

SIMONSBURG CHRISTIAN CENTRE

P.O Box 21 Elsenburg 7607. Tel: 021 8844572. Email: office@simonsbergccc.co.za 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
Izak Fourie	Camp Manager	0218844572 / 0824968082	office@simonsbergccc.co.za
Estelle Fourie	Catering/ Hospitality Manager	0218844572 / 0727854948	estelle@simonsbergccc.co.za
Alan Champkins	Program Manager Covid-19 Health & Safety Officer	0718967109	camps@simonsbergccc.co.za

Booking Procedures

Group numbers are limited to 50% of our normal capacity with the maximum of 50 people indoors and 100 people outdoors 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 50 people. (Only under special circumstances and subject to change in accordance with gazetted legislation).

All bookings are done via the Simonsberg office through email correspondence – no walk in bookings. 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.

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General Rules as per the latest Government Gazette (44130_01-2)

- 1) Access to Simonsberg Christian Centre is strictly controlled and entry to the property is only allowed by prior confirmed prior arrangement.
- 2) Religious gatherings are allowed with a maximum of 50 people indoors/100 people outdoors. No social gatherings are allowed. Organisations may gather for work, conferences, training and workshop purposes.
- 3) Masks must be worn at all times, both indoors and outdoors.
- 4) Guests must keep a physical distance of 1.5 metres from each other at all times. and sanitise their hands and contact surfaces regularly.
- 5) Guests who do not adhere to the protocols will be asked to leave the property immediately.

Guest Screening

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
- 2) Guests can remove their masks for eating.
- 3) All tables are limited to a 50% occupancy.
- 4) Tables are to be spaced 1.5 mts apart

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- 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 mts 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) Please limit touching of surfaces, and masks to be worn at all times.
- 2) 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.
- 3) Doors and windows to remain open for ventilation
- 4) 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.

Departure:

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- 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.

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 02 Feb 2021