

## MiVoden Guidelines for COVID-19 summer 2020

### Sources:

The following sources are used at length and quoted for the MiVoden Guidelines for COVID-19. For further details see the following guideline links/documents. The most used source for much of this document is the ACA "Field Guide for Camps". The "Field Guide for Camps" is available on line for any staff to resource.

- White House and CDC Guidelines: <https://www.whitehouse.gov/openingamerica/>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- CDC Guidelines - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>
- ACA "Field Guide for Camps": <https://www.acacamps.org/resource-library/coronavirus-information-camps>

### Prior to Camp Beginning:

- Send letter to all campers that has the following communication
  - Pre-Camp Screening Document
  - Example of waiver for COVID
- Display relevant posters and signage from the CDC that encourages behaviors that mitigate the spread of disease: All the links for signage can be found in the "Field Guide for Camps Page 56.

### Over-All guidelines:

- Waiver: All campers and staff will be asked to sign a waiver making it clear that they accept the risk of someone potentially bringing COVID-19 to camp.
- Face mask are to be worn whenever a person at Camp MiVoden is within 6 feet of individuals who are not part of their Family group/cabin/cohort.
- Do not work if you are sick or showing flu-like symptoms.
- Wear disposable gloves and avoid direct barehand contact with cash, cards, and products.
- Avoid touching your face after handling cash, debit/credit cards, etc.
- Maintain a physical distance of at least six feet from other workers whenever they are not part of your family group/cabin/cohort.
- Wash hands with soap and water for at least 20 seconds before and after work and breaks, after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces.
- Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.
- Avoid touching your eyes, nose, and mouth.

- All staff are to follow proper hand washing and control procedures implemented by the camp.
- Instruct employees to report any COVID-19 symptoms to their supervisors.
- If employees report respiratory illness symptoms, instruct them to let their supervisor know immediately and stay in their sleeping quarters.
- If an employee reports symptoms during work, send them home/sleeping quarters immediately. Clean and disinfect their workstation (If in the kitchen this will include the entire kitchen), and consider employees within their vicinity potentially exposed. Implement next steps for MiVoden's Communicable Disease Plan (MCDP) for COVID-19.
- If an employee is confirmed to have COVID-19, inform employees of their potential exposure, while maintaining confidentiality. Implement next steps for MCDP.
- Actively encourage sick employees to stay home.

#### General Safety

- Maintain adequate staff to ensure camper safety. Efforts to maintain physical distancing should not impact existing camp safety protocols (e.g., first aid, cardiopulmonary resuscitation [CPR], one-on-one interaction between staff and campers, swimming "buddy systems," etc.).
- 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 from CDC, National Safety Council, and American Red Cross.
- If first aid and/or CPR is required during an activity, it is best to follow normal camp protocol that considers current guidance from the following sources as well as state and local authorities including the fire and/or emergency services departments.

#### **PEOPLE AT HIGH RISK OF SEVERE ILLNESS FROM COVID-19**

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility.

Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised

Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly

controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Medical professionals including the CDC are closely monitoring a pediatric condition now termed as *Pediatric Multi-system Inflammatory Syndrome (MIS-C)*, a rare disease affecting children that is potentially related to COVID-19.

Camp MiVoden will be looking for individuals that are high risk of COVID-19 and making decisions per case on whether they should be attending camp.

#### **Registration**

- Follow guidelines in the Over-All Guidelines.
- Keep campers and parents physical distancing during registration.
- Encourage face coverings for all campers/parents/guardians when registering.
- Encourage parents/guardians to not linger as their camper is left at camp.
- Follow the system set up for registration

#### **Transportation**

##### **Camper Bus Transportation**

- Use buses and vans that have cargo storage separate from the passenger cabins, if possible.
- Identify a camp staff member to receive luggage from passengers, place it in the storage area, then later unload all luggage. The staff member should wear a cloth face covering and gloves during this process.

##### **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 facemask 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.

### Vehicle Operators

- Do not operate if you are sick or experiencing flu-like symptoms.
- At a minimum, wear a facemask. 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.
- 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.

### Cleaning and Disinfection

- Do not work if you are sick or experiencing flu-like symptoms.
- Wear disposable gloves and a facemask.
- Clean and disinfect vehicles daily. **Best practice:** Clean and disinfect the vehicle before and after each use during the day.
- Always clean and disinfect the vehicle's commonly touched surfaces between user groups or route runs.
- See cleaning and disinfection section

### Screening

- Pre-Screening:
  - Send document to all campers and staff prior to them attending camp this summer. Ask them to keep track of the document and bring it with them when they bring their child or they as a family come to camp this summer.
    - <https://campnurse.org/wp-content/uploads/2020/05/Pre-Camp-Health-Screening-51420.pdf>
- Intake Screening: In addition to our normal medical registration process we will be taking temperatures and asking questions of the camper pertaining to COVID-19 screening.
- Continued Screening: During the week we will be taking temperatures of campers, watching for signs of sickness and asking questions when appropriate about how a camper is feeling. Signs to look for:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- At Risk People – If a staff person/camper is at higher-risk of contracting COVID-19 they are asked to not be at camp. If a person has been around individuals who have symptoms of COVID-19 then they are also asked to not be at camp.

### Communication

- We will need to communicate in age-appropriate language about COVID -19 to youth campers.
  - *“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 take 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.
  - *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.”
- Conversations with campers
  - 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.

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- Signage: Around camp are signs of how to mitigate of COVID-19. For example, there will be hand washing signs around camp to encourage hand washing.

### Mitigation

- Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
- Handwashing/hand sanitizer: We will be encouraging all campers to wash their hands or use hand sanitizer frequently while at camp. Below is when to wash or disinfect hands.
  - 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 Staff
  - Before and after using gloves
  - Before, during, and after preparing any food.
  - After handling raw meat, poultry, seafood, and eggs
  - After touching garbage.
  - After using the restroom
  - After wiping counters or cleaning other surfaces with chemicals
  - After coughing, sneezing, or blowing your nose
  - Before and after breaks

### How to Wash Hands

1. **Wet** your hands with clean, running water. Turn off the tap and apply soap.
2. **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.
3. **Scrub** your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
4. **Rinse** your hands well under clean, running water.
5. **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.

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. 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/Cabins/Cohorts

- Physical Distancing (we prefer the term physical distancing to social distancing as we are at camp to connect socially). Generally best practice is to stay 6 feet from other individuals that are not part of your family/cabin group.
  - Groups (Cabins, Cohorts) will be physical distancing 6 feet from groups (see cabins and cohorts). All staff will be assigned to a cohort so that within this cohort they do not have to wear mask or physically distance. However, outside this cohort they need to physically distance and wear mask.
  - Cabins: Campers in cabins will need to continue to physical distance as much as possible but will not need to wear a mask. Throughout the day the cabin will stay together. Counselors/staff will encourage campers to not touch each other. Throughout the day campers will be outside as much as possible.
    - It is recommended that family campers stay in cabins or family units during family camp. Physical distancing between other family campers' units. Within family units/cabins family's do not need to wear mask.
  - Cohorts: A cohort consists of multiple cabins put together with a max capacity that is predetermined. This capacity is going to vary some but will comply with state/county requirements most likely be around 50 persons. Within this cohort campers do not have to wear a mask. The cabin physical distancing requirements stay the same and cabins are encouraged to physically distance from each other when possible.
    - It is recommended that family units/cabins stay within a cohort/color group. Within the cohort, families do not have to wear a mask. The

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cabin physical distancing requirements stay the same and families are encouraged to physically distance from other families.

- Cohort Best Practice:
  - 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 “households” that live, eat, wash, and do most group activities together or within subgroups.
  - If “households” mix for programs or activities, consider other mitigation measures such as physical distancing or face coverings if appropriate and practical for the activity.
  - Consistently construct larger gatherings of the same smaller groups or “households.” Note that group sizes must still comply with state and/or local requirements for proper staff to camper ratios and minimum staffing requirements.
  - Larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any mass gathering could include splitting large assemblies into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, physical distancing between “households” and facial coverings (as age and developmentally appropriate) when distancing cannot be accomplished.
  - Staggered dining times is recommended depending on the size of the dining facility and its ability to allow social distancing between “households.” Consider dining outside in “households” if possible and weather permits.
  - Mixing between “households” should be particularly discouraged in the initial days of camp programs. Depending on the length of a given camp and/or the availability of testing, increasing interactions between “households” can be considered, particularly for overnight camps of more than two weeks.
  - Consider arranging support staff by A and B shifts to minimize interactions among kitchen and cleaning staff whenever possible. Any switching of staff should be carried out after cleaning.
  - Restrict parents, guardians and non-essential visitors from entering camp.
  - For overnight camps, consider that counselors and staff not leave camp on days or nights off. Make all staff of day and overnight camps aware of the best practices they can independently follow to mitigate spread<sup>6</sup> during time they spend off camp property.
  
- Sleeping quarters:
  - We will encourage youth camps and Ultimate camps to be six feet apart where possible while sleeping.
  - This means that when in a bunk bed the person sleeping in the top bunk will have their head over the feet of the person on the lower bunk.

- We will also be encouraging campers to sleep on decks with space between or if in an ultimate camp sleeping spaced out at their camp site.
- As much as possible we will try to keep the same staff assigned to the same sleeping space throughout the summer. Camper will also stay in the same sleeping space except for a cabin camping out.
- When parents/guardians are dropping off or picking up campers and the camper is in a cabin the parents/guardians should remain on the camp decks and not enter the dorms.
- 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.
- Campers should keep personal belongings organized and separate from other campers' belongings.
- As long as weather permits keep windows open to have more ventilation in rooms.
- Bathroom:
  - Avoid sharing common bathroom supplies (towels, soap, toothpaste, etc.). 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).
  - 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.

**MiVoden Communicable Disease Plan for COVID-19 exposure:**

- Immediately inform parents/legal guardians about any potential contact their children/staff may have had with suspected or confirmed cases.
- Immediately inform parents/legal guardians if their child(ren)/staff are experiencing any symptoms.
- The camper/staff will be quarantined in a room set aside for COVID-19 and observed for a short time.
- The camper/staff will be tested (contact tracing) at a local hospital/or by the county health department along with people that may have come in contact with them. (Refer to the Field Guide Page 21)

- In consultation with the parent/guardian the camper will leave camp as long as the symptoms persist and/or the week of camp is finished.

#### **Aquatic facilities Operations**

- There is no current evidence that COVID-19 can be spread to people through water or water play areas. However, it is important to still follow physical distancing, proper hygiene practices, and cleaning/disinfecting frequently touched surfaces/toys daily at all waterfront places. Efforts to maintain physical distancing should not impact existing camp safety protocols (e.g., first aid, CPR, one-on-one interaction).
- Limit the amount of shared supplies and equipment per activity. Hand wash life jackets/flotation devices in hot soapy water. Allow to air dry and spray lifejackets with alcohol-based disinfectant spray.

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#### **Food Service**

- Provide staff with access to soap and clean running water, disposable gloves, and facemasks. If soap and water are not available to wash hands, use an alcohol-based hand sanitizer.
- Screen food service employees and assess their symptoms prior to starting work each day. See the Screening section.
- The dining space will be divided up into camper cohort groups where cabins/families will be served, family style, their food. If possible, during family service, encourage counselor and or staff (with clean/sanitized hands) to serve everyone from the table's serving dishes.
- If possible, offer multiple mealtimes in an expanded window in order to decrease the number of diners in the dining area at a time.
- Clean and disinfect the dining area between meal times.
- Encourage, and make available outdoor seating areas as well as indoor options.
- Set a reasonable occupancy limit per table.
- Make stations available for diners to wash their hands with soap and water prior to eating. Station dispensers of alcohol-based hand sanitizer containing at least 60% alcohol at the entrance of the dining facility.
- Leave garbage can lids open in both the kitchen and dining area unless they are equipped with foot-actuated lids.
- An individual's personal water bottle should not be refilled in the kitchen area. Diners should use camp-supplied glasses/cups for beverages and receive a new glass/cup for water if a refill is desired.
- Post signs reminding diners of the guidelines such as washing hands, maintaining social distance.
- Discontinue use of condiment dispensers. Offer condiment bottles for family groups.
- Discontinue the use of beverage dispensers (e.g., fountain drink dispensers, common milk pitcher, etc.). Arrange bottles of beverage choices along a table or counter for diners to retrieve.

- Workers
  - Prior to Work:
    - Shower or bathe before work.
    - Trim and file fingernails. Remove nail polish or false nails.
    - Wear clean clothes or clean work uniform.
    - Wear appropriate and clean footwear.
  - General:
    - Do not work if you are sick or showing flu-like symptoms.
    - Wear disposable gloves and avoid direct barehand contact with food.
    - Do not wear watches, bracelets, or rings.
    - Wear a facemask or cloth face covering.
    - Wear disposable gowns and/or an apron.
    - Maintain a physical distance and increased spacing from other food preparation workers whenever possible.
    - Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
    - Food preparation staff use a fingernail brush during handwashing.
    - Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.
    - Avoid touching your eyes, nose and mouth.
  - Food Preparation
    - Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners.
    - Follow the four key steps to food safety: Clean, Separate, Cook, and Chill.
    - Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.
    - Ice will be available at set times and only served by kitchen staff.
  - Cleaning and Disinfecting Food Contact Surfaces
    - Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, beverage equipment) then rinse after use. Disinfect food contact surfaces before food preparation. Ensure any disinfectants used appear on EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 and are safe for food contact surfaces. Follow manufacturer instructions.
    - Let dishware and equipment air dry; do not dry with towels.

- Ensure that dishwasher machines are operating within the manufacturer's specifications and that appropriate water temperatures, detergents, and sanitizers are being used.
- Cleaning and Disinfecting Non-Food Contact Surfaces
  - Clean and disinfect frequently touched non-food contact surfaces in the kitchen and dining area at least daily. If possible clean and disinfect the dining area before and after each use.
  - Clean and disinfect non-food contact surfaces in the kitchen and dining area's commonly touched surfaces (e.g., counters, tables, chairs, coffee pot handles) daily.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Disinfect hard non-porous surfaces using:
  - EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS CoV-2.
  - Diluted household bleach products. Add 5 tablespoons (1/3 cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water. Do not use in conjunction with ammonia-based solutions. Mix a new bleach-based solution each day, when the liquid has debris in it, and when the solutions parts per million fall below state guidelines.
  - Alcohol-based solutions containing at least 70% alcohol.
- If still in use, clean and disinfect condiment dispensers as frequently as practicable.
- If soft or porous surfaces (e.g., fabric seats, upholstery) are visibly dirty, clean them using appropriate cleaners.
- Disinfect soft or porous surfaces using EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
- If frequently touched electronic surfaces (e.g., equipment controls, lights) are visibly dirty, clean them using products appropriate for use on electronics.
- Disinfect electronic surfaces according to the manufacturer's recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.
- Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
- Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.

- If disposable gowns are not worn, immediately launder clothes (or uniform) worn using the warmest appropriate water and dry completely. Wash hands immediately after handling dirty laundry.

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- Diners

- Do not attend meals if you are sick or experiencing flu-like symptoms. Inform a counselor immediately and go to the camp health center.
- Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the dining area.
- Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
- When retrieving food, avoid touching items and putting them back.
- Maintain physical distance and increased spacing between yourself and others whenever possible.
- Sit with or near the same individuals each meal and/or in the same seat if possible.

### Camp Store

- Allow camper access to the canteen on a schedule consistent with camper groups or activity cohorts determined by the *Using Cohorts at Camp* section so that only campers of the same pre-defined group shop together.
- Screen employees and assess their symptoms prior to starting work each day. See the *Screening* section.
- Where feasible, create partitions between shoppers and cashiers on checkout counters with a pass-through opening at the bottom of the barrier for passage of cash, charge/debit cards, products, etc. Devise alternative payment methods to avoid exchange of cash and coins (i.e., implement debit accounts to be settled at the end of specified time periods).
- Determine an occupancy limit which will allow for all shoppers to maintain physical distance of about six feet from one another. Post signage communicating this limit to shoppers and have a means of controlling appropriate shopper density.
- Post signs reminding shoppers to maintain six feet of physical distance.
- Place decals on floors six feet apart to indicate where to stand while in checkout lines.
- Place arrow decals on the floor to direct foot traffic through the canteen in a unidirectional manner.
- Do not serve prepared foods at the canteen; all food for sale should be prepackaged.
- Station dispensers of alcohol-based hand sanitizer containing at least 60% alcohol at the canteen entrance for shoppers to use upon entry and exit.
- Place garbage cans near the canteen exit and leave lids open unless they are equipped with foot-actuated lids.

- Remove decorative objects, flyers, and materials from tables and counters to allow for effective cleaning and sanitation.
- Perform as much stocking activities as possible during off-peak or after hours to reduce contact with customers.
- When exchanging paper and coin money:
  - Ask customers to place cash on the counter rather than directly into your hand.
  - Place money directly on the counter when providing change back to customers.
  - Wipe counter with a sanitizing wipe between each camper group at checkout.
- Alternatively, consider allowing campers to pre-pay into an account to which they can charge purchases during their camp session. Employees can use a written or online ledger to track credits/debits to each camper's account.

#### **Camper and Staff Customers**

- Do not visit the canteen if you are sick or experiencing flu-like symptoms. Inform a counselor immediately and go to the camp health center.
- Use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the canteen.
- Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
- Avoid touching your eyes, nose, and mouth.
- Do not touch products and put them back on shelves.
- Maintain physical distance of about six feet between yourself and other shoppers whenever possible.
- When in the checkout line, maintain physical distance of six feet between yourself and others.
- Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.
- Use touchless payment options, whenever possible. Minimize handling cash, credit cards, and mobile devices, where possible.
- When exchanging paper and coin money, place cash on the counter rather than directly into the cashier's hand. Do not touch your face afterwards.

#### **Cleaning and Disinfecting**

Recommended methods for typical cleaning procedures include two-stage cleaning and disinfecting. Cleaning entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from a surface. Following a detergent and water wash, "disinfecting" entails use of a U.S. Environmental Protection Agency (EPA)-approved disinfectant that must be applied in accordance with product manufacturer guidelines. Refer to the EPA List of Disinfectants for Use Against SARS-CoV2: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. A dilute bleach solution can be substituted for EPA-approved disinfectants. Avoid use of disinfectants on objects that may go in the mouth, such as toys for young children.

## **Frequency of Cleaning**

### **Communal Spaces**

- Good practice: Cleaning and disinfecting communal spaces at least daily.
- Best practice: Cleaning and disinfecting of communal spaces between groups. Disinfection after cleaning may not be feasible if scheduling of group activities does not allow for disinfectant to remain on treated surfaces for sufficient time to fully disinfect.

### **Shared Items**

- Good practice: Cleaning and disinfecting of shared items between uses.
- Best practice: Assigning items where possible to reduce the quantity of items shared. Also, cleaning and disinfecting of shared items between uses.

### **Frequently Touched Surfaces**

- Good practice: Cleaning and disinfecting frequently touched surfaces and common spaces at least daily.
- Best practice: Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.

Examples of 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 at least daily or, preferably, several times per day.

Cleaning of outdoor structures made of plastic or metal can be carried out according to typical camp cleaning practices. More 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.

### **Changing Areas/Locker Rooms**

- Good practice: As with other frequently touched surfaces, changing areas or locker rooms are cleaned and disinfected daily.
- Better practice: High touch surfaces within changing areas or locker rooms are cleaned more than once per day.
- Best practice: High touch surfaces in changing areas and locker rooms are cleaned between users.

### **Toilets, Showers, Restrooms**

- Good practice: As with other frequently touched surfaces, toilets, showers, and restrooms are cleaned and disinfected daily.
- Better practice: High touch surfaces including toilets, showers, and restrooms are cleaned and disinfected more than once per day.
- Best practice: High touch surfaces including toilets, showers, and restrooms are cleaned and disinfected between users.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CLEANING STAFF**

Always refer to the Safety Data Sheet (SDS) of the product or products being used to obtain PPE requirements.

- Good practice: Eye protection and gloves must be worn when preparing cleaning solutions, including dilute bleach solutions.
- Better practice: 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.

### **CLEANING METHODS**

#### **Cleaning Solution Selection and Preparation**

For cleaning, general purpose residential cleaners that are ready to use or diluted with water per product instructions are sufficient and should be used according to manufacturer's instructions.

For disinfection, products that are specific to coronavirus, that have an "emerging viral pathogen" claim, and that require less than one minute of contact time are preferred. Make sure products have not passed their expiration date. If disinfecting products are not available, a dilute bleach solution can be used, comprising four teaspoons of bleach to a quart of water.

Many disinfecting products can be skin and respiratory irritants. Green Seal, a non-profit certification organization, recommends selecting products with the following active ingredients:

- Hydrogen peroxide

- Citric acid
- Lactic acid
- Ethyl alcohol (also called ethanol)
- Isopropyl alcohol (70%)
- Hypochlorous acid

NOTE: Many of the products on the EPA list contain either quaternary ammonium or sodium hypochlorite (also known as bleach). Cleaning products containing these two ingredients should not be used together or even in series, meaning one after the other. Disinfectant products should be kept out of reach of children and used according to the guidelines provided by the manufacturer.

For preparing cleaning solutions check manufacture instructions and “Field Guide for Camps” Page 50-51.

#### **WHAT TO DO IF THERE IS A CONFIRMED OR PROBABLE CASE OF COVID-19**

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. If less than 7 days, close off areas that were used by the person who is sick and carry out the following:

- Open outside doors and windows to increase air circulation in the areas, if possible.
- Wait up to 24 hours or as long as practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment could be cleaned without delay.
- Clean and disinfect all areas used by the person who is sick. Run ventilation system during cleaning.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected camper’s cabin or bunk area). The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Enhanced cleaning is recommended if it is determined that a person with COVID-19 was present in a building (e.g., dining hall, gym, bunk, etc.) or at camp activity areas for at least 15 minutes.

For a suspected or confirmed COVID-19 case, the following enhanced cleaning protocol should be followed:

- First clean visibly dirty surfaces then perform disinfection. For specific cleaning instructions see sections above: “Typical Cleaning for Non-Porous Surfaces” and “Typical Cleaning for Porous Surfaces.” NOTE: Products that are specific to coronavirus, have an “emerging viral pathogen” claim, and require less than 1 minute of contact time are preferred. Make sure products have not passed their expiration date.

- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces. All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed in sealed bags or containers after use.
- In each area, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment or craft tools.
- Clean and disinfect an area extending 12 feet in all directions around the camper's sleeping quarters, focusing on all horizontal surfaces and high touch objects. Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas. These include high touch objects in common areas including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area. These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Clean a potential source area by progressing from the most distant point from the entrance towards the entrance to avoid re-contaminating surfaces that have been disinfected (i.e., clean your way out).
- Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also using the procedure noted above for porous surfaces. NOTE: If some porous surfaces are not suitable for cleaning with disinfectants, then clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

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### **Personal Protective Equipment (PPE)**

- Cleaning staff should wear eye protection, disposable gloves, facemask, and gowns/aprons for all tasks in the enhanced cleaning process, including handling trash.
- Gloves and gowns/aprons should be compatible with the disinfectant products being used.
- Facemask should be disposable and used for the enhanced cleaning only.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash, for example a face shield.
- Gloves and gowns/aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and

water for 20 seconds. 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.

## MISCELLANEOUS CLEANING

### Dining Hall/Cafeteria

See guidance for non-porous surfaces above and in food service section.

### Cleaning of Keyboards, Laptops and Electronic Equipment

- Follow manufacturer guidelines for cleaning electronic equipment.
- Use of covers that can be cleaned and disinfected are recommended.
- Alcohol based wipes or sprays containing at least 70% alcohol can be used to disinfect electronics, including touch screens.

### Shared Equipment

- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single camper) or limit use of supplies and equipment by one group of campers at a time and clean and disinfect between use.
- Good: Shared equipment should be cleaned and disinfected at least daily.
- Better: Shared equipment should be cleaned and disinfected multiple times per day.
- Best: Shared equipment should be cleaned and disinfected between uses.

### Playground Equipment

- Good: Playground equipment should be cleaned and disinfected at least daily.
- Better: Playground equipment should be cleaned and disinfected multiple times per day.
- Best: Playground equipment should be cleaned and disinfected between uses.

## LAUNDRY

- As with other cleaning activities, gloves and gowns/aprons are recommended when doing laundry. Facemasks are also recommended.
- Staff should avoid shaking laundry items to minimize potential spreading of virus-laden particles into the air.
- Use of a disinfectant appropriate for porous material is recommended. Follow manufacturer's instructions. Example: Lysol Laundry Sanitizer (see manufacturer's instructions for deactivating viruses, including a 15-minute presoak).

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- Wash items as appropriate in accordance with the manufacturer’s instructions, opting for the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- Cloth face coverings used by staff and/or campers should be laundered regularly. Used face coverings should be collected in a sealable container (like a trash bag) until laundered.

In general, staff should avoid handling campers’ belongings. If handling of campers’ belongings is needed, gloves should be worn; disposable gloves are recommended, if available. If gloves are unavailable, staff should perform hand hygiene immediately before and after handling campers’ belongings.

### Activities

Activities: All activities will be attended in cohorts only. A rotation of cohorts to each of the activities during the week will be given to the counselors and/or posted for family camps.

### 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.
- When selecting sports and physical activities, camper groups and activity cohorts should be determined as described in the *Using Cohorts at Camp* section. Cohort groups should maintain physical distancing at activities.

**Best practice:** For all activities, groups should remain small and maintain safe ratios outlined in the *Safety* section of this guide.

- 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. Refer to the *Cleaning and Disinfecting* section of this guide for instructions on cleaning and disinfecting porous and non-porous objects.
  - Good practice: 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).

- Better practice: 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. Refer to guidance in the *Using Groups and Cohorts at Camp* section of the *Field Guide*.
- 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.

#### Equestrian Activities

- Tack (saddles, reins, etc.) are made from hide/leather and can be properly cleaned between riders using mild soap and water. Helmets can be cleaned and disinfected using the appropriate cleaning products for nonporous and porous surfaces. All other shared and used equipment should be cleaned and disinfected between each use; refer to the *Cleaning and Disinfecting* section of this guide.
  - Good practice: All shared equipment (e.g., tack, helmets) should be cleaned immediately after each use or session. Cleaning and disinfection at the end of each day should also be conducted on all tack and helmets.
  - Better practice: Each rider has their own riding gloves and helmet.
  - **Best practice:** Groups should remain small and maintain safe ratios outlined in the general safety section of this guide.

#### Wilderness Activities

- Wilderness activities with anticipated contact with persons outside camp should be postponed or canceled. Group travel by camper groups should be undertaken only to access recreational areas off-camp for day trips (e.g., canoe trips, mountain biking, etc.)
  - Good practice: Consider activities that are accessible by foot, biking, or other alternatives to vehicle travel. Ensure cloth masks are available during travel by car, van, or bus.
- 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 use.
- Consider keeping groups small and include the same campers and instructors each day.
- All shared and used equipment (e.g., maps, binoculars, hiking poles, etc.) should be cleaned and disinfected in accordance with proper cleaning procedures; refer to manufacturer guidelines and the *Cleaning and Disinfecting* section of this guide.
  - Good practice: Limit the quantity of shared supplies and equipment per activity.
- Consider designating certain equipment to individuals for the duration of camp, to decrease number of shared items.

- Overnight stays and camping in tents must be able to maintain proper physical distancing practices, where practical

## Indoor Activities

### General Guidance

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

### Performing Arts

- Campers and instructors should follow recommended physical distancing and good hand hygiene practices prior to/following performing arts activities.
- Better practice: Consider planning performing arts activities to include the same group of campers each day and consider keeping the same instructors per group.
- All shared and used equipment (e.g., props) should be cleaned and disinfected between each use and the performing arts area should be cleaned and disinfected after use; refer to *Cleaning and Disinfecting* section of this guide.
  - Good Practice: Limit the amount of shared supplies and equipment per activity.
  - **Best practice:** Consider designating certain equipment to individuals for the duration of camp to decrease the amount of shared items.

### Creative Arts

- All indoor creative arts and activities should be conducted following physical distancing guidelines for camper groups and proper hygiene guidance. Consider moving activities outdoors.
  - Good practice: Seating should incorporate increased spacing and physical distancing should be encouraged.
  - **Best practice:** Limit the number of individuals to the craft area, incorporate increased spacing and physical distancing, and require staff to wear masks or face coverings.

## Personal Protective Equipment (PPE) guidance for camp

- Medical staff will have a variety of PPE if needed for COVID-19 patients.
- Training will be provided on different types of PPE that are needed for specific tasks and the reasons they are necessary. Refresher training may happen throughout the camping season.

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- The camp registrar will oversee an inventory of what is needed with PPE.

## Camp Staff

### When to wear what

PPE needs for staff will vary based on their job tasks, their ability to maintain appropriate physical distancing, and their potential for contact with confirmed or suspected COVID-19 cases. It is important that specific use scenarios are considered as part of the camp reopening plan to ensure an adequate supply of PPE is available. Please refer to specific sections for detailed guidance on PPE.

- N95 Respirators and eye protection or face shields should be worn when staff anticipate contact with or close proximity to confirmed or suspected COVID-19 cases or when cleaning and disinfecting areas known or suspected to have been in contact with confirmed or suspected COVID-19 cases. NOTE: Because N95 respirators are very hard to find and must be fitted to each person we will not be using N95 respirators.
- Face masks, while not technically PPE, should be worn by:
  - Counselors whenever interacting with others closer than six feet for extended periods, i.e., greater than 15 minutes, as well as other times to the extent possible.
  - Kitchen staff should always wear face masks. Refer to [Food Services](#) section.
  - Custodial staff should always wear face masks when cleaning and disinfecting. Refer to the [Cleaning and Disinfection](#) section.
  - Staff should wear cloth masks when interacting with outside vendors or outside community members when physical distancing can't be maintained.
- Disposable gloves should be worn by:
  - Counselors when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases.
  - **Best Practice:** Counselors should wear gloves when handling any incoming belongings or equipment prior to disinfection.
  - Kitchen staff should follow existing best practices for food preparation and storage. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Refer to [Food Services](#) section.
  - Custodial staff should always wear disposable gloves when cleaning and disinfecting. Refer to the [Cleaning and Disinfection](#) section.

### How to Use PPE

Procedures on donning (putting on) and doffing (taking off) PPE may vary depending on what pieces of equipment are to be used, in which settings, and for what purpose. Detailed training should be provided to staff in the use of respirators, face masks,

gloves, eye protection, and disposable gowns. Below is a general procedure which may, or may not, be applicable in all scenarios.

***Instructions for Donning:***

1. Gather the PPE to don and ensure each piece is the correct size.
2. Perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
3. Don disposable gown (if applicable) and tie all the ties.
4. Don respirator or face mask (if applicable).
  1. Respirator: The top strap should be placed on the crown of the head and the bottom strap should be placed at the base of the neck. If the respirator has a nosepiece, fit it to the nose with both hands. Perform a user seal check.
  2. Face mask: Items vary; tie or place straps according to the manufacturer instructions.
5. Put on face shield or goggles.
6. Perform proper hand hygiene again.
7. Don gloves.

**a. Best practice:**

- 1) Check for punctures or tears before using
- 2) Do not re-wear same gloves after you take them off
- 3) Immediately replace damaged gloves

***Instructions for Doffing:***

1. Remove gown by untying ties, holding it by the shoulders and pulling it down and away from the body and disposing it in a garbage can.
2. Remove gloves and ensure that doing so does not cause contamination of hands by using a safe removal technique (e.g. glove-in-glove, or bird beak).
  - a. **Best Practice:** Place signage of proper glove removal procedures where applicable.
3. Perform hand hygiene.
4. Remove face shield or goggles by grasping the strap and pulling it up and away from the head. Do not touch the front of the face shield or goggles.
5. Remove respirator or face mask and dispose (if disposable) or launder while avoiding touching the front of it.
  - a. Face mask: Items vary; untie or unstrap it according to manufacturer instructions and by pulling the mask away from the face without touching the front.

6. Perform hand hygiene.
7. **Best Practice:** Provide and properly label designated, cleaning areas, disposal areas, and bins for all used PPE.

