



Brookwoods COVID-19 Guidance Document for Fall Family Getaways

Updated August 24, 2020

Dear Guests,

The following pages contain all the necessary changes, guidelines, and precautions that will be in place this Fall to best ensure your health and safety while at Brookwoods.

We are choosing, because of the current COVID-19 environment, to make some very substantial changes to the typical experience at Brookwoods this year. However, we feel that we can still use this beautiful facility to fulfill the mission of our summer camps. For the last 75 years we have operated a traditional overnight camp for boys and girls. This Fall we will be inviting families to join us for a weekend experience.

We have evaluated our facility and programs along with New Hampshire guidelines, the American Camp Association guidance, and CDC recommendations. We believe our protocols will help us to keep you safe and provide a place that is fun, brings you together with others, and encourages and equips you to follow Jesus together. (New Hampshire Universal Guidelines are found here: <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>)

This document is a working document, and will change as we continue our evaluation and monitor the requirements from the state of New Hampshire. As they loosen guidelines, we will adjust accordingly. I would encourage you to check this document frequently for any updates before you arrive at Brookwoods this Fall.

Keeping everyone safe this Fall will be a partnership. We will do our part, and we ask that you do your part to follow guidelines and adhere to the pre-arrival agreement that will be in place this Fall. It will be important that you not come if you are sick or showing symptoms.

Finally, our prayer is that God will keep COVID-19 out of Brookwoods this Fall. He has the power to do it, but that does not mean He will. We ask that you act responsibly to demonstrate care for others.

Brookwoods Health Guidelines for Current Environment

Pre-Arrival Agreement

- Per existing NH Guidelines, if you are coming to Brookwoods and do NOT live in Maine, Vermont, Massachusetts, Connecticut, or Rhode Island, Brookwoods requires a copy of a driver's license or a signed document from the guest(s) attesting that all the person(s) staying at the lodging facility remained at a home for at least 14 days before arriving in New Hampshire, only going out for essential items and when outside of the home maintaining social distancing and wearing face masks when within less than 6 feet of another person during this 14 day "quarantine".
 - With states reopening, "essential" is different for each state and each family. When leaving the home for work, church, grocery shopping, etc. please protect yourself with social distancing and wearing a mask.
 - The goal is to simply not get infected before coming to Brookwoods.

Staff Training and Screening

- Additional trainings have been provided to the staff for the following areas:
 - Proper Hygiene
 - Social Distancing
 - Recognizing signs and symptoms of COVID-19
- *Before reporting work*, staff must answer the following questions AND record their temperature
 - Have you been in close contact with a confirmed case of COVID-19?
 - Have you had a fever or felt feverish in the last 72 hours?
 - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - Are you experiencing any new muscle aches or chills?
 - Have you experienced any new change in your sense of taste or smell?

Check-in and Screening

- All guests should be fully paid prior to arrival
- Admittance to Brookwoods will not be allowed before the scheduled check-in time (Friday at 5 PM)
- Check-in will take place on the Brookwoods front porch around the corner from the Main Office entrance
- All Guests will be required to check in upon arrival to Brookwoods and before entering your accommodations, and will be screened with a temperature check and the following questions:
 - Have you been in close contact with a confirmed case of COVID-19 in the last 14 days?

- Have you had a fever or felt feverish in the last 72 hours?
- Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
- Are you experiencing any new muscle aches or chills?
- Have you experienced any new change in your sense of taste or smell?
 - If all answers are no, allow guests to enter
 - If anyone in party answers yes, guests will be asked to reschedule their weekend at Brookwoods.

COVID-19 Response Plan for Guests

- **When A Guest Displays Symptoms:**

- We request that the guest immediately return home and seek medical attention and/or testing.
- When symptoms include chest pain/shortness of breath
 - Send to Huggins Hospital in Wolfeboro (call ambulance if necessary)
 - Make arrangement to leave Brookwoods and return home
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

- **When Someone Tests Positive for Covid-19**

- If a guest tests positive for Covid-19 after attending a Fall Family Getaway, we request that they immediately inform Brookwoods.
- In accordance with state and local laws and regulations, Brookwoods administrators will notify local health officials, staff, and guest families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Fall Family Getaways Programming Guidelines

Basic Ground Rules for Interaction with Others

- Masks are to be worn when with others not in your family unit and when 6 feet cannot be maintained.
- Certain activities will require masks due to close proximity to staff members who are not part of families. The staff member will be wearing a mask as well.
- Families will be seated in the Dining Hall together, and will be asked to wear masks as they travel to/from their table during their entrance or exit AND when leaving table to go to exit or restrooms.
- Individuals need to be respectful of others when approaching, realizing that everyone has their own comfort level, and the person you are interacting with might not share your comfort level.
- Parents are responsible for the compliance with this guideline. Please don't expect the Brookwoods Staff to "police" your children for their compliance.

Tips for packing & other suggestions

Suggested Packing List:

- If you are staying in a Brookwoods cabin, please bring bedding, sleeping bag, pillow, bath towels, bath mats and blankets for cool temperatures. You are welcome to bring a fan if the weather is warm.
- You will be enjoying a picnic with your family and worship on the "Front Lawn". We suggest you bring some "beach chairs" or a "blanket" you can place on the ground. [We also sell Brookwoods blankets in the Brookwoods Store if you forget!]
- General good ideas: rain jacket, water bottle, flashlight/headlamp, bug spray, camping chair or beach chair, sunscreen, camera, sturdy shoes, camo (optional for paintball).
- Evenings & campfire: long sleeve shirts, jeans, sweatshirt, fleece, wind breaker (we can experience cool nights, layering is key!)
- Around Brookwoods: shorts, t-shirts, etc. In keeping with the philosophy at Brookwoods, please note that clothing should be modest.
- If you have a "selfie-stick" bring that too for a possible photo scavenger hunt!
- Beach: beach chairs, beach towels, bathing suits (two-piece suits are not permitted).
- Trip to Mt. Pine or Mt. Major (optional): hiking boots, windbreaker, and backpack.
- Bible and singing voices!
- Individual Sporting equipment, tennis racquet, mountain bike, or fishing rod.
- Bikes and Bike Helmets
- NH Fishing Licenses can be purchased on line for anyone 15 or older. If you are interested, click here: <https://www.wildlife.state.nh.us/licensing/prices.html>

What NOT to BRING: Work and random electronics! Feel free to leave behind: game-boys, CD players, PS3s, "boom boxes", jumbotrons, and jet skis.

Your Accommodations

- When you check in at Brookwoods, you will confirm your accommodations. Keys are available for all Private Rooms. Keys are not available for all other accommodations. Please secure valuables in your vehicle or at your own risk in your cabin.
- Linens and towels are provided for guests in the Deer Run Private Rooms, Deer Run Cabin Suites with Queen beds, Loon Private Rooms, Eagle, Lawn Cottage, Heritage and Lake Cottage. Please bring your own bedding and towels for other accommodations.
- Beach towels and beach chairs are not provided. Please come prepared.
- Parking is permitted near accommodations as long as access is not blocked for emergency service vehicles (15' of clearance). Parking is also permitted in the Brookwoods or Deer Run parking lot. Please drive with great care at Brookwoods to ensure the safety of our young guests. No vehicles are allowed to the waterfront, and there is not enough parking available.
- Pets are not permitted at Brookwoods. We are happy to provide a referral for a kennel in the area approximately 25 minutes from Brookwoods.
- Wi-Fi is available in the main lobby and large meeting areas.
- Brookwoods is an alcohol, tobacco and drug free environment. Please respect this policy.
- Brookwoods is committed to a Biblical foundation but is also persuaded that there must be a correlation between belief and practice in the life of a Christian. Brookwoods requests that guests and families adhere to policies that are consistent with God's Word. Brookwoods reserves the right to ask a family to leave Brookwoods if they are exhibiting behaviors that are contrary to Christian beliefs.

Brookwoods Store

- The Brookwoods Store will be open at designated times during the weekend.
- We ask that patrons wash their hands before entering, wear masks, and be cognizant of the capacity which is limited to 5 people, or your family unit.
- The store will have some candy, soda, water and individual wrapped ice cream novelties, as well as Brookwoods related merchandise such as Souvenir T-shirts and the ever popular "hoodies".
- We accept cash or credit card in the store. A minimum purchase of \$15 is required for the use of a credit card. Please bring cash if you want smaller novelties.

Chapel Services

- We are unable to host any unregistered guests to our Sunday Services this year.

- Space in the Outdoor Chapel is limited. So, we will be meeting on the Front Lawn.
 - Attendees who are not part of the same immediate household must position themselves 6 feet apart from others
 - Worship Times and Locations
 - Saturday Morning on the Front Lawn - 9:00-10:00 AM
 - Sunday Morning on the Front Lawn – 9:00-10:00 AM
 - Monday Morning on the Front Lawn – 9:30-10:30 AM (Labor Day only)

Activity Sign Ups

- Activity selection is not mandatory, and the weekend is structured to be relaxed and not attending activities all the time. You and your family may choose to not participate in staff lead activities and instead, enjoy any of the unscheduled activities. Please do not access an activity area that requires staff supervision. For example, the waterfront is only available when lifeguards are provided. Scheduled times will be posted on your weekend schedule. Please supervise your own children if you choose no activities. Your children are not allowed to simply roam freely through Brookwoods.
- We will offer Paintball to those who are 12 years and older, with parent permission. This activity will cost an addition \$20 to cover the cost of the consumables involved.
- Children 11 and younger must travel to any organized activities with a parent.
- Each activity has a maximum number of participants
- Activity selection is open during check-in and a schedule will be posted on the bulletin board outside the office in case a family wishes to make a change
- In order to ensure that others have access to activities, you may not repeat activity choices.
- All morning activities and afternoon waterfront activities will be led by Brookwoods Staff
- Please comply with safety guidelines which the activity instructor shares at the activity
- Please use hand sanitizer (provided) at the start of each activity.

Common Use Activity Areas

- Families must travel to unscheduled activities together.
 - Playground
 - A sanitizing station is provided for your convenience.
 - Please encourage your child to use hand sanitizer prior to using the playground.
 - Wipe down playground equipment prior to use.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
 - If more than one family is using the playground at a time, please practice safe social distancing.
 - Wipe down playground equipment after use.
 - Please encourage your child to use hand sanitizer when exiting the playground.

- Gaga
 - A sanitizing station is provided for your convenience.
 - Please encourage the use of hand sanitizer prior to playing Gaga.
 - Due to the nature of this game, it is recommended that it is only played with family members.
 - Please encourage the use of hand sanitizer when exiting the Gaga court.
 - Wipe down the Gaga ball at the end of play

- Water Table
 - The water used in the Water Table has been chlorinated.
 - Due to the nature of this activity, it is recommended that it is only played with family members, or at least maintain social distancing.

- Tetherball
 - A sanitizing station is provided for your convenience.
 - Please encourage the use of hand sanitizer prior to playing tetherball.
 - Due to the close nature of this game, it is recommended that it is only played with family members.
 - Please encourage the use of hand sanitizer when exiting the tetherball court.
 - Wipe down the tetherball at the end of play

- Moose Hall
 - A sanitizing station is provided for your convenience.
 - Please encourage the use of hand sanitizer prior to playing in Moose Hall.
 - If more than one family is using Moose Hall at a time, please practice safe social distancing.
 - Please encourage the use of hand sanitizer when exiting Moose Hall.
 - Wipe down any activity equipment at the end of play

- Deer Run Downstairs
 - A sanitizing station is provided for your convenience.
 - Please encourage the use of hand sanitizer prior to playing in Deer Run.
 - If more than one family is using Deer Run Lower Lodge at a time, please practice safe social distancing.
 - Please encourage the use of hand sanitizer when exiting Deer Run.
 - Wipe down any activity equipment at the end of play

- Frisbee, Corn Hole, other Lawn Games
 - A sanitizing station is provided for your convenience.
 - Please encourage your child to use hand sanitizer prior to using the recreational equipment.

- Wipe down recreational equipment prior to use.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
 - If more than one family is using this recreational equipment at a time, please practice safe social distancing.
 - Wipe down recreational equipment after use.
 - Please encourage your child to use hand sanitizer when you complete play.
- Basketball, Soccer, Volleyball
 - A sanitizing station is provided for your convenience.
 - Please encourage your child to use hand sanitizer prior to using the recreational equipment.
 - Wipe down recreational equipment prior to use.
 - High touch surfaces made of plastic or metal, should be cleaned routinely.
 - Due to the nature of this game, it is recommended that it is only played with family members.
 - Wipe down recreational equipment after use.
 - Please encourage your child to use hand sanitizer when you complete play.
- Tennis
 - A sanitizing station is provided for your convenience.
 - Please encourage your child to use hand sanitizer prior to using the recreational equipment.
 - Wipe down recreational equipment prior to use.
 - High touch surfaces made of plastic or metal, should be cleaned routinely.
 - If more than one family is using this recreational equipment at a time, please practice safe social distancing.
 - Wipe down recreational equipment after use.
 - Please encourage your child to use hand sanitizer when you complete play.

Facility Guidelines

Promoting Proper Hygiene

- A new handwashing facility by the Brookwoods store is available at all times.
- Hand sanitizer stations with at least 60% alcohol-based hand sanitizer are at every building, activity area, and spread out around the Brookwoods property
- Masks will be available in all indoor common areas
- CDC recommended signage will be around Brookwoods to promote proper hygiene
- Water bottle refill stations are located near the back entrance to the Dining Hall, and at the Waterfront near the Bear cabin.

Social Distancing

- Indoor Tables in the Dining Hall will be placed 6-feet apart
- Outdoor Picnic Tables will be set-up 6 feet apart
- Beach
 - Households recommended to sit together
 - Designated seating areas set up on swim beach, playak beach and sail beach

Housekeeping

- CDC Guidelines will be followed for cleaning all rooms, common areas and surfaces
 - Cleaning Guest Rooms and Cabins
 - Staff will not go into guest accommodations while guests are here (not even for cleaning, taking out trash, or changing linens)
 - Cleaning supplies added to each cabin (Loon and Deer Run Private Rooms will have centralized cleaning supplies)
 - No changeover of linens during the weekend
 - If additional bath towels are needed in the Loon, Deer Run Private Rooms, The Lawn Cottage, or the Eagle, please inform the Main Office. They will be placed by your door. Please do not use Brookwoods's bath towels at the Lake.
 - Weekend Changeover
 - Rooms will be disinfected
 - Sanitize all surfaces between weekends (Door knobs, furniture, doors, windows, dressers, cabinets, beds, etc.)
 - Common Areas
 - Cleaned and disinfected multiple times a day

Food Service Guidelines

Prepping Food

- Food Service staff will follow Serv-Safe Covid 19 Guidelines

Serving Food

- Food Service staff will follow Serv-Safe Covid 19 Guidelines
- Self Service buffets and areas will be replaced with Cafeteria type service
- Families will be assigned to a table for the duration of their stay.
- Some meals may be served family style.
- Guests must wear masks when entering or moving about or exiting the Dining Hall.

Receiving Deliveries

- Only kitchen staff are allowed in the kitchen (With the exception of inspectors and repair persons who will be escorted by the Food Service Director)
- Grocery shopping will be limited and the staff member shopping will wear a mask and use hand sanitizer

Dishwashing

- Dish Room staff will follow Serv-Safe Covid 19 Guidelines
- Take and record dish machine temperature at every meal
- Clean and sanitize Dish Machine at every meal

Please do not enter the Dining Hall except for a meal (or to fill your water bottle). Please avoid cutting through the Dining Hall as well. This is to help ensure the sanitation of the facility and your safety.