

Armada PAL Camp



Guidelines for Camp Operations During COVID-19

COVID-19 Response Plan

Mission Statement

Armada Police Athletic League (hereinafter "PAL") takes the health and safety of our staff and campers very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, PAL must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan. It will be implemented to the extent feasible and appropriate, throughout the sessions of PAL Camp and in coordination with Center Lake Camps Health Services Plan and Cleaning Plan. PAL has also identified a team of employees (Admin Team) to monitor the related guidance that U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") continue to make available.

This Plan is based on information available from the CDC, Michigan District Health Department 10 and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, local health officials, and other public officials. ***PAL may also amend this Plan based on operational needs and developing changes.***

General Overview of Plan

Know the Symptoms of COVID-19:

1. Coughing, fever, shortness of breath, and difficulty breathing.
2. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
3. If you develop a fever and symptoms of respiratory illness, **DO NOT COME TO CAMP.** Do the same thing if you come into close contact with someone showing these symptoms.

Staff/Camper Responsibilities

1. Become familiar with the Expectations lined out in this document. Follow all guidelines and practices.
2. Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use hand sanitizer. Avoid touching your face, eyes, food, etc. with unwashed hands.

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PAL Camp Registration

In the past, PAL Camp Registration has been in person with paper forms. In keeping with the CDC Guidelines, people must stay 6 feet away from each other and not share writing utensils. For Camp 2021, the Armada Police Athletic League has moved to a digital platform, using the Active Network Camp Manager.

This digital platform allows Armada PAL to collect general information about a camper, including entire health history and emergency contacts that parents can easily update and edit as needed. The registration forms are designed for easy access by the administration and the medical team in the event parents and guardians need to be contacted. All records are easily downloaded to a PDF, alleviating any concerns regarding poor internet.

Pre-Camp Preparedness

1. Camper/Parent Preparedness

- a. **Pre-camp Health Screening** – Along with the Pre-camp Health Screening a parent or guardian of camper will be required to complete a pre health care screening questionnaire.
 - i. **Questions to Parents:** In the past 3 days have you, your camper, or anyone in your household experienced any of the following symptoms: fever (100.4+ or felt feverish), new or worsening cough, shortness of breath, sore throat, or diarrhea?
 - ii. In the past 3 days have you, your camper, or anyone in your household been in close contact with anyone (including but not limited to household) that has experienced any of the following symptoms: fever (felt feverish), new or worsening cough, shortness of breath, sore throat, or diarrhea?
 - iii. In the past 10 days have you, your camper, or anyone in your household had any close contact with an individual diagnosed with COVID-19?
 - iv. If you answered yes to any of these questions please explain.
 - v. **Questions to Camper:** Are you feeling well today? Have you felt unwell in the past 3 days? Cuts, scrapes, bruises, lice.
 - vi. Temperature check for campers upon arrival (must bellow 100.4)
- b. **Testing**
 - i. Campers will **not** be required to test before attending camp
- c. **Packing**
 - i. Campers should bring 3 cloth or disposable masks.
 - ii. Campers should bring two reusable water bottles
- d. **Check-in**
 - i. The Pre-camp health Screening will take place at the camper drop off location (Armada Schools parking lot) and will occur as campers arrive and before they board the bus for camp.

2. Staff Preparedness

- a. Staff will follow the same pre-camp Health Screening as campers
- b. Housing cleaning/sanitization
 - i. It is the responsibility of all staff to ensure their camper's housing unit (cabin) has been properly cleaned and sanitized before each camp session and campers arrive.

Health Screenings

1. Staff Health Screening

- a. Health Screening Questionnaire completed and on file
- b. Temperature taken daily (must be below 100.4)
- c. Daily self-screening

2. Camper Expectations

- a. All participants must complete the Pre-Screening the day of departure for camp, prior to joining the program upon arrival.
 - i. Completed questionnaire on file for every person on grounds
 - ii. Temperature taken and recorded (if in excess of 100.3) for every person on grounds
- b. Daily – Everyone (staff and campers)
 - i. Symptom screening (continue to observe daily for symptoms monitoring for ill like behavior)

Managing Covid-19 Risk at Camp

Armada PAL staff and campers will follow CDC, MDHHS requirements, protocol, and recommendations for the wearing of PPE (masks) for summer camps. Per CDC guidance social distancing will be practiced at camp when ever possible. Social distancing is described as within 3 feet for a total of 15 minutes.

1. PPE - Personal Protection Equipment - MASKS (must cover nose and mouth)

a. Staff:

Unless proof of full Covid vaccination mask wearing will be required in the following circumstances: In all in-door setting where social distancing is not possible (not to include assigned cohort cabin). Staff will be allowed to remove their mask when seated to eat and drink. To set an example for campers, even if fully vaccinated staff will be required to wear a mask in in-door setting when campers are present. In outdoor setting where social distancing is not possible staff will be required to wear a mask if not vaccinated.

b. Campers:

- i. Mask wearing **will not** be required of campers while in their cabin or traveling the camp with their cabin cohort.
- ii. Mask wearing will be required in all in-door setting where social distancing is not possible (not to include assigned cohort cabin). Campers may remove their mask to eat and drink.
- iii. Mask wearing **will not** be required in outdoor setting unless social distancing is not possible.
- iv. Mask wearing is required during all bus transportation for campers and staff.

2. Hygiene Practices for staff and campers:

- a. Handwashing using soap and warm water for at least 20 seconds should happen frequently throughout the day. It must happen immediately in the following situations:
 - i. After removing protective gloves
 - ii. After blowing one's nose, coughing, or sneezing
 - iii. After using the restroom

- iv. Before eating or preparing food
 - v. After contact with animals (horses)
 - vi. Before and after providing routine care for another person needing assistance
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- b. Using hand sanitizer at different locations, when washing hands is not feasible
 - c. Cough/sneeze “into your sleeve.” Do not cover coughs/sneezes with your hands, instead cough into your shoulder or elbow.
 - d. Keep peoples’ hands away from their faces.
 - e. No sharing of personal supplies including hairbrushes, pillows, caps, contact lens solutions, make-up, etc. These items should only be used by the owner.
 - f. One drinks only from one’s personal drinking cup; no sharing, even “to be nice.”
 - g. Increase the physical distance between people, especially in dining rooms.
 - h. Sleep head-to-toe rather than nose-to-nose in housing units. Striving for the greatest distance between sleeping heads (top bunk has the person’s head at one end, the bottom bunk has the person’s head at the other end).

3. Physical Distancing:

- a. Physical distancing is a communicable (infectious) disease control measure that’s most useful during an outbreak. It helps by slowing or stopping the spread of the illness. The strategy is based on keeping people far enough away from one another to minimize exposure. The standard application of social distancing is to keep a minimum of 6 feet away from all other people. Furthermore, close contact is defined by our local health department as a person who had been within 6 feet of an affected person for 15+ minutes while the person had symptoms or was test positive.
- b. We will work to minimize “close contact” in our program experiences. Here are some tangible ways that we will work to structure our program and to supervise campers:
 - i. Keeping campers in the same small group for activities and keeping them in the same group as their housing unit
 - ii. Sleeping head to toe in cabins
 - iii. Spreading out during meals
 - iv. Changing camp activities that are normally large groups or require contact

- v. Traveling the camp in small groups and staying arm lengths apart when traveling
- vi. Planning separate locations for activities with different organization groups
- vii. As much as possible, to keep the same Staff working with the same small group

4. "Household" Cohort Groups:

- a. Campers will be housed in small groups of campers. These housing groups will be referred to as household cohort groups.
- b. Whenever possible camp activities will be programmed based on their household cohort group.
- c. Some activities may consist of more than one cohort group but the groups will be able to physically distance themselves from other groups.

5. Housing:

- a. Beds are to be spread out at least 6 feet apart where at all possible.
- b. Label where each head of each bed should be to ensure that maximum distance between heads is achieved. This is especially important when 6 feet between beds cannot be established.
- c. Ventilation is a high priority in all housing units.
 - i. Windows should be kept open as much as possible
 - ii. Fans should be running to maximize airflow
 - iii. No barriers should be placed between beds to ensure maximum airflow.
 - iv.

6. Indoor Common Spaces:

- a. Indoor spaces need to be limited to an absolute must have.
- b. Masks need to be worn
- c. Hands need to be washed/sanitized
- d. Allow for proper physical distancing between cohort groups
- e. Stage times of usage
- f. Space needs to be properly cleaned and sanitized after each use

7. Food Service:

All food service is provided, prepared, and served by Center Lake Camp Staff

- a. Food will be prepared according to guidelines set forth by the ServeSafe Guidelines. There will be ServSafe Certified Individual throughout entire service times.
- b. Food Service employees will be required to follow the Employee Health and Personal Hygiene policies outlined in the Food Service SOP manual.
 - i. All food service staff will be required to wear a mask, gloves.
 - ii. All dish room works will be required to wear masks and gloves.
- c. The service area will be arranged to serve cafeteria style so food service staff are the only ones with direct contact with food. No one will be allowed to enter the serving/kitchen area.
- d. Before entering the dining room all campers/staff must wash their hands or apply hand sanitizer.
- e. Masks are to be worn by everyone except when sitting and eating.
- f. Tables are to be spread 6 feet apart.
- g. Seating is in cohort groups. Outdoor seating will be maximized as weather permits.
- h. Everyone will proceed through the designated line, being served, and will be given their plate of food before leaving the food line. The only self-serve items will be packaged as "grab and go".
- i. Allergy food items will be served by food service staff and handed directly to the appropriate person.
- j. Silverware will be given out with food.
- k. Beverage stations will have hand sanitizer placed near them. Everyone is required to sanitize before grabbing cups and drinks.
- l. The food service lines will be cleaned and sanitized before and after each meal.
- m. The kitchen and Dining Hall will be closed outside of designated mealtimes.

8. Transportation

a. Buses

- I. Everyone must wear a mask
- II. Hands are to be sanitized getting on and off the bus
- i. III. Must sit in cohort groups
- ii.

b. Vans

- I. Everyone must wear a mask
- II. Hands are to be sanitized getting in and out of the van
- III. May only be used be a single cohort group

Cleaning/Sanitization

Center Lake Staff are responsible for the general cleaning and maintenance of the camp. Armada PAL is responsible to maintain the cabins and areas of the camp that we use in a safe and orderly fashion.

1. Standard Cleaning Practices

Armada PAL and Center Lake desire for our campers and staff to enter a clean and healthy environment. We have developed and implemented updated cleaning guidelines, which we know will both remove dirt and kill bacteria and viruses.

2. All housing units will be cleaned, sanitized, and disinfected prior to arrival per our cleaning guidelines and checklists. They will also be cleaned and sanitized mid-experience for those staying for a longer experience.

3. Regularly utilized common buildings (Keep, Beacon, and Dining Hall) are cleaned and sanitized more frequently, with an additional focus on common touch areas.

4. Activity Sites - We will clean/sanitize any shared equipment - both hard surfaces as well as soft goods.

Camper/Staff Exposure

1. Staff Exhibits Covid-19 Symptoms

Infection response is necessary if someone begins to display the common signs and symptoms of COVID-19 primarily indicated by a fever of over 100.4 degrees. Other common signs and symptoms include new or worsening cough, shortness of breath, sore throat, vomiting, and diarrhea.

- a. Immediately report to camp nurse, staff member will be isolated until such time as they are able to travel home. and quarantine at home
- b. The local Health Department will be contacted to notify of the incident along with all contact tracing.
- c. Clean and disinfect staff member's work and housing areas.
- d. Follow recommendations from local health Department on the contact tracing and Quarantine of other campers and staff who have had close contact with affected staff person.

2. Camper Exhibits Covid-19 Symptoms

- a. Immediately isolate to the designated isolation area.
- b. Call parent/guardians for immediate pick up from camp with the recommendation that the participant be screened by their primary care physician and tested sharing the results back with us.
- c. Cabin/Bunkhouse leader pack up participants belongings wearing proper PPE.
- d. Rest of the cohort group is isolated to housing unit until contact tracing is complete.
- e. Contacts made with local Health Department to notify of the incident with all contact tracing.
- f. Center Lake and PAL staff clean and disinfect campers housing unit