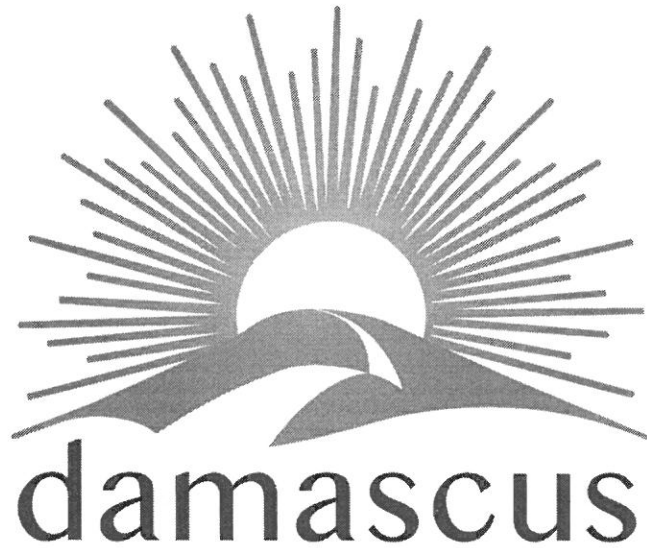


# DAMASCUS COVID-19 POLICY FOR SCHOOL OUTREACH AND ON-SITE RETREATS



## WHY?

At Damascus, our desire that every student would be blessed by the opportunity to be awakened, empowered, and equipped to live the adventure of their Catholic faith. We understand that this primarily happens in the learning environment of Catholic schools and parishes. It is also our understanding that we have been blessed with an incredible opportunity to partner with Catholic schools and parishes to provide an experience that supports the teachings and discipleship that are already happening within these environments. Historically, we have accomplished this through our programming on and off-site at Damascus. As each school begins their year, it is our desire to maintain this same relationship with each school and parish.

We understand that there is simply no substitute for the incarnational reality of personal relationship. And in light of the present atmosphere of social isolation, it's what our kids need most. This is why we're willing to work hard to ensure a secure environment where your children can grow in confidence, encounter God's love, and enjoy the adventure even at your school.

## WHAT ARE OUR ON-SITE POLICIES?

The leadership at Damascus maintains regular communication with third-party safety advisors and local public health and safety authorities to create a safe space regardless of circumstances. In accordance with the state guidelines, our modified operations include:

1. Implementation of participant health 14 day pre-screening and staff and participant daily screening protocol while on site
2. All camp activities (small group, large group sessions, lake-time, activities, Mass, meals, bunks) will take place in a restricted group of 10 (1 counselor, 9 campers) to limit diversity of interactions throughout the week
3. Arrangement of spaces to allow for appropriate distancing
4. Enhanced cleaning standards for shared equipment and food service
5. Sleeping quarters physically separated to small group of 10 to limit interaction
6. Use of face-masks will be required from all campers, counselors and staff except when restricted due to health or particular activity requirements
7. Reduced total site capacity
8. Revisions to illness policy in-session
9. Site-wide access to additional hand washing locations
10. Programmatic focus on personal hygiene, nutrition, hydration, and sleep

Additionally, when not on retreat, our missionaries are quarantined as a “family unit” so as to reduce contact outside of Damascus and continue to do daily health assessments. If a Damascus missionary were to be exposed to or contract COVID-19, they would be sent to an isolated location on-site and quarantined for 14 days or until completely recovered.

An extensive listing of on-site retreat protocols and options that may be better suited to the needs of your school or parish can be found at the end of this document in the section labeled “Retreat Protocol.”

## **WHAT POLICIES DO WE INTEND TO FOLLOW IN SCHOOLS?**

### **1. School Requirements**

- a. In order to ensure we have the space necessary for proper social distancing, we will only be able to operate at schools that have their gym space open and available for our 90-minute program in either the morning or afternoon on one Tuesday a month.
- b. The school will need to provide a space for the missionaries to eat lunch separate from the students, as they will most likely be returning to their classrooms to eat.
- c. Masks are recommended for students at all times.
- d. Students should wash their hands before entering the gym and after leaving the gym at the end of the program, as well as all normally recommended times (bathroom, meals, etc.).

### **2. Damascus Missionary Requirements**

- a. Masks will be required for our missionaries.
- b. Missionaries will fill out the COVID Self Assessment Monitoring Checklist created by the Diocese of Columbus prior to leaving site in the morning (see checklist attached).
- c. Missionaries will wash their hands upon entering and exiting the building, as well as all normally recommended times (bathroom, meals, etc.)

### **3. Programming Protocol**

- a. All of the programming will take place on stage, at least 8 ft. away from students.
  - i. Missionaries who are on stage (giving talks, leading worship, etc.) will not wear a mask as they will be a minimum of 8 ft. from the students as this occurs.
    1. Damascus will provide all it's own equipment, which will be

sanitized before arriving at the school and after leaving. This equipment will only be in contact with our missionary team and will not be touched by students.

- b. The school will divide students into groups of **nine** students prior to Damascus' arrival. These groups will remain consistent each time Damascus comes to the school.
  - i. This group will become a "cohort" or "pod" and will only interact with students from within their group.
  - ii. The groups will arrive in the gym one at a time and be seated 6ft away from all other groups.
    - 1. The missionary will then connect with their group upon arrival while appropriately social distancing from the group.
  - iii. Masks will be worn at all times by both missionaries and students in their "cohort / pod" groups.
- c. Cohort Formation
  - i. Games: Students will sit in a circle, with the missionary standing in the middle. The circle should be big enough that the missionary is at least 6ft away from the students (*See diagram below*).
  - ii. Small Group: Students will form a semicircle with the missionary sitting in front of them 6ft away (*see diagram below*).
    - 1. Students will be required to bring their own pens for any written activities.
    - 2. If written activities take place, missionaries will sanitize their hands before handing out papers and after collecting them.
  - iii. Message: Students will sit in cohort formation, while the missionary sits behind the group, 6ft away (*see diagram below*).
  - iv. Praise & Worship: Students will remain in their pods during worship with their masks on.

## HOUSE RULES

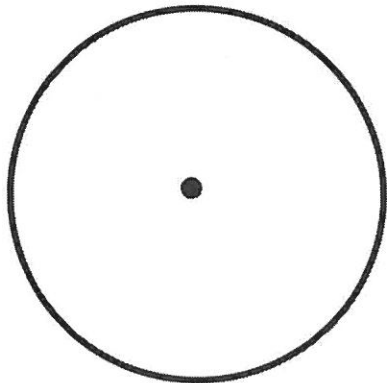
Damascus missionaries will work in obedience to the policies set in place by the school. There will be a conversation between the Director of Outreach at Damascus and school leadership to determine what the “house rules” are that missionaries will operate under. If there are required modifications to the safety and security plan outlined in this document, Damascus will defer to the School’s leadership.

## CONTINGENCIES

We desire to work with schools to come up with the best plan to meet their needs. We are aware that this will be a continuous conversation throughout the duration of the school year, as things may change as we move forward. Listed below are things that we as a ministry can guarantee:

1. If a Damascus missionary contacts COVID-19 or has been exposed to someone with COVID-19, they will not be sent to the school, which may lead to a cancellation of the trip if our numbers are low.
2. If the school cannot continue due to an outbreak, they will only be charged for the number of trips that Damascus completed.

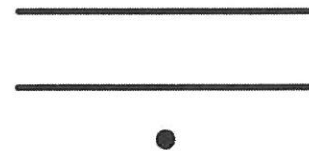
## POD FORMATION DIAGRAMS



Game Formation



Small Group Formation



Message Formation

# RETREAT PROTOCOL

## GENERAL POLICIES

### STANDARD PROTOCOL

Damascus will operate in no more than a 1:9 staff to student ratio, with no more than 9 students per group.

Damascus employees and students will perform daily symptom checks, including a temperature recording.

Damascus Missionaries will be asked to isolate into separate buildings from staff and students if symptomatic

Face Coverings will be worn by students and Damascus staff at all times, with the following exceptions:

- While eating or drinking
- During strenuous physical activity
- While sleeping
- If a medical condition makes wearing a mask unsafe

Physical contact between individuals will be limited to safe and acceptable forms such as fist bumps, elbow bumps, or “foot fives”

Damascus will operate retreats at a reduced building capacity

### OPTIONAL ALTERNATIVES

*Damascus will work closely with school/parish administration to make sure that all policies observed on-site support the level of care that is expected in your particular setting.*

## **PRIOR TO ARRIVAL**

### **STANDARD PROTOCOL**

Basic hygiene and social distancing protocols will be sent out to schools and students

Handwashing stations will be set up at the main entrances of the high traffic buildings

Any students or staff who have been in contact with someone suspected of having COVID-19 should not come on the retreat

Infographics of standard practices and health guidelines will be posted in various locations around the buildings at Damascus

## **UPON ARRIVAL**

### **STANDARD PROTOCOL**

Students will wash their hands immediately upon arrival at one of the outdoor hand-washing stations

Campers will perform a symptom check, including temperature measurement

If any individual has a temperature over 100°F, they will be not be allowed to enter the main facilities

### **OPTIONAL ALTERNATIVES**

14 days prior to arrival, all campers perform and record daily symptom checks, including temperature

Students or staff who have been exposed to someone suspected of having COVID-19, who receive a negative test result following the exposure can be allowed to come with a negative test confirmation

A copy of infographics can be sent to schools and students prior to the retreat

### **OPTIONAL ALTERNATIVES**

Students who measure a temperature exceeding 100°F can retake their temperature after 30 minutes, and then 12 hours

## SLEEPING ARRANGEMENTS

### STANDARD PROTOCOL

Students and counselors will sleep in spaces with no more than 10 total people.

Buildings with higher capacities will be separated by 6ft physical barriers

Students and counselors should sleep in a head to toe pattern

Students should bring their own bedding

After each use, bunk beds will be disinfected

Bath-houses will be cleaned and disinfected daily

## DAILY OPERATION

### STANDARD PROTOCOL

Frequent handwashing will be incorporated throughout the day especially:

- Before and after every meal
- After using the restroom
- Before and after activities
- Before and after evening programming

Any students who measure a temperature over 100°F will be sent home immediately. They can return after 24 hour of testing fever free without the use of fever reducing medication

### OPTIONAL ALTERNATIVES

Additional space can be provided between bunks with reduced group sizes

Sleeping areas can be cleaned/disinfected daily

### OPTIONAL ALTERNATIVES

Cohorts of different schools can be separated during activities

Activities can be accepted or modified based upon the desired interaction of students within cohorts



## DAILY OPERATION (CONT.)

### STANDARD PROTOCOL

Students will operate in cohorts of no more than 9 students. These students will be single gender and will lodge together, as well as participate in activities together

Cohorts will not interact with one another during the retreat, with the exception of distanced (10 ft or greater) interaction during activities

Activity equipment and communal spaces will be disinfected in between uses.

Restrooms/frequent touch spaces will be cleaned twice daily

## MEALTIMES

### STANDARD PROTOCOL

Students will be seated with cohorts of no more than 9 students and one counselor at individual tables

Tables will be separated by 8-10 ft of distance

All food will be served from a serving line; buffet style is removed

Staggered food dismissal process will be implemented to avoid interaction between cohorts

Food lines will provide 6 ft spacing between groups

### OPTIONAL ALTERNATIVES

Group sizes can be reduced to accommodate to a given school's cohort size

### OPTIONAL ALTERNATIVES

Extra spacing can be accommodated for groups that do not operate in cohorts

Serving lines can accommodate for 6ft distance in between individuals

## **EVENING PROGRAMMING**

### **STANDARD PROTOCOL**

Students will be seated in their cohorts in the auditorium with an 8-10 ft distance between cohorts

During Mass and other liturgical celebrations, cohorts will be separated from one another, especially during the reception of Holy Communion

## **CONFIRMED CASES**

### **STANDARD PROTOCOL**

Damascus will notify camper and immediate contacts (cohort members) of possibility of infection, as well as local health authorities

Individuals will be immediately isolated and sought medical care while on site

Sleep quarters will be disinfected

### **OPTIONAL ALTERNATIVES**

Conference style seating can also be setup to allow for distancing between individual students