergamo Center I will:

- Wear a mask or face covering.
- Frequently wash and/or sanitize hands.
- Practice physical distancing, by keeping 6’ foot distance as much as possible.
- Keep personal space, shared common space and belongings clean.

Signature _____