

Camp Lebanon COVID-19 Preparedness Plan for Youth Camps



Prepared 6.25.2020

Camp Lebanon is committed to providing a safe and healthy workplace for our staff and guests. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Department heads and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our site.

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A. Screening Protocols

1. Staff Screening – Guest safety begins with a healthy staff.

All Camp Lebanon staff members are encouraged to monitor for signs and symptoms of COVID-19. Active Camp staff are required to keep a **daily temperature log** to determine onset of temperature symptoms. If you or someone in your household develops symptoms of COVID-19, please do not come on site, and notify your supervisor. At any point, if you know that you will not pass the **Health Screening Checklist**, please stay home, and call your supervisor.

When coming to work, all employees are to follow the **COVID-19 Self Check-In** process. The Staff Check-in Log will be monitored by Camp's Operations Manager.

COVID-19 Self Check-In

AT HOME

1. Take your temperature at home and record it in your daily temperature log.
2. Answer questions 1 and 2. If you answer "Yes" to either question, stay home and notify your supervisor.

Question 1: "Have you had any of the following symptoms in the last 7 days that you cannot attribute to another health condition?"

- Fever (100.4°F or higher)
- Feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?
- Diarrhea?

Question 2: "Have you had close contact* with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?"

* "Close contact" means:

- A person has been within 6 feet of a COVID-19 case or suspected COVID-19 case for a period of time. Close contact can occur while caring for, living with, or visiting with a COVID-19 case OR
- A person has had direct contact with bodily fluids of a COVID-19 case or suspected case from being coughed on, while being intimate, or during any such situation involving direct contact.

AT CAMP

1. Stop at the Staff Check-in Box at the Camp entrance, fill out the **Staff Check-in Log**, and affirm that you are safe to be on site. **NOTE:** If you forgot to take your temperature, go into the Eagles Nest Kitchen, and use the infrared thermometer to take your temperature. If your temperature reads 100.4°F or higher, immediately head home and notify your supervisor. **Do NOT** enter the workplace.
2. If you are safe to come to work, proceed to work and utilize proper hygiene, PPE equipment (i.e. masks, gloves where required) and social distancing practices during your time on site.

Process for Returning to Work

If you receive a confirmed COVID-19 test or have symptoms including fever, cough, or shortness of breath you must **STAY HOME** and **NOT REPORT TO WORK** until:

- Symptoms including fever, cough, or shortness of breath have improved **AND**
- At least 7 days have passed since symptoms first appeared **AND**
- Fever (100.4°F or higher) has been gone for at least 3 days without the use of fever-reducing medicine.

Once ALL of these conditions are satisfied, you may return to work.

2. Support Staff and Guest Screening for Youth Camps

Pre-Screening

- **Registrations.** Camp will require the name, age, medical information, and contact information, including the parent/guardian, for all guests wanting to attend the camp session.
- **Communication.** In materials sent to guests prior to arrival, Camp will communicate to the parents/guardians to educate guests regarding the steps being taken for their protection to mitigate the spread of COVID-19. Guests are to be informed that campers from other geographic areas may be present on site. Instructions on safe distancing will be included, including guidelines and expectations for using and sharing camp facilities and activities in a safe, socially-distant environment.
- **Health Screening Checklist.** A pre-screening checklist (*MNDH Visitor and Employee Health Screening Checklist*) will be sent to each guest in advance of their session with this added notification: **“A safe and healthy camp experience begins with people who are healthy! If you are sick, please stay home. If you have underlying health conditions and are at risk, you may be advised to stay home.”**
- **Camper Checklist.** A checklist will be sent to each guest in advance of their session asking them to bring the following items: digital thermometer, blankets and pillows, towels, tote/bag with their toiletry items, cloth face mask, life jackets (if they have them), swim goggles, and other safe recreation items (e.g. fishing tackle) and other safe recreation equipment that will not have to be shared.
- **Payment:** Contactless payment system will be used. Spending money will be placed on a “Canteen Card” and will be available as debit card through the session for transactions at the canteen, store, and activities.
- **Guests will be encouraged to masks** when in areas of close contact with guests not in their cabin group.

Arrival Screening & Check-In Protocols

Guests will be required to self-screen prior to arrival using the “Health Screening Checklist” above. Upon arrival, all guests and staff will be required to attest to this pre-screening at an onsite check-in before being permitted to stay.

HEALTH CARE WORKERS

Camp Lebanon sponsored events require a designated and trained health care worker to act as the Health Care Supervisor (HCS) for the event. This individual will be the point person at the arrival check in. Disposable gloves and a cloth face covering must be worn by all health care staff at check in.

PHYSICAL DISTANCING

Guests and accompanying parents/guardians must maintain physical distancing of six feet through the entire process, including in the waiting line. A table will be used as a barrier maintaining distance between the guests and check in staff.

CAMPER CHECK IN

- **Paperwork:** Campers are to present the pre-completed self-screening paperwork.
- **Physical inspection:** Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- **Temperature:** The HCS or appointee will take temperature of each arriving youth camper using a non-contact thermometer, which is to be wiped clean after every use with an alcohol wipe (reusable while still moist).
- **Physical contact:** If physical contact is made with the camper during check-in, the HCS or staff involved will need to wash hands with hand sanitizer and re-glove.

FAMILY / VISITORS

Only one parent or guardian is allowed to accompany the camper through the check in process. Parents and any other accompanying visitors may use public restrooms in the Chalet but will not be permitted to use the playground or any recreational equipment. Immediately after check-in, all family members and visitors are required to leave the grounds. No one other than the camper is allowed access to the assigned cabin.

Daily Youth Camp Screening

Each morning at a pre-arranged time for each cabin group, all youth campers shall have their temperatures checked by the HCS or assigned assistant and shall be screened for COVID symptoms. A daily log will be used to record each check.

Post-Screening for Youth Camp Guests

Approximately seven days after their departure from camp, guests will be sent a note containing the following question and asking them to respond: “Have you or anyone in your family/group experienced any new sickness, fever, or symptoms including cough, shortness of breath, chills, headache, or diarrhea since your stay at Camp Lebanon?” Any COVID-19 positive responses will be forwarded on to the Morrison County Health Department.

B. COVID-19 Exposure Plan

Should a guest or staff manifest COVID-19 symptoms or become personally aware of direct COVID-19 exposure, the following steps will be taken.

PREVENTION

- **Stay home.** Staff and families will be informed in pre-camp communications that they (staff) or their children (families) should not come to camp, and that they should notify camp officials if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
- **Parent expectations.** Pre-camp communications shall communicate to parents and guardians of their responsibility to pick up sick child as soon as possible should he/she become ill with symptoms consistent with COVID-19. Testing will be the responsibility of the parent/guardian.
- **Return policy.** Sick staff members or campers should not return to camp until they have met the guidelines outlined above in Section A.1.

COMMUNICATION

- **Notifications.** In accordance with state and local laws and regulations, Camp administration will notify Morrison County Public Health officials, Camp staff, and impacted families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- **Exposure notification.** Camp administration will advise all 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.

ISOLATION & CARE

- **Isolation.** Health care staff should immediately separate staff and campers with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at camp. Individuals who are sick should be cared for following [CDC guidance for caring for yourself or others who are sick](#). An isolation room or area and a separate bathroom facility will be designated to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. Camp's healthcare staff should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- **Care.** The HCS will identify one or two staff who will bring food and hydration to the sickened individual and monitor his/her condition while they wait to be picked up. The number of staff who have face-to-face interactions with people who are sick shall be limited. If the camp has a nurse or other healthcare provider, they should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- **Transport to a hospital.** If a person becomes sick and needs to be transported to a hospital, the HCS should call the destination hospital for transfer instructions and to determine if an ambulance is required for transport. Parents/guardians should be contacted to establish communications.
- **Records.** The HCS shall keep or cause to keep detailed records of the care and treatment of the sickened individual. These records are to be kept on file in the appropriate administrative office.

DEPORTATION

The sickened person and any person housed with him/her should be asked to leave camp as soon as practically possible and seek medical attention immediately.

DISINFECTION

- Staff shall wait 24 hours to clean and sanitize any rooms where the exposed person has been. If 24 hours is not feasible, wait as long as possible.
- Camp will close off areas used by a sick individual for use until after the areas have been properly cleaned and disinfected. For outdoor areas, this includes surfaces or shared objects in the area, if applicable.
- Camp will ensure safe and correct use and storage of cleaning and disinfection products, including secure storage away from children.

C. Site Distancing, Hygiene & Safety

1. Staff Telework

Camp Lebanon employees that can perform all or a part of their duties from home are required to do so. If you have any questions on this, contact your supervisor

2. Onsite Work Guidelines for Staff

Staff on site are required to maintain safe distancing practices whenever possible. This guidance is given with the understanding that the primary method of COVID-19 spread is person-to-person transmission. Key things to note is that droplets containing the virus are most concentrated within 6 feet of a person and can stay suspended in the air for up to 3 hours. Speaking and singing can transmit droplets up to 20 feet. All staff and volunteers will be required to sign the Employee Safety Compliance Agreement for the Summer of 2020. In which they will affirm the following things:

PRESCREENING

- Take your temperature every day BEFORE you come into work.
- Answer BOTH pre-screening questions. If you answer “YES” to either, stay home and contact your supervisor.
- CHECK-IN at the drive-by staff check-in box before starting work.

HEALTH ON THE JOB

- If you begin to show symptoms during the day, inform your supervisor immediately and go home.
- If you or someone in your household tests positive for COVID, inform your supervisor immediately.
- If your job allows it, work from home.

HYGIENE

- Wash your hands with soap & water for 20 seconds before serving and eating and after using the restroom.
- Avoid touching your face, especially eyes and mouth.
- Cover your sneeze and cough, either with your sleeve or into a tissue (toss the tissue).

KEEP OTHERS SAFE

- Maintain a distance of at least 6 feet or more whenever possible while working, eating, and recreating.
- Wear a mask when being within a distance of 6 feet from guests and staff.
- Use protective gloves while serving food, taking out trash, and performing housekeeping duties.
- Wear a mask or stand behind a clear shield when interfacing directly with guests.
- Keep group gatherings to 10 or less with social distancing.
- Do not share food or drink.
- Remind your co-workers to follow these practices and set an example for them.

WORKSPACES & VENDORS

- Staff will be responsible to clean their own workspaces and offices, including floors, keyboards, and garbage.
- Staff who interact with vendors should wear a cloth face covering and practice social distancing.

3. Onsite Guests – Youth Camps

Youth Camp guest and staff will be required to adhere to the following guidance.

HOUSING

- Youth campers will be housed in cabin groups of ten or less, including staff.
- Whenever possible, maintain social distancing inside the cabins.
- Good air flow must be maintained utilizing open windows and/or air conditioning.
- Guests and staff are to use assigned restroom/shower facilities.
- Stagger cabin groups to avoid mixing in the shower facilities as much as possible.
- Maintain six feet distancing of personal items for each camper (e.g. suitcases, shoes, toiletries).
- Use opposite ends of a bunk bed for head placement.
- Do not enter the housing unit of other guests.
- Counselors are to clean high use surfaces daily (e.g. door knobs).

PERSONAL HYGIENE

- Promote frequent hand washing using the 20 second method.
- Have hand sanitizing stations available in public places.
- Encourage use of cloth face masks when contact within six feet of another group is likely.
- Campers are to bring their own toiletries from home (e.g. toothpaste, soap, towels, hair items).
- Do not set personal toiletry items directly on the counters.

ACTIVITIES

- Maintain safe distancing within cabin group events whenever possible.
- Check-out shared items (e.g. recreation equipment) at the Activity Center and return items in a timely manner for proper disinfection as directed by Camp staff.
- Activities will be planned for participation as cabin groups to minimize intermixing of groups (e.g. Octoball, Nine Square, Four Square).
- Activities are to be contactless.

SWIMMING

- Maintain physical distancing of six feet while swimming and playing at the beach with guests not from your cabin group.
- Beach access will be limited to 25 people at a time in each area of the waterfront (e.g. diving raft, deep end, shallow section/beach).

SOCIALIZING

- Maintain six feet distancing between guests and staff not housed in their cabin.
- Except for worship events, do not gather in groups larger than permitted by the MN Governor's allowance for social gatherings.

FOOD SERVICE

- Require hand washing before every meal.
- Follow guidance for the safe pickup and consumption of food on Camp premises.
- Cabin groups should be served as a group and not intermix with other groups during the meal.

CHAPELS

Chapel services will be available for all guests at Camp at scheduled times throughout the guest's scheduled stay. When able, chapel services will be held **outside**. Because of the higher risk of transmission of COVID-19 in a large group setting, guests and staff will adhere to the following requirements in all chapel settings:

- Guests and staff must maintain the 6-foot distance between themselves and anyone who is not in their cabin.
- Indoor chapel occupancy must not exceed **50% of total capacity of the room** at any time during the service.
- For outdoor chapels, the gathering must not exceed 250 people.
- At the end of the service, social distancing must be maintained by cabin groups as participants leave the area.
- To reduce risk while singing, guests will be encouraged to wear cloth face masks or maintain six feet physical distancing with those not in the same cabin group.
- All equipment will be sanitized and stored after every chapel time.

D. Department Specific Protocols

In cleaning, disinfection, and food service, Camp will follow Morrison County and MN Health Department Guidance. Departments heads are required to stay educated on this guidance and work with the Management Team.

1. Housekeeping

Camp's housekeeping and facilities teams will follow Minnesota Public Health Department guidance for facility cleaning.

- Whenever possible, all private housing units and restrooms will be allowed to rest overnight after every stay.
- After the overnight rest all housing units and restrooms will be cleaned and common touchpoints disinfected.
- All unnecessary amenities will be removed from rooms and restrooms.
- Guests will supply their own pillows, blankets, and towels.
- Sheets will be furnished on all non-waterproof beds. After each stay sheets will be replaced and washed.
- Twice daily while guests are on site all public restrooms will be cleaned and high-use touch points disinfected.
- All common spaces that are reserved and used by a guest will be cleaned and disinfected between uses.

2. Food Service

Camp will provide food service to our guests using "dine in" and takeout options according to guidance from State and County leadership. Meals will be prepared according to Minnesota Department Public Health Standards. Non-packaged items will be served out by the food service team in a controlled serving line. Staff will be gloved and wearing cloth face coverings. A self-serve beverage station will be available to guests from 7 AM – 7 PM with hand sanitizing units available. Refills using the same drinking vessels will not be allowed. Guests may enjoy their meals outside on the grounds or in the dining hall at table physically distanced for household (family events) and cabin groups (youth events). Guests will be responsible for returning dishes to designated return tables.

3. Recreation and Common Spaces

Recreation and common spaces/public areas will be managed by Camp staff to ensure safety. We will follow Morrison County and MN Health Department guidance for campgrounds, outdoor recreation, and places of worship.

- Non-private indoor spaces will be managed by reservation and will be cleaned and disinfected between uses.
- Activities will be checked out and disinfected between each use.
- Spaces that cannot be checked out or monitored between uses will be closed.

E. Camp Certification

This Preparedness Plan for Youth Camp is certified by:

Signature  Date 6/26/2020
William M. Abeler, Executive Director

Signature  Date 6/26/2020
Parker Anderson, Director of Operations