

# VILLA MARIA BY THE SEA PROPERTY PROTOCOLS

Please familiarize yourself with these property protocols of Villa Maria by the Sea Retreat Center.

## **COVID-19**

If you test positive for COVID, you must stay home to avoid passing the virus onto retreatants or staff. If you test positive for COVID while retreating here, you will be asked to make arrangements to go home. Likewise, if you have been exposed to COVID within the last five days, we ask you to reschedule your retreat to another date.

While here on retreat, if any retreatant or staff member tests positive for COVID, all those who have been potentially exposed will be notified. In this case, please wear a mask when you are in public areas. Wash your hands thoroughly for 20 seconds before touching commonly used surfaces. Check yourself regularly for symptoms (e.g. fever >100.4°F), shortness of breath, persistent cough, etc. If you do experience these symptoms, isolate, and get tested after five days. If your test is negative, please continue to wear a mask for the next five days. If your test is positive, you will need to make arrangements to go home. Check the [www.cdc.gov](http://www.cdc.gov) current guidelines for what to do after exposure to COVID-19.

## **Dietary Needs**

If you have any specific dietary needs, please let us know in advance. We will let you know if we can accommodate you. If not, we will let you know to bring your own food. The size of our retreat center precludes us from being able to meet all dietary requests. There is refrigeration available to store your food and also microwave ovens for your use.

## **Candles**

The use of personal candles is prohibited in the Villa Maria by the Sea Retreat Center. Use of candles in chapel, provided by the Retreat Center, are permitted for groups using chapel for Mass or Adoration. Groups must have prior approval before such use.

## **Emergency Evacuation**

In each room an emergency evacuation map with directions is posted. Please familiarize yourself with this information. Smoke and carbon monoxide monitors are located throughout the building. You may not remove these for any reason.

## **Exercise Equipment**

There is exercise equipment available for your use at your own risk. Please use good judgment when using the equipment and use it only as it is intended to your level of ability. If you are not sure how to use the equipment, please ask a member of the staff.

## **Kitchenettes/Kitchen**

There are several kitchenettes throughout the Retreat Center that are available for your use. Please only use the kitchenette in the area nearest your bedroom. Only staff members are permitted in the main kitchen.

## **No Smoking**

Villa Maria by the Sea Retreat Center is a nonsmoking facility and prohibits the use of cigarettes, e-cigarettes, vapes, cigars, and pipes on the property. If you wish to smoke, you may go out to the

## **VILLA MARIA BY THE SEA PROPERTY PROTOCOLS**

sidewalk to do so or smoke in your car. Please do not litter. Be respectful of others by not smoking near others or near open windows.

### **Pool**

We are pleased to offer a pool on our grounds for our retreatants' use; however, there is no lifeguard on duty. Please use the pool with caution and never swim alone. There is a landline phone in the pool area to be used in the event of an emergency. Please only swim within the hours posted.

### **Security**

All overnight guests will receive access to the front of the building. Please do not let anyone inside the building with you. Anyone who has the right to be here should also have access. If they have lost or misplaced their access fob, they need to contact a member of the staff.

### **Wheelchair Accessibility**

Villa Maria by the Sea Retreat Center has an elevator and is wheelchair accessible. However, there are no medical personnel on staff. Retreatants need to be self-sufficient in handling their medical and personal needs.