



## COVID-19 Procedures and Guidelines

*During this unprecedented time, we have created special protocols for the health and safety of our guests and staff.*

*Please review this document and ask us any questions that you might have.*

### To maintain a healthy and safe environment for guests and staff VMESC will:

- ✚ Ensure that guest room assignments are rotated to maximize time between use.
- ✚ Thoroughly clean and sanitize guest rooms between stays.
- ✚ Place hand sanitizing stations throughout the buildings.
- ✚ Take temperatures of guests upon arrival.
- ✚ Require guests and staff who are not fully vaccinated to wear masks in public spaces.
- ✚ Offer options for meals that comply with health guidelines.
- ✚ Clean common areas daily and provide cleaning supplies for personal use.
- ✚ Limit elevator capacity to no more than two people at any time and provide disinfecting wipes outside elevator doors on each floor.
- ✚ Ask all guests to sign a waiver regarding risk associated with the COVID-19 pandemic.

### To protect you and others during your time at VMESC please:

- ✚ Wear a mask, if you are not fully vaccinated, in public spaces (hallways, elevators, chapel, meeting rooms and dining room).  
If you do not have a mask, VMESC will provide one for your stay.
- ✚ Avoid crowding within the building, on the grounds, in common areas and during meal times.
- ✚ Sanitize and wash your hands frequently. To be mindful of maintaining our supplies, if you are able to bring a personal hand sanitizer, we greatly appreciate it.
- ✚ Let us know if any areas need additional cleaning, supplies or attention by calling VMESC staff at 724-498-5185.
- ✚ Use the bathroom in your assigned room instead of common restrooms when it is possible. If you use a common restroom, please lower the toilet lid before flushing.
- ✚ Take your temperature upon arrival. Hosted groups should designate a point person and take temperatures of group members upon arrival. For the health and safety of all, anyone with a temperature of 100 degrees or above will not be permitted to stay at VMESC.
- ✚ Immediately call VMESC staff at 724-498-5185 if you exhibit symptoms of COVID-19 during your stay. (Symptoms can include fever over 100 degrees, cough, shortness of breath, body aches/fatigue, chills, muscle pain, and new loss of taste or smell.)
- ✚ Let us know if you test positive for COVID-19 within the 14 days after your stay so that we can inform guests and staff who may have come into contact with you during your visit.



Please refrain from visiting VMESC if:

- ✚ You feel unwell or exhibit symptoms of COVID-19.
- ✚ You are not fully vaccinated and have been exposed to or lived with someone who has had COVID-19 during the 14 days prior to your stay.

If you need to cancel your visit to VMESC for any of these reasons, please call our office at 724-964-8886 to make arrangements for rescheduling and/or reimbursement.