



## COVID PROCEDURES

This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by the U.S. Centers for Disease Control and Prevention (CDC). While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your good judgment should be the final authority until you can contact assistance. The safety and well-being of the campers and staff ALWAYS come first.

### **We as an organization, must follow these critical safety actions:**

- Promote healthy hygiene practices
- Intensify cleaning, disinfection and ventilation
- Ensure physical distancing
- Limit sharing
- Train all staff
- Check for signs and symptoms
- Plan for when a staff, child, or visitor becomes sick
- Maintain healthy operations to monitor risk-reduction strategies are in use

### **PREPARATION**

1. Designate a team consisting of both medical and administrative staff responsible for answering questions and concerns from campers, parents/legal guardians, and staff.
2. Inform Housing Authority, City of Hoboken and relevant local public health authorities of planned camp operations schedule.
3. Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material.
4. Prepare and distribute documentation to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp.
5. Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC).
6. Community Lifestyle will prepare communication platforms, such as websites, automated text messaging, and telephone hotlines, to communicate information to campers, parents/legal guardians, staff, etc.

### **COMMUNICATION**

Community Lifestyle will post relevant posters and signage from the CDC in appropriate areas to encourage behaviors that mitigate the spread of disease:

1. COVID information
2. Handwashing
3. Cough etiquette
4. Symptoms associated with COVID-19
5. Physical distancing
6. Inform parents/legal guardians about the precautions and procedures the camp has implemented/will implement to minimize the risk of COVID-19 exposure.
7. Medical and administrative staff will identify which campers are at higher risk for complications related to COVID-19, and encourage and support them to take additional precautionary measures.
8. We will ask parents/legal guardians of higher-risk campers to consult their child's medical provider to assess their risk and determine if attendance is acceptable.
9. Keep parents/legal guardians up to date on COVID-19 as it relates to the camp. Send parents/legal guardians regular newsletters

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

The camp director will:

- 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.

### **STAFF COMMUNICATION**

1. Provide training and educational material, including this guide, to staff. Include information on:
  - The camp administration's responsibilities as they relate to COVID
  - Workplace controls, including the use of PPE
2. 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 and staying home if they are showing any.
3. Community Lifestyle will maintain flexible leave policies
4. Continue to provide educational material, including this guide, to staff and enforce training requirements. Include information on workplace controls, including the use of PPE.

### **HEALTH OFFICIALS COMMUNICATION**

The camp director will:

- Coordinate with local health officials; they should provide strategic assistance in the decision-making responsibilities to the COVID pandemic with each camp.
- Work with your local health officials to develop a set of strategies appropriate for the camp.
- Regularly share camper absenteeism data with local health officials if requested.
- Seek guidance to determine whether to dismiss or end camp early if necessary.

### **AMERICAN CAMP ASSOCIATION (ACA) GUIDANCE ON SCREENING AND INITIAL RESPONSE FOR CAMPER AND STAFF AT CAMP**

The following outlines three screening phases that can be used by camp healthcare staff to identify campers and staff members that might have a respiratory infection or might require additional consideration before admittance to or continued participation in camp.

## 1. PRE-SCREENING

Offering pre-screening before campers and staff head to camp will give insight into each individual's health status before arrival.

A self-screening form will go out two weeks prior to the start of camp and the start of every week of camp. The form will ask with the camper or any person living in the household had symptoms of :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 week.

If a camper or staff member is flagged during the pre-screening process **our camp director will contact the local** health departments.

## 2. INITIAL HEALTH SCREENING

Community Lifestyle will require all staff volunteers and campers to have a non-contact forehead thermometer check with 3 questions every morning

- Are you feeling ill?
- In the last two weeks, have you had close contact with someone diagnosed with COVID-19?
- Are you ready to have fun?

The thermometer will be wiped with alcohol between each use.

If camper or staff is suspected to have COVID based on 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

Camp director will notify parents/guardians, and appropriate healthcare providers

Camp director will implement data management and technology tools to assist in case investigations, contact tracing, and contact follow-up and monitoring.

## 3. ONGOING SCREENING

Community Lifestyle will perform for ongoing assessments during the camp day. A sample process is outlined below.

- Temperature check of each individual going in and out of camp tent.
- Randomly ask individual if they have any COVID symptoms

## GUIDANCE ON CLEANING AND DISINFECTION

To minimize transfer of coronavirus at camp, cleaning methods can be employed to reduce risk to campers and camp staff.

- Cleaning and disinfecting of spaces between groups
- Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.

frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by campers or staff should be cleaned and disinfected several times per day.

frequent cleaning of high touch outdoor surfaces, such as grab bars or railings, is recommended. Outdoor wooden surfaces, such as play structures or benches, can be cleaned according to standard camp practices and more frequently if needed to remove obvious soiling.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR STAFF/VOLUNTEERS**

- Eye protection, disposable gloves, and gowns/aprons are worn for all tasks in the cleaning process, including handling trash.
- When finished, all cleaning staff must remove gowns/aprons first, being careful not to contaminate the surrounding area. Next gloves are to be removed by grasping from the inside and peeling inside out. Hands must be thoroughly washed for at least 20 seconds using soap and water. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

### **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.

- Campers and staff should wear cloth face coverings during indoor activities when maintaining physical distancing
- Holding activities outdoors as much as possible is recommended. Community Lifestyle will operate 100% outdoors for the 2020 summer program.
- For all activities, groups should remain small and maintain safe ratios outlined in the Safetysection of this guide.
- Each camper will have Individual refillable water bottles.
- Limit shared high-touch equipment and designate equipment to campers or groups for the duration of camp.
- All equipment (e.g., baseball bats, tennis rackets) should be cleaned and disinfected immediately after each use. Cleaning and disinfection at the end of each day should also be conducted on all sports and range equipment.
- Planned performing arts activities to be limited to the same groups and instructors for a given group.
- Community Lifesyle will consider designating certain equipment to individuals for the duration of camp to decrease the amount of shared items.
- Community Lifestyle will limit the number of individuals to the craft/STEM area, incorporate increased spacing and physical distancing, and require staff to wear masks or face coverings.
- Community Lifesyle will consider keeping activities together to include the same group of campers each day and consider keeping the same instructors per group.
- Staff and campers will remain on the premises for the duration of the camp day. When staff/volunteers or campers leave the camp, screening and temperature checks will be conducted.

## **GUIDANCE ON USING COHORTS AT CAMP TO REDUCE DISEASE TRANSMISSION RISK**

The 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.

Community Lifestyle will create the smallest practicable group of campers and treat each group as a "household." This "household" will be by age group.

Community Lifestyle will:

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- Organize campers and counselors into groups aka "households" that live and eat together.
- Consider other mitigation measures such as physical distancing or use of face coverings if appropriate and practical for the activity.
- Restrict parents, guardians, and other non-essential visitors into camp as much as possible.

## **DROP OFF**

- Community Lifestyle will have a drop off schedule in which groups of campers are to be dropped off at camp during staggered timeframes. (8:50am - 9:15am)
- Only one parent/guardian to drop off campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
- Staff/volunteers will greet campers and perform initial health screenings outside as they arrive.
- Upon arrival to camp, staff/volunteers will distribute disinfecting wipes to campers and direct them to disinfect their baggage or provide trained staff to do so, giving special attention to the handles and other non-porous portions

## **PICK UP**

- Only one parent/guardian to pick up campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not pickup campers.
- Staff/volunteers will maintain physical distance with other parents/guardians and campers.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) PLAN FOR CAMP STAFF**

- Keep necessary PPE near workstations in the camp where they will be used.
- Face masks will be readily provided by the camp and worn by counselors and staff whenever interacting with others outside their groups at a distance closer than six feet.
- Community Lifestyle will provide both initial and refresher training on the different types of PPE that are needed for specific tasks and the reasons they are necessary; this will lead to more effective use and conservation of PPE.
- Counselors should wear gloves when handling any incoming belongings or equipment prior to disinfection.

## **Suggested Camp Supplies and materials for 2020 Camp Season**

Environmental Health & Engineering, Inc. (EH&E) started reviewing information for the development of the Field Guide and quickly identified a potential limiting factor that we recommend taking action on soon to ensure that it is not an issue. The potential limiting factor is key supplies that member camps may not currently have onsite. Here is an initial list of some important items that are currently in short supply that we think your member camps will need to prepare and to open this summer. If camps start strategically placing orders soon, camps should be able to ensure adequate supplies at the start and throughout the season. These items include:

- Hand soap—Anticipate an order of approximately 50% more than a typical camp season. Example: If you typically buy 1 gallon, then order 1.5 gallons.
- EPA approved cleaners—<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. EH&E recommends working with existing camp suppliers and cleaning contractors/staff to identify and order cleaners. We anticipate that it will be necessary to order multiple brands and product lines. We are available to assist in a review of product information. Order approximately 100% more than a typical camp season. Example: If you typically buy 10 gallons, then order 20 gallons.
- Hand sanitizer supplies and stations—Anticipate to order 0.5 fl. oz. per camper and staff member per day. Example: 100 people at a camp will need approximately 50 fl. oz. per day
- Surface cleaning and disinfectant wipes—Order approximately 100% more than a typical camp season. Example: If you typically buy 10 containers, then order 20 containers.
- Paper towels—Anticipate an order of approximately 50% more than a typical camp season. Example: If you typically buy 100 rolls, then order 150 rolls.
- Cleaning spray bottles—May be needed to dilute, mix, and apply U.S. Environmental Protection Agency (EPA) approved cleaner. Order 1-3 bottles per building.

#### **Camp Medical Staff Personal Protective Equipment (PPE) Supplies.**

EH&E is not anticipating that camps will need a large supply stock of these items but enough for onsite Medical Staff to use if needed to attend to a Covid-19 symptomatic individual. The items listed below should be considered a “starter pack” available for when camp opens. The items are scaled based on the number of medical staff members per camp so larger camps with more medical staff members will order more supplies. Example: a camp with 5 medical staff members would multiply the recommended supply numbers below by 5. Initial onsite supply stock recommendations per each medical staff member include:

- N95 respirators—5 per medical staff member
- Disposable surgical masks—50 per medical staff member
- Nitrile exam gloves—200 per medical staff member
- Disposable safety gowns—50 per medical staff member
- Face shields—2 per medical staff member
- Covered medical waste disposal bin—1 per office or exam room
- Adequate thermometers—2 per medical staff member

Each camp should ensure that all medical staff supplies meet the clinical requirements of their employees. If camps have difficulty obtaining any of the recommended gear, EH&E is available to help determine alternate PPE recommendations