



KIEVE WAVUS
E D U C A T I O N



KWE, Inc. COVID-19 - Non-Summer Camp Protocols - updated January, 2022

- **Any visitor or client experiencing COVID-19 symptoms must not come to campus.**
- All employees, visitors, and clients must follow all program protocols.
- Everyone on campus should frequently wash or sanitize hands to CDC standards; particularly before and after arrival, meals, using the restroom, and using shared items.

The Leadership School | Retreats, Events, and Rentals

- For all *overnight programs*:
 - Adult participants must be vaccinated and boosted, if eligible, in order for our staff to provide facilitation in any way.
 - Youth participants who are not fully vaccinated or boosted, if eligible, will have adult overnight chaperones provided by their programs.
 - Participants must adhere to strict mask-wearing indoors and in high traffic areas outdoors, regardless of vaccination or booster status.
 - Classes and activities should adhere to social distancing guidelines as practical.
 - Participants must be rapid-tested if they develop COVID-19 symptoms.
- For all *day programs*:
 - We strongly prefer all participants to be vaccinated and boosted, if eligible.
 - Participants must adhere to strict mask-wearing indoors and in high traffic areas outdoors, regardless of vaccination or booster status.
 - Classes and activities should adhere to social distancing guidelines as practical.
 - Participants must be rapid-tested if they develop COVID-19 symptoms at KWE.
- **Contact Tracing:**
 - Participants who have been on campus or in contact with a KWE employee within 3 days of testing positive for COVID-19 must notify KWE immediately.
- **Food Services:**
 - KWE employees will wear gloves and masks to serve buffet style meals.
 - They will serve through sneeze guards whenever practical.
 - All participants must wear masks and wash or sanitize hands to CDC standards to self-serve meals.
 - Hand sanitizer must be available at the beginning and end of buffet lines.
 - All meals should be eaten outside when practical with participants adhering to social distancing guidelines when eating indoors.
 - Maine state, CDC, and ServSafe guidelines must be followed for meal prep, food storage, and for the sanitization of eating, serving, and meal prep areas.



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Employees

- [All employees must be fully vaccinated and boosted, if eligible by February 1, 2022.](#)
- [Any employees experiencing COVID-19 symptoms must immediately communicate with the Healthcare & Risk Director \(207-671-5292\) to establish next steps.](#)
- [Close Contacts](#)
 - Must adhere to the Maine state and CDC recommendations:
 - You must immediately test if experiencing any COVID-19 symptoms.
 - You must mask around others for 10 days from exposure.
 - To work as a close contact, your mask must be N95 or KN95 and can be provided by the Healthcare & Risk Director.
 - If you're *fully vaccinated and boosted* you must:
 - Antigen or PCR test 5 days from exposure.
 - If you're *not boosted and more than 6 months out from a Moderna shot, 5 months out from a Pfizer shot, or more than 2 months out from a J&J shot*, you must:
 - Quarantine at home for 5 days from exposure.
 - Antigen or PCR test 5 days from exposure.
- [Travel](#)
 - For *international travel* you must Antigen or PCR test 5 days after your return.
 - For *domestic travel* follow protocols for experiencing COVID-19 symptoms.
 - Any testing related to *domestic travel* is conducted in consultation with the Healthcare & Risk Director.
- [All employees who test positive for COVID-19 must follow Maine state and CDC guidelines and isolate at home for at least 5 days from the positive test. You may only return to work when cleared by the Healthcare & Risk Director.](#)
 - The Healthcare & Risk Director will notify all employees of any confirmed positive COVID-19 case and will follow-up individually with close contact and return to work protocols.