



### **Oceanwood Retreat COVID-19 Procedures**

Oceanwood is updating our policies and procedures in response to COVID-19 to align with CDC recommendations, the state of Maine standards, and our level of comfort and confidence to ensure the safety of all who use the property. Please read the list below to see the changes that will be implemented:

1. We will not be booking multiple overnight groups at one time. Each retreat group will have exclusive overnight use. There may be the potential of day group use simultaneously, but there will never be shared meal, restroom, or meeting spaces.
2. Common areas will be disinfected three times a day (A.M., afternoon, P.M.) with a visible log. These spaces include: RA bathrooms and commonly touched surfaces, meeting spaces and corresponding restrooms, Holt & Mitchell restrooms. The Ataloa Cabins will have disinfectant stocked in the cabins available. We have adhered to the CDC listings of appropriate products.
3. Individual bedrooms will be sanitized prior to arrival and after departure. Sanitizing solutions will be available and stocked in each area of housing for guests to use at their discretion.
4. Housing spaces available will be expanded to best accommodate one individual per bedroom to allow for appropriate social distancing.
5. Hand sanitizer stations will be available at all meeting and activity areas.
6. Dining services will be altered depending on group size. Buffets and salad bars will no longer be available. Food will be served as individual portions.
7. Dining Hall seating will be altered with tables 10 feet apart and seating to accommodate appropriate social distancing. Outdoor seating will be available upon request.
8. Oceanwood staff will be masked and gloved during food preparations and direct interactions with guests.
9. Out of state guests will be subject to state standards on quarantine. These currently do not apply to residents of New Hampshire and Vermont who have had quarantine restrictions lifted. All other guests are required to stay on-site, or utilize the beach and trails and maintain appropriate social distancing or wear a mask if that is not possible. Currently out of state residents (with NH and VT exempt) are not allowed to go into enclosed public spaces except for spaces on the Oceanwood property.

We look forward to resuming hosting our amazing retreat groups. Please keep in mind as the standards and requirements change, this document will evolve. Thank you so much for your time and consideration reading through these updates and changes!