



## **FIELD GUIDE FOR OPERATIONS DURING 2020**

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# COMMUNICATION

## PREPARATION

Phil Williams, Camp Director will act as the primary contact for campers, parents/legal guardians, and staff. The Camp Director will be prepared to effectively address any questions and concerns related to the COVID-19 pandemic and will be familiar with:

- Medical matters relating to the novel Coronavirus SARS-CoV-2.
- Administrative, engineering, and personal protective equipment (PPE) controls the camp has implemented in response to the COVID-19 pandemic designed to reduce risk.
- Current events as they relate to the COVID-19 pandemic.
- Policies and procedures the camp has implemented related to the COVID-19 pandemic.
- Inform relevant local public health authorities of planned camp operations schedule.
- Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material.
- Prepare and distribute documentation to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp.
- Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other accredited health agencies and post in appropriate places where intended audiences can be reached. Examples include:
  - Covid-19 information
  - Handwashing
  - Cough etiquette
  - Symptoms associated with COVID-19
  - Stop the spread of germs
  - Physical distancing
  - Prepare communication platforms, such as websites, automated text messaging, and telephone hotlines, to communicate information to campers, parents/legal guardians, staff, etc.

## CAMPER COMMUNICATION

### Prior to Camp

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

### During Camp

- At the beginning of camp, hold small group trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19, including:
  - How and when to effectively wash and sanitize hands
  - How to practice physical distancing in various settings (cafeteria, classrooms, cabins, etc.)
  - Which symptoms to look out for and when to report them and to whom
  - When to stay home
  - Coughing etiquette
  - Other camp-specific policies or guidelines

- If possible, limit the amount of available media focused on the COVID-19 pandemic if it may be contributing to anxiety.

#### Conversation

- Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19.
- Let campers know that fear is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard. Note: Make sure to be considerate with campers when correcting any information.
- If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC website.
- Make sure campers know how the virus can spread and how to prevent it from spreading.
- Talk about what the camp is doing to protect campers from getting sick.
- Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.
- Let campers know that teens and children seem to get a milder illness when compared to adults. •Speak in age-appropriate language:
  - 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.
- Reduce stigma, especially against individuals of Asian descent and those who have traveled recently.
- Direct campers with questions you cannot answer and/or fears you cannot assuage to administration or the designated staff member(s) responsible.
- Have follow-up conversations with campers who have asked questions or expressed concerns.

#### Posters/Signage/Support Services

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing

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

- Refer to the camp's Communicable Disease Plan (CDP) or applicable childcare standards<sup>2</sup>for full guidance.
- Before any conversation with campers, make sure to consider their age and address fears and concerns appropriately.

- Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and state health resources, as warranted.
- Maintain confidentiality; do not provide the name or any potentially identifying information of the confirmed or suspected case.

## PARENTS/LEGAL GUARDIANS COMMUNICATION

### Prior to Camp

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

### During Camp

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

### In the Event of a Potential Exposure

- Immediately inform parents/legal guardians about any potential contact their children may have had with suspected or confirmed cases.
- Immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.
- Refer to the camp’s Communicable Disease Plan (CDP) or applicable childcare standards for full guidance.
- See the “Sample Communication” document for the following scenarios:
  - Your child has tested positive for symptoms/COVID-19.
  - Your child was identified as having contact with a suspected or confirmed case.
  - There are X number of cases at camp; there is no reason to believe your child has been in contact with these individuals.

## STAFF COMMUNICATION

### Prior to Camp

- Provide training and educational material, including this guide, to staff. Include information on:
  - The camp administration’s responsibilities as they relate to COVID-19
  - Workplace controls, including the use of PPE
  - Their individual roles and responsibilities as they relate to COVID-19
- Ascertain which staff members are at higher risk for complications related to COVID-19. Work with camp administration and camp health staff to determine if these staff members should not work as

counselors or have prolonged direct contact with campers. Identify alternative job duties for these staff members, if warranted.

- Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any.
- Maintain flexible leave policies:
  - Do not require healthcare provider's note for leave from work or return to work.
  - Permit employees to take leave to care for a sick family member.
- Communicate strategies for administrative staff to telework from home if possible.

#### During Camp

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

#### Posters/Signage/Support Services

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing

#### VENDOR COMMUNICATION

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

#### LOCAL HEALTH OFFICIALS COMMUNICATION

- Coordinate with local health officials; they should provide strategic assistance in the decision-making response to the COVID-19 pandemic with each camp.
- Work with your local health officials to develop a set of strategies appropriate for the camp.
- Inform local health officials on the camp operations scheduled.
- Alert local health officials on unusually high camper absenteeism rates.
- Regularly share camper absenteeism data with local health officials if requested.
- Notify local health officials of suspected and confirmed cases immediately.
- Seek guidance to determine whether to dismiss or end camp early if necessary.

## **CAMPERS, LEADERS, AND STAFF (GROUPINGS)**

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

### HOUSEHOLDS / TROOPS

The smallest practicable group of campers and leaders are a Troop or a Campsite group and treat this group as a “household.” Mitigation for these and any gathering could include splitting into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, maintain physical distancing between “households”, and provide facial coverings (when age and developmentally appropriate) when distancing cannot be accomplished. Holding activities outdoors as much as possible is recommended.

a maximum group size (less than 50) that best balances the need to minimize risk of disease transmission with camp operational capacity. Beaumont Scout Reservation will follow applicable state and local guidelines. The program has been adjusted to eliminate mass gatherings, making “Households” or Troops the largest gathering at camp.

### PROCEDURES

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

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- To the extent possible, maintain consistent counselor assignments for groups aka as “households” and activities.
- To the extent possible, minimize mixing between groups.
- Limit parents, guardians, and other non-essential visitors into camp as much as possible.
- 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” will be particularly discouraged in the initial days of camp programs.
- Make all staff of aware of the best practices they can independently follow to mitigate spread during time they spend off camp property.

# TRANSPORTATION TO OR FROM CAMP

## ADMINISTRATION

### Drop Off

- Create a drop off schedule in which groups of campers are to be dropped off at camp during staggered timeframes. Troops arrive at camp together.
- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of campers and configuration of the drop off area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Troops will gather in the Rock Creek Elementary School parking lot and check in with an awaiting staff member. Once all campers and leaders are there, the staff member will call the Check In Officer and send up the Troop for Medical Check In.
- Send communications to Unit Leaders that assign each camper their drop off time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic
  - Say goodbye close to or inside their vehicles
  - Maintain physical distance with other parents/guardians and campers
  - Wear a cloth face mask when exiting the vehicle
- Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
- Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other health agencies and post them at the drop off location. Refer to the Communication section of this guide. Examples include:

### Camper and Staff Intake

- Allow for campers and staff to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the drop off area.
- If campers are being dropped off directly at camp, perform initial health screening of campers upon arrival. See Screening Campers and Staff section
- Greet campers and perform initial health screenings at Beaumont Village by the Village Shower House as they arrive.

### Camper and Staff Pick-Up

- Send communications to parents/guardians that assign each Troop their pickup time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take to pick up campers to allow for the continual flow of traffic.
  - Stay close to or inside their vehicles, if possible.
  - Maintain physical distance with other parents/guardians and campers.
  - Wear a cloth face covering when exiting the vehicle.
- Create a system in which campers are escorted to their parent's/guardian's vehicle.
- Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.

## CAMPERS, LEADERS, AND STAFF

- Be ready early to ensure you meet your scheduled drop off time.
- When being dropped off, don't take too long to say goodbye. Other campers will be waiting to be dropped off.



- Say goodbye close to or inside the vehicle.
- Maintain physical distance with other parents/guardians and campers.

#### PARENTS/GUARDIANS

- Abide by the drop off and pick up schedule by dropping off and picking up campers during their assigned drop off timeframe. If a scheduling conflict makes this difficult, reach out to camp administration to find a more convenient time.
- Minimize the amount of time used for saying goodbye to campers to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Maintain physical distance with other parents/guardians and campers.
- Wear a cloth face covering when exiting the vehicle.
- Designate one parent/guardian to pick up and drop off campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
- Allow for campers to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

# HEALTH SCREENING OF CAMPERS AND STAFF

A vital part of operating safely this summer is to ensure that our participants, staff, and vendors who are arriving at camp property are less likely to be transmission vectors of COVID-19. This screening procedure follows several steps to help reduce the risk of COVID-19 infected individuals from arriving at camp.

## PRE-SCREENING

Beginning 14-days before arrival at camp, parents of Scouts, leaders, drivers, and staff members must record their daily temperature in a log that will be brought to camp. Temperatures must be taken using the manufacturer's directions. Before departure to camp, unit leaders must ensure that Scouts, and leaders have completed the BSA Annual Health and Medical Record (Medical Form) and have a completed pre-screening questionnaire. Additionally, drivers must bring a completed pre-screening questionnaire. If any part of the pre-screening questionnaire is incomplete, the participant, leader, and/or driver and anyone in the vehicle will be sent home without question. Staff must submit a completed medical form and pre-screening questionnaire upon arrival at camp. Pre-screening form will include:

- Instructions for taking and recording temperatures for 14-days prior to arrival; temperatures must consistently be under 100° F.
- Verification by the Unit leader that the temperature of the participant was taken before departure and was under 100° F
- Self-screening for the presence of symptoms within the past two weeks including: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting
- Contact tracing if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

If a participant has a positive response for any of these statuses, they should stay home. They will be refunded completely as long as they don't arrive at camp.

## INITIAL HEALTH SCREENING

Upon arrival at camp, Scouts, Leaders, drivers, and staff members will submit to the medical re-check team completed medical forms and pre-screening questionnaires. Medical re-check staff will ask each participant and staff members screening questions in addition to recording the arrival temperature each person on a separate section on the pre-screening questionnaire. Once a participant, or staff member has passed screening procedures, they will be issued a wristband. The medical re-check process will include screening questions to ascertain the information addressed in the pre-screening questionnaire.

## ONGOING SCREENING

### Campers and Leaders

Units are required to log the temperatures of all their Scouts and Leaders once a day. These temperature logs must be brought to the health lodge each day. Leaders must monitor the health of the other adults and Scouts in their troop. If a Scout or Leader is experiencing symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) they will be sent home.

Additionally, any other leader or Scout who has had close contact will be sent home.

### Staff

Staff members' temperatures will be checked 3 times a day and recorded in a log. Any staff member showing symptoms of COVID-19, including temperatures above 100.4° F will be sent home. In addition, those staff members in their cabin will be sent home for at least a period of two weeks. If the staff member tests negative for COVID-19 after experiencing symptoms, the whole group of staff can return to camp and resume normal duties immediately.

## SCREENING PROCEDURE

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

## RESPONSE AND MANAGEMENT OF CASE(S) OR PROBABLE CASE(S)

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

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

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

Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population. CDC defines close contact as interactions within 6 feet for more than 15 minutes.<sup>2</sup> Contact tracing should be carried out by trained staff (e.g., public health staff, community health workers, trained volunteers) in conjunction with the local health department. However, camp health staff can utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals. For day and overnight camps, campers and staff within the "household" of the index case should have enhanced surveillance for symptoms and camps should consider mitigation measures including minimizing this group's

exposures to other “households” or groups. This could include separate programming (shadow camp), dining, and wash times. Day camps may consider asking an exposed “household” to remain home until confirmation of diagnosis can be made, and if positive, remain home until the “household” is determined cleared of infectious risk.

Key CDC suggestions for contact tracing include:

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

# FACILITIES & CAMPSITE MANAGEMENT

Although much of the camp experience is based on housing that utilize basic ventilation and plumbing schemes, the manner in which the buildings are opened, prepared, and accepted for occupancy is critical in providing a safe experience for the campers, counselors, and other staff. Because many of the facilities rely on natural ventilation to meet the needs of its occupants, the need for ensuring maximum effectiveness is more challenging than ever. This is especially true in light of the need to minimize the possibility for airborne infection to occur and spread in the camp environment. Maintenance of a safe camp environment will require adherence to basic principles of air movement and ventilation, a commitment to maintenance, and sometimes, creativity. Also, as camps continue to expand their offerings, there are other facilities at camps that may utilize more advance mechanical systems to provide both localized (room level) and building-wide ventilation and thermal comfort and they are addressed here as well.

## BUILDINGS

### One Month Before Opening

- Perform an inventory of mechanical systems in all camp buildings (supply fans, exhaust fans, ceiling fans, etc.) and verify their operational status.
- Ensure windows and doors are operational and insect screens and animal guards are in place.
- Perform an inventory of heating, ventilating, and cooling (HVAC) systems and document the types and MERV (minimum efficiency reporting value) rating of particulate air filters installed in the systems.

### Two Weeks Before Opening

- Check controls and operation of hot water boilers, steam generators, and heat exchangers to ensure that set points are consistent with those required during normal operation.
- Check the fuel source for boilers and hot water generators to make sure it is on and available. Confirm that the flues and make-up air paths are open prior to engaging these devices.

### One Week Before Opening

- Check domestic hot water heaters for proper operation and setpoint. Confirm that the water heater is set to at least 120°F. For domestic hot water systems equipped with mixing valves, higher primary water temperatures (>130°F) can further reduce the risk of Legionella growth; however, mixing valves must be tested to prevent scalding temperatures.
- Check all drain pans in air handling units and floor drains. Fill with water to ensure that drain traps are wet and do not allow for the passage of sewer gas.
- For facilities with hot tubs and spas, confirm that the chemical treatment has been maintained during the shutdown to avoid conditions that could lead to an outbreak of Legionnaires' disease.

### Day Before Opening

- In buildings with operable windows, if the outside air temperature and humidity are moderate, (temperature range between 65°F and 78°F and relative humidity between 20% and 75%), open all windows for four hours minimum.

### During Ongoing Camp Operations

- Try to maximize general ventilation by utilizing window and door openings. If windows must remain shut due to weather, insects, or safety conditions, maintain continuous operation of exhaust fans. Consider use of supplementary floor fans, if overall ventilation and thermal comfort must be improved, especially if there is limited window and door opening opportunities.

## CAMPSITES

- Only Troop or established group (Household) may occupy each site, with a maximum of 50 campers and leaders per site.
- Only designated Staff may visit a campsite.
- All visitors must wear a Facemask.
- Campers are recommended to stay in a personal tent or if sharing a tent have at least 48 square feet per person.

## TROOP LODGES

- Bunks will be arranged in such a way that campers and staff can maintain 6ft distance from head to head.
- In the case of Troop Lodges this may require limiting the number of people who are able to stay in the building, or reconfiguration to use areas that are traditionally, common areas, for sleeping.

## **PROGRAM AND ACTIVITIES**

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

### ADMINISTRATIVE

#### General Guidance

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

### SAFETY

#### General Safety

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

### OUTDOOR ACTIVITIES

#### Sports and Range Activities

- Limit shared high-touch equipment and designate equipment to campers or groups, if feasible, for the duration of camp.
- All outdoor equipment and facilities should be routinely cleaned in accordance to guidelines outlined in the Cleaning and Disinfecting section of this guide.
- All shared equipment (e.g., bows and arrows, tennis rackets) should be cleaned immediately after each use or session. Cleaning and disinfection at the end of each day should also be conducted on all sports and range equipment.
- Safety protocols should follow standard operating procedures with the adjustments outlined in the Safety section of this guide.

#### Aquatics and Small Crafts

The novel coronavirus SARS-CoV2 is not waterborne. There is no current evidence that COVID-19 can be spread to people through the water in a pool or water play areas. Proper operation and maintenance (including disinfection with chlorine or bromine) of these facilities will likely inactivate the virus in the water.

#### Pool Operation

- Proper operation, maintenance, and disinfection of swimming pools will likely inactivate the virus that causes COVID-19. Keep swimming facilities properly cleaned and disinfected, following the procedures outlined in the Facilities section of this guide as well as the following:
  - Maintain proper disinfectant levels (1–10 parts per million free chlorine or 3–8 ppm bromine) and pH (7.2–8) or applicable standards based on local and state health guidelines.
- Ensure there are functional toilets and restroom facilities.
- Clean and disinfect public areas and restrooms every two hours using EPA-registered disinfectants, particularly
  - on high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- Make sure supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.
- Post a cleaning schedule at each location.
- Install physical barriers (for example, lane lines in the water or chairs and tables on the deck) and visual cues
  - (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers
    - stay at least six feet apart from those they don't live with, both in and out of the water.
- Shared objects including goggles, nose clips, and snorkels are prohibited.
- The maximum capacity of the Beaumont pool is 180 swimmers in the pool at a time.
- The water slides will be closed for the summer of 2020.

#### Swimming

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

#### Small Crafts / Boating

- Campers will follow physical distancing and proper hand hygiene practices prior to/following any small craft activity (e.g., individual kayaks, paddle boards, etc.).
- All shared and used equipment (e.g., oars, lifejackets, boats) should be cleaned and disinfected between each use. Make sure to follow manufacturer guidelines and/or industry recommendations for the cleaning products and equipment.
- Limit the amount of shared supplies and equipment per activity. Hand wash life jackets in hot soapy water. Allow to air dry and spray lifejackets with alcohol-based disinfectant spray.
- Commonly-touched surfaces of boats should be cleaned and disinfected after each use, following the guidance in the Cleaning and Disinfecting section of this guide. Do not use bleach products on ropes or lifejackets.

#### Wilderness Activities / Scoutcraft

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



- 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.

## INDOOR ACTIVITIES

### General Guidance for Indoor Activities

- All indoor creative arts and STEM activities should be conducted following physical distancing guidelines for camper groups and proper hygiene guidance. All activities that can be moved outdoor will be.
- Ensure enough space to accommodate staff and campers while practicing safe physical distancing.
- Staff members and campers should wear cloth face coverings during activities indoors when physical distancing is not maintained.
- Ensure that there is proper ventilation within the space by maximizing fresh air intake or natural ventilation via screened windows and doors.
- 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.

## OFF SITE ACTIVITIES

There will be no off site activities offered at Beaumont Scout Reservation

# CLEANING AND DISINFECTION

To minimize transfer of coronavirus at camp, cleaning methods can be employed to reduce risk to campers and camp staff. Cleaning methods should follow the Centers for Disease Control and Prevention (CDC) guidance, such as Interim Guidance for Administrators of U.S . K-12 Schools and Child Care Programs and CDC Guidance for Child Care Programs that Remain Open.

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. See “Cleaning Solution Selection and Preparation” below for more detail on cleaning products.

## INCREASED FREQUENCY OF CLEANING

### Communal Spaces

- 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

- Assigning items where possible to reduce the quantity of items shared. Also, cleaning and disinfecting of shared items between uses.

### Frequently Touched Surfaces

- 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 & Toilets, Showers, Restrooms

- High touch surfaces in changing areas and locker rooms are cleaned between users.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CLEANING STAFF

- 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

### Prepare Disinfectant Spray Solution

1. Any staff member preparing spray bottles with disinfectant must wear eye protection/goggles and gloves and follow manufacturer's instructions.
2. Using the manufacturer's instructions, fill spray bottle with the appropriate amount of disinfectant solution and water, if the manufacturer recommends dilution. A funnel (not to be used for consumables) can be used to reduce spills and splashing.
3. A dilute bleach (sodium hypochlorite) solution can be used by adding 4 teaspoons of bleach per quart of water.
4. Replace the spray cap and label the disinfectant bottle with the contents using a permanent marker.
5. The disinfectant manufacturer's instructions must be provided to all staff carrying out cleaning activities, and applicable Safety Data Sheets must be kept on file.

### Typical Cleaning for Non-Porous Surfaces

1. Cleaning staff should wear eye protection and disposable gloves.
2. Using a detergent cleaning solution, spray 6 to 8 inches from the non-porous surface and wipe with clean paper towels (or according to manufacturer's instructions) to remove visible contamination, if present.
3. Make sure the surface is dry before applying disinfectant.
4. Review the instructions provided by the disinfectant manufacturer to note the concentration, application method, and necessary contact time. This will vary by product and type of cleaning activity.
5. Allow the disinfectant to remain on the surface for the instructed time and wipe with paper towels.
6. After a cleaning task is complete, remove the gown followed by the gloves and dispose, as discussed in the "PPE for Cleaning Staff" section above. Carefully wash hands for at least 20 seconds with soap and water as described in the PPE section. Hand sanitizer may be used if water is not available and no visible dirt is observed on hands.

7. Reusable aprons or work clothing may be used, if laundered or washed after use.

### Typical Cleaning for Porous Surfaces

CDC recommends removing or limiting use of soft and porous materials, such as area rugs and couches, as they are more difficult to clean and disinfect. At this time few products for use on porous surfaces are EPA approved. Products identified contain the active ingredients quaternary ammonium and hydrogen peroxide, both of which should be used carefully by trained staff.

1. Eye protection and gloves should be worn during cleaning activities.
2. First remove visible contamination, if present, and clean with appropriate cleaners indicated for use on porous surfaces.
3. Launder items, if applicable, in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. See Laundry section below.
4. Otherwise, use disinfectant products suitable 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.

### 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 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 entrance to the most distant point 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.

#### 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

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

##### 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.
- Shared 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 inactivating viruses, including a 15-minute presoak).
- 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.

# PERSONAL PROTECTIVE EQUIPMENT (PPE) PLAN FOR CAMP

## TERMINOLOGY AND DEFINITIONS

- Eye Protection: goggles, safety glasses, and reusable, or disposable face shields that fully cover the front and sides of the of the ocular region of the face to protect part of a wearer’s face from contact with a substance.
- Face Mask: a device worn over a wearer’s mouth and nose that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. Note that in general a face mask does not provide substantial filtering efficiency or protection to the wearer during inhalation but rather helps arrest droplet dispersion from the wearer when coughing, sneezing, talking, and breathing. Face masks are not considered PPE for protection from coronavirus. Examples: Cloth masks, surgical masks, bandanas, etc. Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- N95 Respirator: a disposable respirator, which when properly fitted, worn and maintained, can provide a wearer with a filtering efficiency, during inhalation, of at least 95% of particulate matter (including virus-containing droplets from coughing, sneezing, talking, and breathing) in the surrounding environment. Dust masks, cloth masks, and surgical masks do not meet this definition.
- Personal Protective Equipment (PPE): specific equipment worn to minimize exposure to hazards that may cause illness or injury. PPE relevant to camps during the COVID-19 pandemic include eye protection, N95 respirators, disposable gloves, and disposable gowns.
- Respirator: a device worn over a wearer’s mouth and nose, which when properly fitted, protects from inhalation of specific hazards (gases, vapors, and particulate matter). Example: N95 Respirators. Note: all respirators are not designed to filter all hazards. Understanding the particular hazards, the respirator is designed to protect against is the responsibility of those that provide the respirators to wearers, as well as the wearer themselves.

## ADMINISTRATIVE

### Policy

- Keep necessary PPE near workstations in the camp where they will be used.
- Respirators (e.g., N95 Respirators) require annual medical clearance, training, and fit testing per the U.S. Occupational Safety and Health Administration (OSHA).
- Face masks should be readily provided by the camp and worn by counselors and staff whenever interacting with others outside their groups at a distance closer than six feet.

### Training

- Ensure that all staff (counselors, health staff, kitchen/dining staff, etc.) have been trained to correctly don, doff, maintain, and dispose of PPE and face masks relevant to their respective level of protection.
- Train staff on hand hygiene after removing gloves.
- Provide both initial and refresher training on the different types of PPE that are needed for specific tasks and the reasons they are necessary; this will lead to more effective use and conservation of PPE.

## 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.

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.

- 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.
- 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.