

## Camp Property Field Guide with COVID-19 Procedure

### Introduction

The purpose of this dynamic Property Field Guide provides guidance to troop leaders. This guide highlights the four relative risk levels provided by the Center for Disease Control (CDC), which include:

- **Low Risk:** Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All Campers are from the local geographic area.
- **More Risk:** Camper mix between groups but remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area.
- **Even More Risk:** Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area.
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are not from the local geographic area.

### Communication

#### Preparation

1. Please refer to the property use agreement available via email at: [propertyinfo@girlscoutsla.org](mailto:propertyinfo@girlscoutsla.org)
2. After reserving a property, review the property policy guidelines. In the event of a confirmed or suspected case of COVID-19
1. Please refer to the GSGLA Communicable Disease Plan (CDP) available via email at: [customercare@girlscoutsla.org](mailto:customercare@girlscoutsla.org)
2. Isolate or quarantine the camper(s), Girl Scout, or volunteer.
3. Immediately inform GSGLA and parents/guardians about any potential contact their children may have had with suspected or confirmed cases and fill out the [GSGLA COVID-19 Notification Report](#).
4. Immediately inform parents/guardians if their child(ren) is experiencing any symptoms.
5. Before any conversation with a Girl Scout, address fears and concerns.
6. Advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves and monitor for symptoms.
7. Maintain confidentiality.

#### Girl Communication

1. At the beginning of your event, hold small group meetings on expectations while together to prevent the spread of COVID-19.
2. Communication with girls should be in age-appropriate language.

#### Parent/Guardian Communication

1. Parents must complete the [GSGLA Member Agreement Participation Form](#) and the [GSGLA Assumption of Risk Waiver for In-Person Activities](#) prior to accessing a GSGLA property.



2. Identify which girls are at higher risk for complications related to COVID-19 and encourage and support them to take additional precautionary measures.
3. Communicate the importance of keeping girls home if they show any symptoms associated with COVID-19.
4. While your event is in session, if appropriate, provide regular communication to parents/guardians.

### COVID-19 Screening

Before arrival to a GSGLA property, girls and volunteers will be asked to fill out the [GSGLA Self-Screening Checklist](#).

Upon arrival to a GSGLA property, it is the responsibility of the Renter to conduct an in-person self-screening assessment. Girls and parents/guardians will take part in an extended version of the initial screening process already in place. Additions will include:

1. Verbally asking if camper has presented any COVID-19 related symptoms.
2. Temperature check

### Hand Hygiene

Girls and volunteers should wash hands or use hand sanitizer:

- Before eating food
- After being in contact with someone who may have been sick
- After touching frequently touched surface (railing, doorknobs, counter, etc.)
- After using the bathroom
- After using common items such as sports equipment, technology appliances such as tablets, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

Hand sanitizers should be purchased by the Renter and available to use while in attendance. Hand sanitizer should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.

### Physical Distancing

Also known as “social distancing” can allow individuals to safely interact with others. Physical distancing should be 3- 6 feet when in-doors. When renting a GSGLA property, please follow the below guidelines to maximize physical distancing:

- If appropriate, staggered arrival and departure times for girls
- Small group cohorts, in adherence with California State and Local policies
- Staggered scheduling so that activity areas will only hold one cohort at a time.

### Masks

Masks also referred to as face coverings, are one of the best NPIs (non-pharmacological interventions) available to reduce the spread of COVID-19. Masks will be worn by girls and volunteers when in close proximity to one other indoors and out-doors.

- Girls and volunteers should wear masks universally in all indoor locations other than while eating, sleeping, showering, and brushing teeth. Physical distancing of 3-6 feet will be maintained during these times.
- Masks should be worn by all girls and volunteers outdoors when at least 3-6 feet of physical distance cannot be maintained.
- Girls and volunteers should bring appropriate, reusable masks for their own personal use to camp (it is recommended that leaders purchase disposable masks to have on hand should a person need one)
- Masks should be identified with a girl's name or initials inside
- Masks should never be shared.
- While wearing masks, girls and volunteers should avoid touching their face and the mask as much as possible.
- Masks should only be put on, taken off, and handled with clean hands.
- Masks should completely cover nose and mouth.

## Overnight Camp at a GSGLA Property

### Housing Policy

- Volunteers and girls will be assigned to the same area through the duration of the program.
- Girls should use hand sanitizer or wash hands before entering their sleeping area.
- Avoid sharing common items (cups, bedding) as well as sharing of individuals' items.
- Indoor spaces must be cleaned routinely. Refer to the Cleaning and Disinfection section of this guide.
- Girls and volunteers should keep personal belongings organized and separate from other' belongings.

### Bathrooms

- Instruct girls to bring their own bathroom supplies and containers for toiletries to be stored in for the duration of camp, which is labeled with their name on it.
- Create a staggered bathing schedule and limit the number of people using the facilities at one time.

### Sleeping

- Create at least 3 feet of space between beds.
- At this time, 50% capacity will be assigned to one sleeping area. A maximum of 50% capacity may be used in cases such as bunkrooms with more than 20 beds.
- Girls will be positioned head to toe to maximize distance between heads/faces.
- Bedding will not be shared and will be labeled with camper's name on it.

### Pools

- GSGLA's follows local regulations and CDC guidance for the proper operation, maintenance and disinfection of swimming pools which inactivates the virus that causes COVID-19.

### Swimming



- Campers will follow physical distancing within their cohorts and perform proper hand hygiene prior to entry and when leaving pools or other aquatic facilities.
- Proper safety measures, including the buddy system, will still be used. Campers will be assigned a buddy within their cohort at the beginning of the camp session and will keep that buddy for the duration of the camp session.

## Cleaning and Disinfection

Cleaning products will be supplied at each property.

Cleaning involves washing with a detergent and water to remove soil, organic matter, and some microorganisms from a surface. “Disinfecting” entails use of a U.S. EPA approved disinfectant that must be applied in accordance with product manufacturer guidelines.

### Increased Frequency of Cleaning

Cleaning and disinfecting of communal spaces should happen daily. Shared items will be limited and when sharing items is necessary, items will be cleaned and disinfected after each use.

Frequently touched surfaces include but are not limited to tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks.

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

Toilets, showers, and restrooms will be cleaned and disinfected daily.

Girls will be expected to help “tidy” their areas and personal spaces including sleeping areas and cubbies. Girls can clean flat surfaces (tables, etc.).

### 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 property, additional cleaning and disinfection is not necessary. 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.
- Wait up to 24 hours or if practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfection. Outdoor venues and equipment could be cleaned right away.
- Clean and disinfect all areas used by the person who is sick.
- Use dedicated cleaning and disinfecting materials to disinfect a potential sources 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 area for at least 15 minutes.

## Activities

Volunteers should organize girls into cohorts and all activities will be done in those cohorts. All activities will be done outside when possible, to limit time indoors.

If first aid and/or CPR is required during an activity, volunteers will follow normal protocol and pay special attention to PPE, including use of gloves and re-breather masks.

Physical distancing will be practiced as much as possible while maintaining safety standards.

### Indoor Activities

The Renter should limit the number of indoor activities offered to help increase ventilation and physical distancing during the COVID-19 Pandemic.

All shared and used equipment (scissors, markers, tools, etc.) will be cleaned and disinfected between each use. When able, campers will be given designated supplies to use for the duration of the session to decrease the number of shared items.

## Girls and Volunteers

### Using Cohorts to reduce Disease Transmission Risk

Best Practice:

- Organize girls into the smallest practical group sizes and to the extent possible keep groups consistent throughout their time together.
- Organize girls into cohorts that live, eat, wash, and do most group activities together or within subgroups.
- If cohorts mix for programs or activities, consider other mitigation measures such as physical distancing or masks if appropriate and practical for the activity.
- Consistently construct larger gatherings of the same smaller groups or cohorts. Note that group sizes must still comply with state and/or local requirements for proper volunteer to girl ratios.
- 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, outdoor programming, dining, and programmatic changes to minimize mixing, physical distancing between cohorts and facial coverings (as age and developmentally appropriate) when distancing cannot be accomplished.
- Mixing between cohorts should be discouraged.
- Standardize cleaning methods after each program session and a deeper cleaning daily.
- Restrict parents, guardians, and non-essential visitors from entering the property.

## Appendix A—Surface Cleaning and Disinfection Checklist

The following outlines surfaces that should be cleaned and disinfected at least daily and preferably between uses/groups or after learning of a positive COVID-19 case. [Refer to the EPA List of Disinfectants for Use Against SARS-CoV2.](#)

## Frequently Touched Indoor Surfaces in Common Spaces

Common spaces include but are not limited to changing areas/locker rooms, gyms, classrooms, dining hall/cafeteria, and restrooms.

### Dining

- Tabletops
- Cafeteria/food trays
- Ice dispensers and buttons
- Refrigerator handles
- Vending machines
- Floors
- Freezer door handles
- Chairs/Benches

### General

- Door handles/doorknobs
- Handrails
- Light switches
- Countertops
- Cabinet handles
- Drawer handles
- Stair and hall rails
- Any other surfaces frequently touched by campers or staff

### Cabins

- Door handles/doorknobs
- Handrails
- Light switches
- Stair and hall rails
- Any other surfaces frequently touched by campers or staff

### Bathrooms / Locker Rooms

- Locker room counters
- Changing room benches and chairs
- Restroom counters
- Sinks
- Faucets
- Faucet handles
- Restroom soap dispensers
- Toilets/urinals
- Toilet seats
- Toilet/urinal handles

- Restroom paper towel handles
- Restroom surfaces
- Restroom door handle
- Showers
- Shower handles

### Recreation

- Shared sports equipment
- Shared craft tools and art supplies

### Classrooms

- Desks
- Shared electronic equipment
- Keyboards
- Computer mouse
- Touchscreen items
- Laptops
- Phones

### Frequently Touched Outdoor Surfaces

- Grab bars
- Railings
- Play structures
- Picnic tables and benches
- Play equipment such as basketballs