



Brookwoods COVID-19 Guidance Document for Winnepesaukee Winter Weekends

Updated January 12, 2020

Dear Guests,

The following pages contain all the necessary changes, guidelines, and precautions that will be in place this Winter 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 our mission of our ministry.

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 Winter.

Keeping everyone safe this Winter 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 Winter. 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 Winter. 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 10 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, school, 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.

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 of 5pm.
- Check-in will take place on the Brookwoods Main Office
- 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 Winnepesaukee Winter Weekend, 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.

Winnepesaukee Winter Weekends 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:

- General good idea: appropriate warm clothing, boots and proper gloves and mittens.
- Toiletries
- Unless you are in a Private Room, you will need to bring linens (bedding, towels)
- Downhill skiing is available close by at Gunstock Resort or at King Pine. We can provide you with a delicious "Chair Life Lunch" to take with you on your excursion upon request.
- Cross Country Skis
- Snowshoes
- Ice Fishing Gear
- Snowmobiles and helmets

What NOT to BRING: Work and random electronics! Feel free to leave behind: game-boys, CD players, PS3s, "boom boxes", jumbotrons, chainsaws, 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, and Heritage. Please bring your own bedding and towels for other accommodations.
- 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 20 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 – In JJ's Cafe

- 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 stated capacity.
- The store will have some milk shakes, 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.

Common Use Activity Areas

- Moose Hall and Chocorua
 - 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
- 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.

Facility Guidelines

Promoting Proper Hygiene

- Hand sanitizer stations with at least 60% alcohol-based hand sanitizer are at every building around the Brookwoods property
- Masks will be required in all indoor common areas
- CDC recommended signage will be around Brookwoods to promote proper hygiene

Social Distancing

- Indoor Tables in the Dining Hall will be placed 6-feet apart

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.
 - 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.