



**Covid-19 Field Guide  
Summer 2021**

**Prepared by  
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Summer Camp Director**

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## Preparation

Todd Casey, the Camp Director, will act as the primary contact for campers, parents/legal guardians, and staff. The Camp Director will be prepared to effectively address any questions and concerns related to the COVID-19 pandemic, and the resources available for additional information. The designee(s) should be familiar with:

- Medical matters relating to the novel Coronavirus SARS-CoV-2
- Administrative, engineering, and personal protective equipment (PPE) controls the camp has implemented in response to the COVID-19 pandemic designed to reduce risk
- Current events as they relate to the COVID-19 pandemic
- Policies and procedures the camp has implemented related to the COVID-19 pandemic
- Inform relevant local public health authorities of planned camp operations schedule
- Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material
- Prepare and distribute documentation to staff and parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp
- Consider including videos about behaviors that prevent spread of COVID-19 such as on camp websites, in emails, and through camp social media accounts. These social media tool kits provide free materials for camps to utilize
- Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other accredited health agencies and post in appropriate places where intended audiences can be reached.

Examples include:

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing
- Prepare communication platforms, such as websites, automated text messaging, and telephone hotlines, to communicate information to campers, parents/legal guardians, staff, etc.

Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material

## Camper Communication

### *Prior to Camp*

- Prepare and distribute documentation containing rules and guidelines for campers to follow during their time at camp
- Be familiar with answers to frequently asked questions and common misconceptions related to the COVID-19 pandemic
- Identify which staff and campers are at higher risk for complications related to COVID-19 and encourage and support them in taking additional precautionary measures including consultation with their healthcare provider. The healthcare provider should provide written documentation for requested accommodations for the individual
- Provide information on any communication platforms, such as websites, automated text messaging, and telephone hotlines, to distribute information to staff, parents/guardians, and campers

At the beginning of camp, hold small group trainings and demonstrations on behaviors and precautions

### *During Camp*

- At the beginning of camp, hold small group trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19, including:
- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (cafeteria, classrooms, cabins, etc.)
- Which symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Other camp-specific policies or guidelines
- If possible, limit the amount of available media focused on the COVID-19 pandemic if it may be contributing to anxiety
- Broadcast regular messages on reducing the spread of COVID-19 on the camp PA system. Example announcements are available from CDC

### **Conversation**

- Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen
- Be calm and reassuring; be careful not only about what you say but how you say it
- Be a source of comfort
- Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19
- Let campers know that fear is a normal and acceptable reaction
- Provide only honest and accurate information. Correct any false information they may have heard. Note: Make sure to be considerate with campers when correcting any information
- If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC website
- Make sure campers know how the virus can spread and how to prevent it from spreading
- Talk about what the camp is doing to protect campers from getting sick
- Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals
- Let campers know that teens and children seem to get a milder illness when compared to adults
- Speak in age-appropriate language:
  - Early elementary school aged children: Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe”
  - Upper elementary and early middle school aged children: This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy

“Adults are working hard to keep you safe”

- Upper middle and high school aged children: With this age group, issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID- 19
- Reduce stigma, especially against individuals of Asian descent and those who have traveled recently
- Direct campers with questions you cannot answer and/or fears you cannot assuage to administration or the designated staff member(s) responsible.
- Have follow-up conversations with campers who have asked questions or expressed concerns
- Staff and campers who are experiencing stress and anxiety should be referred to the Health Center for consultation by a medical professional

### ***Posters/Signage***

- Post relevant posters and signage from the CDC, WHO, and/or other health agencies in appropriate areas to encourage behaviors that mitigate the spread of disease:
  - COVID-19 information
  - Handwashing
  - Cough etiquette
  - Symptoms associated with COVID-19
  - Stop the spread of germs
  - Physical distancing
- Post signs in highly visible locations (e.g., camp entrances, dining areas, restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a mask or face covering



### ***In Case of a Confirmed or Suspected Case***

- Refer to the camp's Communicable Disease Plan (CDP) or applicable childcare standards for full guidance
- Before any conversation with campers, make sure to consider their age and address fears and concerns appropriately
- Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and state health resources, as warranted
- Advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop
- Maintain confidentiality; do not provide the name or any potentially identifying information of the confirmed or suspected case in communications in camp or outside of camp with the exception of the campers' parent/guardian and health authorities

## **Parents/Legal Guardians Communication**

### ***Prior to Camp***

- Inform parents/legal guardians about the precautions and procedures the camp has implemented/will implement to minimize the risk of COVID-19 exposure
- Provide information on any communication platforms, such as websites, automated text messaging, and telephone hotlines, to distribute information to parents/legal guardians.
- Identify which campers are at higher risk for complications related to COVID-19 and encourage and support them to take additional precautionary measures.
- Recommend parents/legal guardians of higher-risk campers to consult their child's medical provider to assess their risk and determine if attendance is acceptable.
- Communicate the importance of keeping campers home if they show any symptoms associated with COVID-19. Share the CDC Symptom Screening List: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Inform and seek consent from parents/legal guardians for any health monitoring (e.g., daily temperature readings) that will occur.

Recommend parents/legal guardians of higher-risk campers to consult their child's medical provider to assess their risk and determine if attendance is acceptable.

### ***During Camp***

- Keep parents/legal guardians up to date on COVID-19 as it relates to the camp. Send parents/legal guardians regular newsletters or communications regarding the prevention efforts. If necessary, report the number of suspected and confirmed cases (if any), as well as the camp's responses.
- If the decision to dismiss or end camp early is made, communicate these plans.

### ***In the Event of a Potential Exposure***

- Immediately inform parents/legal guardians about any potential contact their children may have had with suspected or confirmed cases.
- Immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.
- Refer to the camp's Communicable Disease Plan (CDP) or applicable childcare standards for full guidance.

Immediately inform parents/legal guardians if their children are experiencing any symptoms.

## **Staff Communication**

### ***Prior to Camp***

- Provide training and educational material, including this guide, to staff. Include information on:
  - The camp administration's responsibilities as they relate to COVID-19
  - Workplace controls, including the use of PPE
  - Their individual roles and responsibilities as they relate to COVID-19
- Ascertain which staff members are at higher risk for complications related to COVID-19. Work with camp administration and camp health staff to determine if these staff members should not work as counselors or have prolonged direct contact with campers. Identify alternative job duties for these staff members, if warranted.
- Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any.
- Maintain flexible leave policies:
  - Do not require healthcare provider's note for leave from work.
  - Permit employees to take leave to care for a sick family member.
- Communicate strategies for administrative staff to telework from home if possible.

***During Camp***

- Continue to provide educational material, including this guide, to staff and enforce training requirements. Include information on workplace controls, including the use of PPE.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues related to COVID-19.
- Make administration available to hear concerns and answer questions related to these issues.

***Posters/Signage***

- Post relevant posters and signage from the CDC, WHO, and/or other health agencies in appropriate areas to encourage behaviors that mitigate the spread of disease.  
Examples:
  - COVID-19 information
  - Handwashing
  - Cough etiquette
  - Symptoms associated with COVID-19
  - Don't Spread Germs at Work
  - Social Distancing
  - Stay Home If You're Sick

**Vendor Communication**

- Inform vendors that access to the camp's facilities will be restricted.
- Request that vendors reduce the frequency of deliveries while simultaneously meeting the demand of ordered goods.
- Request that vendors use the same delivery driver for all deliveries for the duration of camp.
- Notify vendors to suspend deliveries and/or adjust maintenance schedules for services in the event camp is suspended.
- Inform vendors that, during deliveries, they are required to take precautions:
  - Maintain physical distancing between themselves and campers and staff
  - Wear appropriate PPE (a mask or face covering and gloves)
  - Do not make deliveries if they have symptoms associated with COVID-19

## Local Health Officials Communication

- Coordinate with local health officials; they should provide strategic assistance in the decision-making response to the COVID-19 pandemic with each camp.
- Work with your local health officials to develop a set of strategies appropriate for the camp.
- Inform local health officials on the camp operations scheduled.
- Alert local health officials on unusually high camper absenteeism rates.

**Best practice:** Regularly share camper absenteeism data with local health officials if requested.

- Notify local health officials of suspected and confirmed cases immediately.
- Seek guidance to determine whether to dismiss or end camp early if necessary.

## Transportation To Or From Camp

### *Travel by Bus or Van*

The following provides suggested general guidance and procedures while travelling by bus, van, or other communal vehicles. Recommendations are made for camp administration, vehicle driver/operators, passengers (e.g., campers and camp staff), and custodial staff.

### *Administration*

- Maintain a roster of qualified, trained, and licensed staff to fill critical transportation positions.
- Instruct transportation staff to report respiratory illness symptoms to their supervisors or camp administration.
- All transportation employees are screened at the beginning of their shifts for signs of illness.
- Actively encourage sick employees to stay home and implement flexible sick leave.
- Provide staff and campers with access to soap and clean running water or alcohol-based hand sanitizer, and face masks. Train staff and campers on proper hand washing.
- If possible, use larger vehicles or a greater number of vehicles in order to allow passengers to maintain greater physical distance.

### *Campers and Staff as Passengers*

- Do not board if you are sick or experiencing any flu-like symptoms.
- Wash or sanitize hands before boarding bus, van, or vehicle.

- Practice good hygiene: cough or sneeze into your elbow and avoid touching your mouth, nose, and eyes.
- If possible, maintain physical distance by maximizing distance between yourself and other passengers.
- Wear a mask while riding in the vehicle.
- If re-boarding the vehicle, sit in the same seat, or your assigned seat, each time.
- When exiting, remove all belongings and discard all waste.

Do not board if you are sick or experiencing any flu-like symptoms.

### ***Vehicle Operators***

- Do not operate if you are sick or experiencing flu-like symptoms.
- At a minimum, wear a mask. Ensure face mask does not impact vision or the ability to operate the vehicle safely.
- Wear appropriate gloves. Ensure gloves do not impact the ability to operate the vehicle safely.
- Maintain physical distance by limiting interactions with passengers.
- When possible and safe to do so, operators should open windows prior to campers boarding. If not possible nor comfortable to open windows, set ventilation system to high. Do not recirculate conditioned air. Ensure that internal cabin air filters are in-place and changed regularly.
- Open vehicle windows several inches (if can be done so safely) during all periods of vehicle occupancy.
- Wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer before and after work shifts and breaks, and after touching frequently touched surfaces.

## Health Screening of Campers and Staff

### ***Pre-Screening***

Pre-screening before campers and staff head to camp will give insight into each individual's health status prior to arrival. Campers (with the assistance of parents/guardians) and staff members should self-monitor for 14 days and conduct pre-screening activities such as:

- Taking and recording their own temperature for 14 days before camp (refer to the individual instructions provided with the thermometer).
- Self-screening for the presence of symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
- Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, waiting on a test, or quarantined as a result of COVID-19.

If a camper or staff have a positive response to any of these pre-screening measures, it is encouraged that they stay at home.

### ***Initial Health Screening***

Once the day of camp arrives, each camper needs to submit to the standard health screening with addition to completing their COVID-19 questionnaire. Each camper will have their temperature checked once they get to camp. For those who are traveling on the bus to get to camp, both temperatures and COVID-19 questionnaires will be required before getting on the bus.

### ***Ongoing Screening***

Cabins are required to log the temperatures of all their campers and staff once a day. These temperature logs must be brought to the nurse's station each day. Camp Staff must also monitor their health and bring temperature logs to the nurse's station each day. If a Staff member is experiencing symptoms of COVID-19 they will be asked to self-isolate immediately and seek a COVID-19 test as soon as possible. If the staff member tests negative for COVID-19 after experiencing symptoms, they may return to their normal duties immediately.

### Screening Procedure

1. Ask the individual if they have any COVID-19 symptoms:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle Pain
  - Sore Throat
  - New loss of taste or smell
2. Next, check the temperature of the individual according to camp processes using an appropriate thermometer of choice. Refer to the original instructions provided with the thermometer. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each camper or staff member.
3. If camper or staff is suspected to have COVID-19 based on this assessment, place a face mask or cloth face covering on the individual. Isolate individual by separating symptomatic individuals by at least 6 feet. The area for individuals with symptoms should be at least 6 feet away from other areas of the health center or in a separate room. Health staff should wear an N95 respirator (for aerosol generating procedures) or face mask, a face shield or other eye protection, disposable gloves, and a disposable gown (if conducting aerosol generating procedures) while working with individuals who have a suspected case of COVID-19.
4. Notify camp management, parents/guardians, and appropriate healthcare providers in accordance with guidance from your local health officials, following the camp's CDP.
5. Follow the CDP for next steps on management of the individual. For example, refer to the Response Planning and Response Initiation sections of the ACN CDP for case management of suspect or probable case(s).



## Response and Management of Case(s) or Probable Case(s)

If a staff member or camper is identified as having a potential or confirmed case of COVID-19, isolate the individual in a location previously identified as part of the camp's communicable disease plan (CDP). Follow protocols outlined in the CDP and consider the following:

- Consider if a camper or staff member warrants further clinical evaluation, and if so, make arrangements to do so, either in-person or via telehealth.
- If camper or staff member does not require immediate clinical evaluation, and if CDP calls for the individual to return home, isolate the individual until appropriate return to home transportation can be arranged.
- If camper or staff member does not require immediate clinical evaluation, and if CDP calls for isolation of individual within the camp facility (e.g., overnight camps):
  - Make arrangements with camp administration and counselors to have the person's belongings moved,
- Clean the person's sleeping areas according to CDP and procedures outlined in Chapter 6, Cleaning and Disinfection of the Field Guide.
  - Consider testing options and notification of State and local officials.

It is crucial to carry out "contact tracing" immediately to determine the potential or confirmed case's contacts with other campers or staff members over the previous two or more days.

Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population. CDC defines close contact as interactions within 6 feet for more than 15 minutes. Contact tracing should be carried out by trained staff (e.g., public health staff, community health workers, trained volunteers) in conjunction with the local health department. However, camp health staff can utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals. For day and overnight camps, campers and staff within the "household" of the index case should have enhanced surveillance for symptoms and camps should consider mitigation measures including minimizing this group's exposures to other "households" or groups. This could include separate programming (shadow camp), dining, and wash times. Day camps may consider asking an exposed "household" to remain home until confirmation of diagnosis can be made, and if positive, remain home until the "household" is determined cleared of infectious risk.

Key CDC suggestions for contact tracing include:

- Always follow established core principles of contact tracing.
- Conduct contact tracing with only trained staff or trained volunteers. Training should be conducted prior to the start of camp.
- Identify contacts quickly and ensure they do not interact with other campers or staff members.
- Communicate with local and state health officials and all camp stakeholders.
- Best Practice: Implement data management and technology tools to assist in case investigations, contact tracing, and contact follow-up and monitoring.
- Monitor key components of contact tracing programs and improve performance as needed.

## Guidance on Preventing Spread

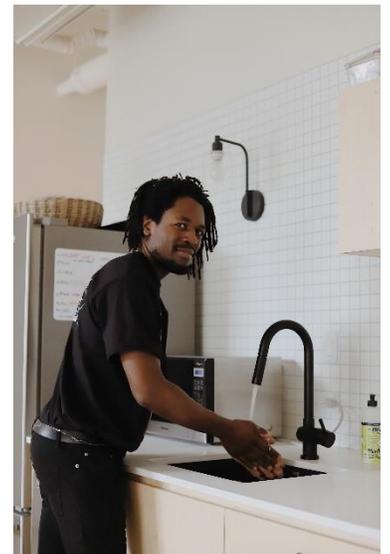
### *Hand Hygiene*

#### **When to Wash or Disinfect Hands – Campers and General Staff**

- Before eating food (e.g., when entering the dining area)
- Upon entering your cabin
- After being in contact with someone who may have been sick
- After touching frequently touched surface (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose

#### **When to Wash Hands – Kitchen and Dining Staff**

Existing best practices for food preparation apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Refer to the *Food Service* section for more information. Handwashing is equally important whether gloves are used or not and all recommendations apply regardless of glove use.



## How to Wash Hands

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)



- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer.

You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

### How to Use Alcohol-Based Hand Sanitizer

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.

- Apply the product to the palm of one hand.
- Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- Continue to rub your hands together until your hands are dry (about 20 seconds).

## Handwashing Misconceptions

- Water temperature is not important. Clean cold and warm water work equally well.
- Antibacterial soap is not more effective than regular soap.
- Bar soap and liquid soap are equally effective.
- Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
- If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

## ***Physical Distancing***

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Physical distancing is not a substitute for using cohorts, a method of isolating groups that can be integrated over time if conditions are met.

For camps, CDC encourages physical distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible.

## ***Masks***

Laurel Lake Summer Camp will be following the CDC guidelines regarding the use of masks. As of this publication, April 2021, the following guidelines are in effect. As CDC guidelines are updated, we will be implementing accordingly.

Masks also referred to as face coverings are one of the best NPIs available to reduce the spread of COVID-19, particularly when used universally within a community. In camp settings masks should be worn universally by staff and campers. According to CDC, masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Their use is most essential in times when physical distancing is difficult.

Overnight Campers should own and maintain a minimum of ten masks so that one or two can be worn each day and be washed weekly.

- Campers should wear masks universally in all indoor locations other than while eating, sleeping, showering, and brushing teeth. Ensure at least 6 feet of physical distance is maintained between individuals during the limited times when masks are not in use.
- Staff should wear masks universally at all times indoors, unless alone in a private office/room, eating, sleeping, showering, and brushing teeth. Ensure at least 6 feet of physical distance is maintained between individuals during the limited times when masks are not in use.
- Masks should be worn by all campers and staff outdoors when at least 6 feet of physical distance cannot be maintained. Masks should be considered and encouraged outdoors for campers and staff at all times when they will be around other people.
- Campers should bring appropriate, reusable, masks for their own personal use to camp.
- Campers should wear one mask and have a second one in a sealed plastic bag handy in case the first becomes wet or otherwise soiled during the day.
- Overnight Campers should own and maintain a minimum of ten masks so that one or two can be worn each day and be washed weekly.
- Masks should be identified by the camper’s name or initials inside.

- Masks should not be shared with anyone else unless in a case of need; it must be unused and unsoiled.
- Campers will be responsible for maintaining and washing their own masks. Cleaning instructions depend on the cloth used to make the mask. In general, masks can be washed regularly along with general laundry using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.
- While wearing masks, campers and staff should avoid touching their face and the mask as much as possible.
- Masks should only be put on, taken off, and handled with clean hands.
- Good practice: For fabric masks, choose those with two to three layers of permeable fabric. CDC provides detailed guidance on use of masks.
- Ensure that masks completely cover the nose and mouth of all campers and staff and that masks fit snugly and don't have gaps.
- Do not allow the use of face coverings or masks that have exhalation valves or vents that allow virus particles to escape.
- Individuals not able to wear masks during exercising may benefit from trying alternative styles including specialized athletic masks designed specifically for athletes.



According to CDC wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. Camp staff should work with any member of their community on appropriate adaptations and alternatives.

## Guidance on Residential Camps

### ***Housing Policy***

- Keep the same staff members assigned to a cabin throughout the program; do not rotate staff between cabins.
- Maintain the roster of cabin-members throughout the program; do not rotate campers between cabins
- Limit cabin access to only individuals who reside in that cabin; avoid having visitors and parents entering the cabin at drop off and pickup periods in the residential spaces.
- All cabin residents should use hand sanitizer containing at least 60% alcohol or wash their hands with soap and water, for at least 20 seconds, upon entry to their cabin.
- Avoid sharing common items (cups, bedding, etc.) as well as the sharing of individuals' items with cabin mates.
- Cabins should be cleaned routinely. Personal belongings should be limited to essential items plus a limited number of non- essential items.
- Campers should keep personal belongings organized and separate from other campers' belongings.

### ***Bathroom***

- Avoid sharing common bathroom supplies (towels, soap, toothpaste, etc.).
- Campers should keep personal items in their bag or tote and store their bag or tote in a designated area.
- Keep soap, toilet paper, and paper towels in the bathroom stocked at all times.
- Create a staggered bathing schedule and limit the number of people using the facilities at one time.
- Place a trash can (with a foot-actuated lid or no lid) near the exit of the restrooms to make it easier to discard items.
- Post the Handwashing sign from the CDC in the bathroom to remind campers and staff when and how to properly wash hands.

Instruct campers to bring their own bathroom supplies and a container for toiletries to be stored in for the duration of camp (for example, a bathroom tote or a 1-quart clear plastic bag labeled with their name).

### ***Sleeping***

- If possible, create at least six feet of space between beds. If utilizing head-to-toe orientation (see below) four feet of space between beds is acceptable.
- If possible, minimize the number of people sleeping in a space by converting common spaces to sleeping areas.
- Position sleepers head-to-toe or toe-to-toe to maximize distance between heads/faces:
  - For bunk beds, position the head of the camper in the top bunk opposite the position of the camper in the bottom bunk.
  - For side-by-side beds, position the head of the camper in one bed opposite the position of the camper in the adjacent bunk.
  - For end-to-end beds, position the toes of each camper close to the other camper's toes.

## **Guidance on Food Service**

### ***Administration Policy***

- Instruct employees to report any COVID-19 symptoms to their supervisors.
- If employees report respiratory illness symptoms, instruct them to stay home.
- If an employee reports symptoms during work, send them home immediately. Clean and disinfect their workstation (which may include the entire kitchen) and consider employees within their vicinity potentially exposed. Implement next steps from the camp's communicable disease plan (CDP).
- If an employee is confirmed to have COVID-19, inform employees of their potential exposure, while maintaining confidentiality. Implement next steps from the camp's CDP.
- Actively encourage sick employees to stay home.

## Guidance on Activities

The following provides guidance and procedures to reduce COVID-19 exposure risk to campers and staff while participating in typical camp activities. The activities covered here are not an exhaustive list. To reduce COVID-19 risk to campers and staff during camp activities not covered here, it may be possible to apply minimal changes to existing guidance. Camp activities, whether indoor or outdoor, should be limited to those in which physical distancing of groups and activity cohorts and proper hygiene can be practiced.

### ***Administrative General Guidance***

- Campers and staff should wear cloth face coverings during indoor activities when maintaining physical distancing is not feasible due to area limitations.
- Holding activities outdoors as much as possible is recommended.
- Ensure campers and staff practice proper hand hygiene
- Instruct campers to wash hands with soap and water for 20 seconds before and after activities or provide alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.
- All shared items and equipment (e.g., bows and arrows, tennis rackets, oars, art supplies) should be properly cleaned and disinfected between use. If feasible, shared equipment should be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles). Limit the amount of shared supplies and equipment for activity by providing each participant their own (e.g., life jackets, art supplies) for the duration of camp, if feasible.
- Consider scheduling and planning activities to allow for maintenance of staff and camper groupings whenever possible.
- Campers should use disposable cups for water fountains, jugs, and bubblers; staff should disinfect the spigot between group use. Encourage the use of individual refillable water bottles.

### ***General Safety***

- Maintain adequate staff to ensure camper safety.
- Prepare for absence of crucial staff by developing a roster of qualified individuals who can fill in if staff members are sick or have to return home for personal reasons.
- If emergency care is needed and physical distancing cannot be maintained, then follow normal camp procedures and consider guidance for first responders and victims.

## ***Outdoor Activities***

### Pool Operation

- Proper operation, maintenance, and disinfection of swimming pools will likely inactivate the virus that causes COVID-19. Keep swimming facilities properly cleaned and disinfected. Maintain proper disinfectant levels (1–10 parts per million free chlorine or 3–8 ppm bromine) and pH (7.2– 8) or applicable standards based on local and state health guidelines.
- Ensure there are functional toilets and restroom facilities.
- Make sure supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.
- Post a cleaning schedule at each location.
- Install physical barriers (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least six feet apart from those they don't live with, both in and out of the water.
- Shared objects including goggles, nose clips, and snorkels are prohibited.
- The maximum capacity of the Beaumont pool is 180 swimmers in the pool at a time.
- The water slides will be closed for the summer of 2021.

### Swimming

- For free swim, continue safe swim practices, such as the swimming buddy system where each camper is assigned a “buddy” to stay with at all times.

### Wilderness Activities

- Campers and instructors should practice physical distancing or wear masks, if feasible and safe, during wilderness activities.
- Ensure campers and staff practice hand hygiene prior to/following any wilderness activities. If clean, running water is not available, ensure hand sanitizer is available for

### Equestrian Activities

- Campers and staff participating in equestrian activities should follow physical distancing and good hand hygiene practices (e.g., washing hands pre/post activity).
- Consider keeping activities together to include the same group of campers each day and consider keeping the same instructors.



### ***Indoor Activities***

#### General Guidance for Indoor Activities

- Ensure enough space to accommodate staff and campers while practicing safe physical distancing.
- Staff members and campers should wear cloth face coverings during activities indoors when physical distancing is not maintained.
- Ensure that there is proper ventilation within the space by maximizing fresh air intake or natural ventilation via screened windows and doors.

#### Arts and Crafts

- All indoor creative arts and STEM activities should be conducted following physical distancing guidelines for camper groups and proper hygiene guidance. Consider moving activities outdoors.
- Seating should incorporate increased spacing and physical distancing should be encouraged.
- Limit the number of individuals to the craft/STEM area, incorporate increased spacing and physical distancing, and require staff to wear masks.
- Consider keeping activities together to include the same group of campers each day and consider keeping the same instructors per group.
- Safety protocols should follow standard operating procedures with the adjustments outlined in the Safety section of this guide.



## Guidance on Using Cohorts at Camp to Reduce Disease Transmission Risk

The following outlines how to use grouping of staff and campers to reduce spread of infections and to allow for more rapid identification of suspected or confirmed cases of COVID-19. Consistent with experience from 2009-2010 H1N1 and in concert with guidance provided by Centers for Disease Control and Prevention (CDC) in 2010, on April 16, 2020, and on May 14, 2020, and the American Academy of Pediatrics (AAP), policies to maintain small group sizes, limit mixing of groups, and restrict large gatherings at camps are recommended. Limiting mixing of groups can be combined with a public health approach of establishing and maintaining “concentric group circles” for infection prevention and control. Infection spread can be slowed and more easily contained in smaller groups; when larger groups are required, it is beneficial if they consistently are comprised of the same constituent smaller groups, thereby limiting the number of potential contacts for each camper. In the event of an outbreak, being able to promptly define the “inner circle” of close contacts is paramount for enhanced health surveillance and isolation. By using the small groups and cohort strategy, isolation and surveillance of close contacts can be implemented in short order.

Limiting mixing of groups can be combined with a public health approach of establishing and maintaining “concentric group circles” for infection prevention and control.

In the camp setting, camp directors could consider identifying the smallest practicable group of campers and treat this group as a “household.” This “household” could be an age group, a pre-assigned program group in day or overnight settings, or a sleeping group/bunk in overnight settings and should, to the extent possible, remain consistent over the camp program. “Households” may join together with other “households” for larger group activities; however, camp directors should realize that larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any gathering could include splitting into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, maintain physical distancing between “households”, and provide facial coverings (when age and developmentally appropriate) when distancing cannot be accomplished. Holding activities outdoors as much as possible is recommended.

There is insufficient evidence to suggest a maximum group size that best balances the need to minimize risk of disease transmission with camp operational capacity. Additionally, the maximum group size will be different depending on type of camp (day versus overnight), duration of camp session, the ability of the camp to test staff and campers for COVID-19 prior to arrival, and the camp’s ability to isolate camp and staffers from the wider community. It is recommended that camps follow applicable state and local guidelines on mass gatherings and

consult with their state and local departments of public health when questions arise. As mentioned above, creating consistent larger gatherings made up of consistent “households” is the best possible method to limit spread of disease and should be considered regardless of the actual group size number.

Overnight camps could additionally consider functioning as a contained circle or “bubble” within the larger local community and essentially “shelter in place” for the duration of the camp program. This approach would assist in containing communicable disease within camp boundaries. Overnight camps are encouraged to consider the concentric circles philosophy of



“households”, and larger groups made up of “households” to prevent and slow disease spread and allow for target surveillance and isolation should cases occur.

A goal of pandemic response is to reduce interpersonal contacts to limit potential exposure to Coronavirus, which can be accomplished using the following recommended approaches for managing camp groups and group interactions.

**Good Practice:**

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- To the extent possible, maintain consistent counselor assignments for groups aka as “households” and activities.
- To the extent possible, minimize mixing between groups.
- If groups must mix, consider other mitigation methods such as outdoor activities, increased ventilation in buildings, physical distancing between groups, or the use of facial coverings if age and developmentally appropriate. Note that group size must still comply with state and/or local requirements. Proper staff to camper ratios and minimum staffing requirements must be maintained.
- Limit parents, guardians, and other non-essential visitors into camp as much as possible. This should also include limiting any nonessential volunteers and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).