



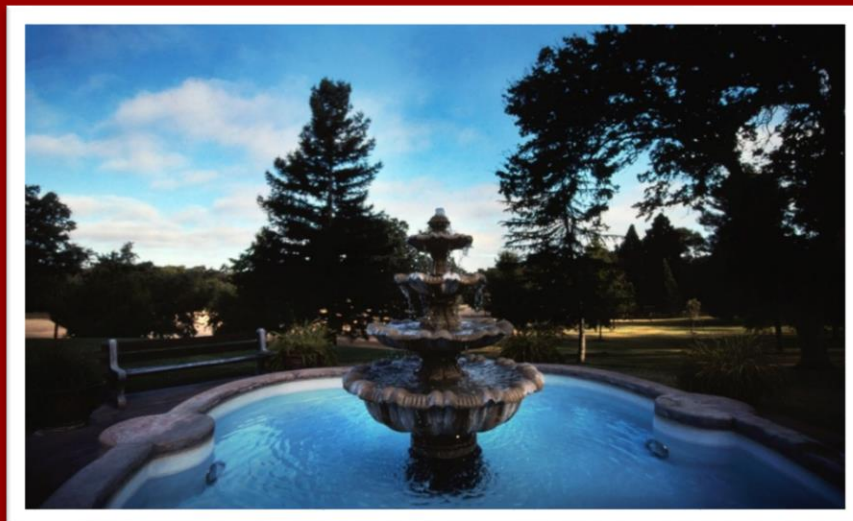
Christ the King Passionist Retreat Center

Guest Welcome Handbook



6520 Van Maren Lane, Citrus Heights, CA 95621

(916) 725-4720



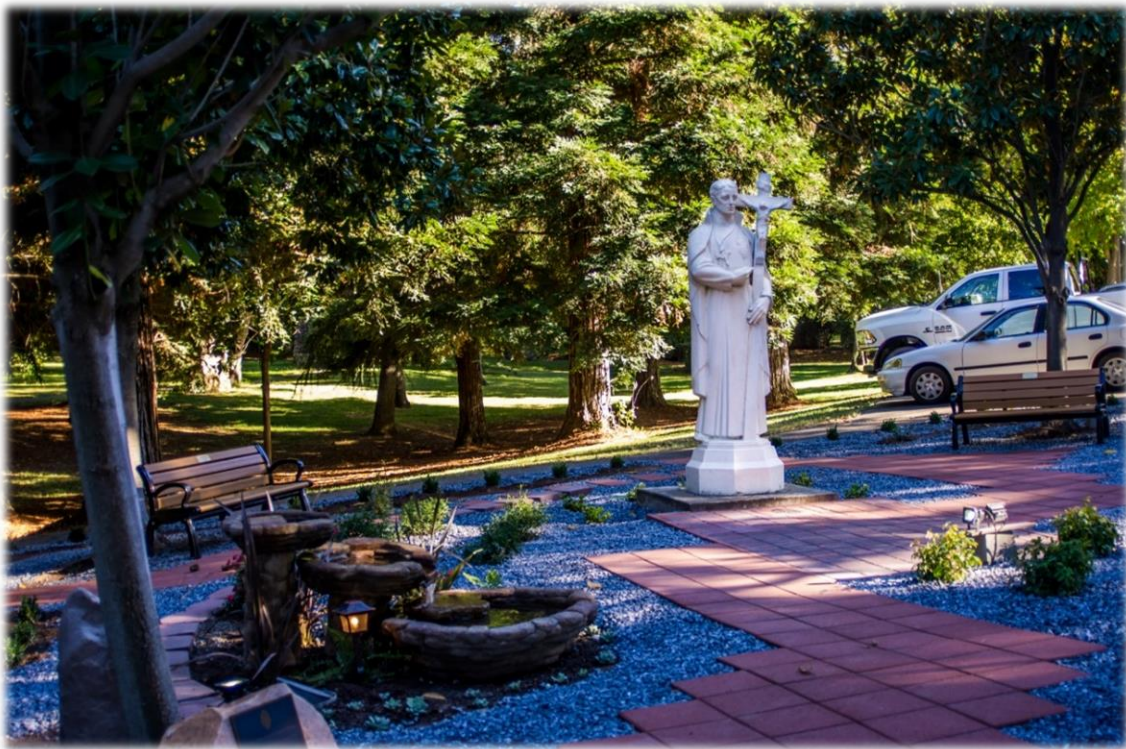
Welcome

To our Retreat Guests,

Welcome to Christ the King Passionist Retreat Center (CTK)! We are delighted you have chosen our blessed grounds and facility for your retreat. We kindly ask you to take some time to read through the following packet of information related to the additional measures taken for your comfort and to ensure our facility meets the highest standard of cleanliness.

As we move forward and envision a bright future, all of us at CTK look forward to welcoming you with our top notch hospitality staff, personalized service and beautiful grounds.

"May the Passion of Jesus Christ be always in our hearts" -St. Paul of the Cross



Retreat Center policies are based on the California Department of Public Health guidelines:
<https://covid19.ca.gov/pdf/guidance-hotels-lodging-rentals.pdf>

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Highlights

1. All departments, public areas, and guest rooms have been thoroughly cleaned and sanitized in accordance with the Centers for Disease Control and Prevention (CDC) guidelines.
2. Social distancing of six (6) feet is requested.
3. Face masks are to be used in the building and public areas.
4. Room capacities have been lessened to the following:
 - Quinn: 60 people.
 - Dining room: 30 people.
 - Chapel: 25 people.
5. If you feel sick/ show symptoms or have come into contact with someone with COVID-19, please stay home.



Before Guest Arrival

1. You will be sent a list of our updated protocols.
2. We require that all participants sign the liability waiver (page 11 of the packet). Please email the signed waiver(s) back to the Retreat Center or hand it in upon arrival.

Upon Arrival

1. Guests will need to wear their own mask/face covering, properly covering the mouth and nose upon entering the property.
2. All guest(s) will have their temperature taken. Temperature must be below 100.4 degrees Fahrenheit. Guest(s) will be asked if they have had any of the following symptoms the last three (3) weeks:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
3. Christ the King Passionist Retreat Center reserves the right to ask individuals who have experienced any of the above symptoms of COVID-19 to go home.



During Stay

1. Guests will be asked to maintain six feet distance in all public spaces from non-family members. Masks may be removed in private bedrooms or in the dining room to eat.
2. Please use your own private bathroom throughout your stay, as the public bathrooms may be closed.
3. The library books will be off limits for the time being, please refrain from touching any items.
4. CTK staff will perform regular daily cleaning in high traffic areas, common areas, as well as common use items. Some items include: keypads, doors, door handles, light switches, faucets, and sinks.
5. The Dining Room will be cleaned and sanitized after each use.
6. Hand sanitizer dispensers are available at the entrances/exits of the Chapel Building and Holy Cross Building.



Dining Room Procedures

1. Guests will be asked to maintain six feet distance from non-family members.
2. There will be a thirty (30) person limit for the dining room.
3. We will be social distancing with one person at the food line at a time. Kitchen Hospitality will handle the plating of food with face masks and gloves. Once food has been plated, the servers will hand the guest their plate.
4. Tables will be set for two (2) people (unless they are family).
5. Guests will be served a beverage by the Kitchen Hospitality staff. Options include: coffee, tea, lemonade, and ice-water.
6. Paper products will be provided when guests request to eat outside or in their private room.
7. The Dining Room will be cleaned and disinfected after each use and at the end of the day.



Departure of Guests

1. Bedrooms will be off limits for 24-72 hours after departure to prevent housekeeping from possible exposure.
2. All bedding will be washed and sanitized at a high temperature in accordance with CDC guidelines at the end of each retreatant's stay.
3. All meeting spaces and bedrooms will be thoroughly cleaned, sanitized, and vacuumed after final departure of guests.



PROTOCOLS: CHRIST THE KING PASSIONIST RETREAT CENTER

In order to provide a comfortable experience for all guests who enter the retreat center, we have put into place some **new** protocols for each of us to follow:

WELCOME PROTOCOLS

- When entering the front lobby for registration:
 - Temperature will be taken.
 - Hands need to be sanitized.
 - Masks worn.
 - Waivers and Symptom Checklists needs to be signed.
- Your check-in material will be available for you.
 - Any other information for distribution will be parceled together to avoid cross handling.

ROOMS

- Your room will have been cleaned with extra care. Note, the entire room has been sanitized.
- A note will hang on the doorknob to indicate if the room has been cleaned.
- All linens have been cleaned according to the Centers for Disease Control and Prevention (CDC) guidelines.

QUINN, PARSONS, LA CASA, AND GUADALUPE ROOMS

- Masks are to be used in all three halls, at this time.
- Chairs have been scattered to help with social distancing. Please resume the same seating throughout the entire retreat.

DINING AREA

- You will be served by our staff.
- Please note all tables will be cleared of any decorations, salt/pepper, and sugar.
- Salt/pepper and condiments will be only available in individual containers, upon request.
- There will be a glass set at each place setting for you to roll and place your facemask in for safe keeping (avoiding any extra contamination while eating). Other drinkware available at the drink station.

CHAPEL

- Hand Sanitizer will be provided, as you enter.
- Chapel has been set up for social distancing. Please do not move the chairs.
- For Catholic Mass- we are following the Diocese of Sacramento guidelines.
 - 25 % percent capacity, wearing masks, sanitizing hands and social distancing.

GROUNDS

- All outdoor areas will be sanitized before you arrive and not cleaned again until after you leave. If you feel uncomfortable, please ask a member of our staff and they will provide sanitizer for your use.
- Masks are not required outside, please follow social distancing guidelines.
- Please be advised all areas of the grounds are open to the public.

STAFF

- Maintain 6 feet social distancing protocols and wear a mask when speaking to staff members.
- If there is anything that we can do to make your stay more enjoyable, please do not hesitate to reach out to any of our staff. We love this place and want you to love it too!

(All participants must fill out, sign, and return the "Christ the King Symptom Check list" if they wish to attend any activities on site. Please contact us if you have any questions.)

Christ the King Symptom Check List

Please confirm if you have any of these symptoms in the last three (3) weeks.

Check the box "Yes, I have" or "No, I have Not"

Yes, I have	No, I have not	Symptoms
		Fever or chills
		Cough
		Shortness of breath or difficulty breathing
		Fatigue
		Muscle or body aches
		Headache
		New loss of taste or smell
		Sore throat
		Congestion or runny nose
		Nausea or vomiting
		Diarrhea

Signature of Guest/Parent/Guardian/Caretaker / Signatory

Date

Print Name of Guest/Parent/Guardian/Caretaker / Signatory

Date

(Please sign and return to the retreat office: 6520 Van Maren Lane, Citrus Heights, CA, 95621)

(All participants must fill out, sign, and return the "Assumption of the Risk and Waiver of Liability" form if they wish to attend any activities on site. Please contact us if you have any questions.)



Assumption of the Risk and Waiver of Liability

Relating to Coronavirus/COVID-19

The infectious agent Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Christ the King Passionist Retreat Center has put in place preventive measures to reduce the spread of COVID-19; however, the Retreat Center cannot guarantee that you or your dependents will not become infected with COVID-19. Further, attending group sessions at Christ the King Passionist Retreat Center could increase your risk and your dependents' risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and my dependent(s) and I may be exposed to or infected by COVID-19 by entering Christ The King Passionist Retreat Center grounds and that such exposure or infection may result in personal/Dependent(s) injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Retreat Center may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Retreat Center employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself and or my dependent(s) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my dependent(s) may experience or incur in connection with my dependent(s) attendance at the Retreat Center or participation in Retreat Center events. On my behalf, and on behalf of my dependent(s), I hereby release, covenant not to sue, discharge, and hold harmless Christ the King Passionist Retreat Center, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Christ the King Passionist Retreats, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Retreat Center programs and or events.

Signature of Guest/Parent/Guardian/Caretaker / Signatory

Date

Print Name of Guest/Parent/Guardian/Caretaker / Signatory

Date

(Please sign and return to the retreat office: 6520 Van Maren Lane, Citrus Heights, CA, 95621)