

# SIMONSBURG CHRISTIAN CENTRE

P.O Box 21 Elsenburg 7607. Tel: 021 8844572. Email: [office@simonsbergccc.co.za](mailto:office@simonsbergccc.co.za) [www.simonsbergccc.co.za](http://www.simonsbergccc.co.za)

Christian Camp and Adventure Ministry Centre

"Life, Hope and Growth"

## Covid-19 Guest Protocols

The objective of this document is to assist guests visiting Simonsberg Christian Centre with an understanding of our protocols and their responsibilities regarding the reduction of potential exposure to and limiting the spread of Covid-19.

### Simonsberg Management Contact Details:

Name	Position	Telephone Number	Email
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### Important

**Please ensure compliance with these protocols and the protocols for your particular sector (eg places of worship, sports, education) is maintained at all times during your stay at Simonsberg.**

**Guests are to wear masks at all times (inside and outside - unless eating, sleeping or swimming) and ensure physical distancing of at least 1,5 meters between people is maintained at all times. It is also essential to sanitise hands regularly.**

**Simonsberg is not responsible for the actions of groups running their own programs. In such instances we will not be liable for not for individuals actions - It is Simonsberg's responsibility to ensure compliance for the facilities. It is the camp organisers responsibility to ensure compliance with their members**

**By signing the booking form the Camp Organiser is acknowledging they have read, understand and will comply with the Simonsberg protocols and any applicable, sector specific government rules regarding the Covid19 safety protocols.**

### Booking Procedures

Group numbers are limited to 50% capacity per facility on the property as per the following:

- \* Joshua: 42 people overnight in 20 rooms with 6 day visitors allowed.
- \* Cottages 1-5 and Sugar Shack: 22 people with 8 day visitors.
- \* Bush Camp: 20 people in 5 sleeping cabins with 10 day visitors.
- \* Day visitor groups when no overnight guests on property: Max 75 people. (Only under special circumstances).

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All bookings are done via the Simonsberg office through email correspondence – no walk in bookings are allowed. Bookings are only confirmed upon receipt of the completed booking form and proof of deposit.

All payments for camps must be finalised via EFT or direct bank deposit a minimum of 48 hours prior to your stay. No cheques or cash transactions are allowed.

No visitors are allowed on Simonsberg property without prior arrangement. All site inspections work on a mutually convenient time basis and must be approved by the Camp Manager a minimum of 48 hours in advance. No site inspections may occur while other guests are staying on the property.

The Camp Manager or Camp Compliance Officer is to be notified immediately should there be any person suspected of Covid-19 during your stay or up to 14 days thereafter.

### Guest Screening

The Simonsberg manager on duty is responsible for ensuring all guests are wearing masks when they arrive on the property.

The person in charge of the booking, or the camp leader will be responsible for the following:

- 1) Appointing a Covid-19 Compliance Officer for your group/booking
- 2) Completing the Guest Screening Questionnaire for every person in your group and ensuring the completed document is emailed to Simonsberg office 24 hours prior to arrival.
- 3) No guests or visitors are allowed on Simonsberg who's details are not on the questionnaire.
- 4) The Group Compliance Officer together with the Simonsberg Compliance Officer, or their delegated representative will screen each guest and take their temperature upon arrival at camp and before any person is allowed to enter any building
- 5) The Simonsberg Compliance Officer, or their delegated representative will explain the protocols to all the guests.
- 6) No person may enter any building without having their hands sanitised and without wearing a mask
- 7) All luggage must be sanitised by the owners thereof before going in to the building.
- 8) The Group Covid-19 Compliance officer is responsible for ensuring the daily screening of their group, frequent sanitising, mask wearing and social distancing compliance by all guests.

### Accommodation

- 1) Guests must sanitise their hands prior to entering their room.
- 2) Guests are not required to sleep with masks on.
- 3) All rooms are limited to a maximum 50% occupancy.
- 4) Please keep doors and windows open as much as possible for good ventilation
- 5) No guests may sleep on the top bunk
- 6) Where space is limited in the smaller rooms guests are asked to position themselves in an opposite (head-toe) sleeping arrangement to maintain a 1,5 mt distance.
- 7) Guests are responsible for providing their own bedding

### Dining

- 1) Guests must sanitise their hands prior to sitting at the table or collecting food

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- 2) Guests can remove their masks for eating.
- 3) All tables are limited to a 50% occupancy.
- 4) Tables and seating to be spaced 1.5 meters apart
- 5) All excess tables and chairs are to be placed in a position where they cannot be used.
- 6) All queues for food must include social distancing of 1,5 meters per person, and masks must be worn
- 7) No guest is allowed in to the kitchens or allowed contact with the Simonsberg catering and housekeeping staff
- 8) Food will be plated per guest at the serving hatch. There are no buffets or self-service options.
- 9) Only essential condiments are allowed on each table and it may not be transferred between tables.
- 10) Hot and cold drink dispensing units must be sanitised regularly
- 11) All used crockery, cutlery, cups and left over food must be put in the designated containers by guests immediately after they have finished their food.
- 12) Tables and food serving tops must be cleaned and sanitised immediately after use

### Meeting Areas

- 1) Meeting areas are limited to 50% of capacity with 1,5 metre physical distancing protocols.
- 2) Please limit touching of surfaces, and masks to be worn at all times.
- 3) All meeting areas are to adhere to social distancing rules regarding chair spacing. Keep a minimum of a chair space open between seated chairs and ideally 1 ½ metres between people.
- 4) Doors and windows to remain open for ventilation
- 5) Conference speakers podium to be at least 2 ½ metres from the first row of chairs. The podium needs to be sanitised after every use.

### Bathrooms

- 1) Only 1 person may occupy an ensuite bathroom at any time.
- 2) The main Joshua bathrooms are limited to 5 people at a time per room
- 3) The outside Joshua bathrooms are limited to 2 people at a time per room
- 4) The Bush camp bathrooms are limited to 3 people at a time per room.

### Self-Catering

- 1) Self-catering is only allowed at the Bush Camp and Sugar Shack
- 2) All workstations must be sanitised and social distancing guidelines kept
- 3) The exterior of all packaged food must be sanitised upon arrival.
- 4) All kitchen equipment, crockery and cutlery must be washed in the highest temperature water possible.

### Outside Activities and Adventure Equipment:

- 1) There is no interaction allowed between separate groups staying at Simonsberg.
- 2) Please keep social distancing in place even when outside
- 3) Masks are to be worn unless there is strenuous physical activity and then there must be a minimum of 3 meters between people
- 4) The obstacle courses and adventure equipment is strictly out of bounds unless the Program Manager is running a pre booked program.
- 5) The swimming pools are open for use - guests do not need to use masks in the pools but must adhere to the 1,5 metre physical distancing rule
- 6) The Adventure Activities Risk Management document which includes the Covid19 specifics for the activities is available upon request.

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## Departure:

- 1) Ensure all fitted sheets are placed in the plastic bags provided
- 2) Clean and sweep rooms, halls, bathrooms and kitchens if used
- 3) Ensure all litter is thrown away in the bins provided
- 4) Ensure there is no lost property - it will not be kept by Simonsberg after your departure.
- 5) Return all keys
- 6) Notify Management of any breakages or concerns.

## Photography and Social Media:

- 1) It is a legal requirement for all guests to wear masks and maintain physical distancing of 1,5 metres from each other. **Please ensure ALL photographs, including by individuals, taken during your time at Simonsberg reflect your group members adherence to the current government legislation.**
- 2) Failure to do so and the sharing of such photographs either privately or publicly in any form may result in possible legal consequences and serious reputational damage to Simonsberg Christian Centre and the organisation church or ministry you are representing.
- 3) This photographic evidence may be used against you, or your group in a court of law.
- 4) Simonsberg Christian Centre is not responsible for any photographs taken, and shared privately or publicly in any form of groups making use of our facilities and running their own programs.

## General

- 1) These rules are subject to change without notice in the best interest of compliance and safety
- 2) Please ensure all your guests understand these protocols and follow them. Failure to do so may have serious health and legal consequences. Failure to do so may also result in guests being asked to leave the property immediately without any further liability to Simonsberg.

Document dated 29 September 2020