

COVID-19 Retreat Center Information – Dakota County Parks



Greetings,

Thank you for making a reservation at one of our retreat center facilities. We're looking forward to hosting your group and hope this letter helps you plan your visit.

We have been busy modifying our facility operations to meet new public health guidelines during the COVID-19 pandemic. Protecting the health and safety of visitors and staff are of utmost importance. Please review this letter carefully so you know what to expect before, and during, your visit.

When you arrive at the park, please follow posted signage for personal hygiene and physical distancing. Please protect yourself and others: **face coverings are required** for all attendees, to be worn at all times while inside any park facility including restrooms, while interacting with the park staff, and outside in crowds and when physical distancing is difficult in accordance with [MN Emergency Executive Order 20-81](#). Thank you for your patience, understanding, and cooperation.

Thanks again for choosing Dakota County Parks. We are looking forward to seeing you and hope you enjoy your stay.

--Dakota County Parks





Retreat Center Lodges:

- Events providing food and beverages will end by 10 p.m. in accordance with
- Room capacity will operate under current Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Stay Safe Minnesota guidelines as required by the Governor’s Executive Order (s).
 - Lodge: 15 people or less for events taking place between 7 a.m. – 10p.m. Overnight groups capacity is 10 people or less with a maximum of 3 households.
- A Facility Attendant will perform a check-in and check-out process for all groups that have a rental for an indoor facility
 - **Check-In:** Staff will wear face coverings, maintain physical distance and review new operation changes regarding physical distancing, capacity, cleaning, and sharing supplies and equipment.
 - **Check-Out:** A staff member will meet with the group at the end of their reservation and will assist the group with cleaning, sanitizing, and returning the room to the standard room set up. Staff will clean and sanitize any equipment and shared supplies the group used during their event.
- The permit holder is responsible for set-up and tear-down of tables and chairs.
- The permit holder is required to maintain physical distance between attendees during their event.
- Overnight groups are required to sleep in a head-to-toe positions. Masks are not required to be worn while sleeping in accordance with Executive Order 20-81.
- When providing food and beverages at events, the permit holder, group coordinators and vendors will need to follow the MN Food Code and will need a plan for serving food safely for guests to help reduce the spread of COVID-19.
 - Catered food or pre-packaged meals are highly recommended. Food should be served to guests at tables to reduce congregating at bars or food serving areas. All vendors will be required to wear a face covering at all times while inside the facility. Make sure all vendors are aware of this requirement.
 - The permit holder is responsible for the oversight of the self-service areas and will follow the guidelines per MDH and CDC for physical distancing, hands being sanitized prior to serving, and the wearing of face coverings by guests, attendees and vendors while inside the building.
 - All food and beverage service will end by 10 p.m. in accordance with Executive Order 20-96.
- In case of severe weather and groups need to take shelter in the designated storm shelter (restrooms), face coverings are required. Each retreat center lodge will have a supply of masks available for guests who do not have a mask.

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- Groups will be encouraged to bring their own supplies and equipment for their event. Kitchens are not stocked with beverage containers, cookware, utensils, or dishware.

Retreat Center Group Campsites:

- The group campsite area will be limited to one reservation group per day.
- Campsites and outdoor classrooms will have a reduced capacity of 10 or less people with no more than 3 households to ensure physical distancing is being maintained between campers.
- Picnic tables will be spaced to allow for proper physical distancing.
- Face coverings are required for all attendees, to be worn at all times while inside any park facility including restrooms, while interacting with the park staff, and outside in crowds and when physical distancing is difficult in accordance with MN Emergency Executive Order 20-81.

COVID-19 Procedures: To help keep both visitors and staff safe and healthy, Dakota County has implemented the following changes to indoor facility operations:

- All park staff will be required to perform a self-check health assessment for COVID-19 symptoms prior to arriving to the facility and will wear a face covering at all times.
- The permit holder will be responsible for cleaning and sanitizing of high touched surfaces in common areas such as restrooms, hallways, and entryway during rental time with the recommended cleaning supplies that will be provided in the kitchen area.
- Best practices for facility use are encouraged, including using a disposable paper towel when opening the door to a shared room (example: restroom).
- Attendees will be strongly encouraged to perform a self-check health assessment for COVID-19 symptoms prior to arriving to the facility. Face coverings for all attendees, guests and vendors are required at all times while inside any park facility including restrooms, while interacting with the park staff, and outside in crowds and when physical distancing is difficult in accordance with MN Emergency Executive Order 20-81.

I, _____, have read, understand and agree to the information outlined in the attached Planning Guide and opt to proceed with the event. I understand that Dakota County Parks Department will follow the Stay Safe Minnesota guidelines. I understand that if capacity and other guidelines are not followed, Dakota County Parks Department has the authority to remove staff and shut down the event. In addition, this action would forfeit the damage deposit.

Signature

Date