

# Camp Field Guide with COVID-19 Procedure

## Introduction

The purpose of this Camp Field Guide is to set and standardize GSGLA's policies and procedures for Summer Camp to reduce potential exposures to and spread of COVID-19. This Field Guide is to address in-person summer camp at both day and overnight camp.

This guide highlights the [three levels provided by the Center for Disease Control](#) (CDC), which include:

- **Low Level:** People should stay up to date with vaccines and get tested if you have symptoms.
- **Medium Level:** High risk campers should wear a mask and take extra precautions. People should stay up to date with vaccines and get tested if you have symptoms.
- **High Level:** Campers will wear a mask indoors in public. People should stay up to date on vaccines and get tested if you have symptoms. Additional precautions may be needed for people at high risk for severe illness. Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area.

## Communication & Planning

Camp Directors will be in regular contact with campers, parents/guardians, staff, and vendors via email and through CampDoc.

## Preparation

1. Each camp will designate a team of staff members who will act as the primary contact for campers, parents/guardians, and staff. The designees should be prepared to effectively address any questions and/or concerns related to the COVID-19 pandemic and the resources available for additional information. The team will consist of the Camp Director, seasonal Director staff, and medical professionals.
2. During camp staff training, review and distribute policy guidelines, allowing staff to familiarize themselves with the material.
3. Post the GSGLA Camp Field Guide to the [GSGLA Camp](#) webpage for campers and parents/guardians to access.
4. Prepare relevant posters and signage from the CDC (Center for Disease Control) and post where appropriate, preferably in highly visible locations, to include the dining hall, health facility, staff housing and camp office.

## **Staff Communication & Procedures**

1. All staff members will be provided with training and education.
2. All staff members will be required to fill out a CampDoc health profile.
3. GSGLA will maintain a flexible leave policy which can be found in the 2022 Camp Staff Employee Handbook.
4. Should concerns arise, staff should discuss with their immediate supervisor and follow the levels of escalation as needed.
5. Should there be an incident, the appropriate staff will complete the [GSGLA Accident/ Incidents Report Staff](#).

## **Parent/Guardian Communication**

1. Require parents to complete their camper's profile on CampDoc.com prior to the beginning of camp.
2. Identify which campers 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 campers' home if they show any symptoms associated with COVID-19.
4. While camp is in session, provide regular communication through CampDoc or email to parents and notify them of any suspected or confirmed cases as well as the camp's response.

## **Vendor Communication**

1. Inform vendors that their access to camp properties will be managed to limit contact with staff and campers.
2. Request that vendors reduce the frequency of site visits when able.
3. Request that vendors use the same staff for all deliveries for the duration of camp.
4. Inform vendors that during deliveries they are required to:
  - a. Maintain physical distancing between themselves and campers and staff.
  - b. Do not make deliveries if they have symptoms associated with COVID-19.

## **Pre-screening and Arrival at Camp Screening**

Before arrival to camp, campers and staff will be asked to fill out a pre-screening waiver on CampDoc.com. Questions will include:

1. Have you presented any of the following symptoms within the past two weeks? (Fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, or vomiting)
2. Have you travelled out of state or internationally in the past two weeks?

3. In the last 14 days, have you been in close contact with a person who has been diagnosed with or quarantined because of COVID-19?

**If a camper is flagged during the pre-screen process, the parent or guardian will be contacted, and the camper must not arrive for camp.**

Upon arrival to camp, campers 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

If a camper or staff is suspected to have COVID-19 based on this assessment, they must return home.

## **Confirmed or Probable Case of COVID-19 Procedures**

### **Communication with parent/guardian:**

1. Refer to the [Camp's Communicable Disease Plan](#) (CDP).
2. Isolate or quarantine the camper(s), or staff member(s) and address any fears or concerns the camper may have.
3. The health director, camp director or a person they designate should complete a [COVID-19 Camp Notification Report. After the notification is completed, email to RiskManagement@girlscoutla.org](#)
  - a. If the case occurs while the camper is on the GSGLA property, the health director, camp director or a person they designate should contact the parent or guardian. The CDC approves an [email correspondence](#) for this notification type, thus GSGLA will chose to use the CampDoc system to notify a parent/guardian.
  - b. If the case is reported after hours (over the weekend), via email, phone call or by using the GSGLA Accident/Incident Report, a member from the Risk Management team or Senior Management team will contact the parent/guardian of other campers within the unit/cohort via a phone call, email, or letter or in the best-case scenario through CampDoc. [Link to the Parent/Guardian Notification letter.](#)
4. The health director, camp director or a person they designate should complete the [GSGLA Accident/Incident Report](#) e-form. (If the e-form is not used, access the [fillable pdf](#) and email to [RiskManagement@girlscoutsla.org](#))
  - a. Inform the parent/guardian of the exposure via an [email notification](#) through CampDoc.
5. Advise those who have had close contact with a person diagnosed with COVID-19 to isolate per the [CDC guidelines](#). People who have confirmed or suspected COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of vaccination status. All people with COVID-19 should undergo isolation for at least **5 full days**. Day 0 is the day symptoms began or the day of the positive viral test (for people with no COVID-19 symptoms). More specifically,
  - a. People who have a [positive viral test](#) for COVID-19, regardless of whether or not they have [symptoms](#).

- b. People with [symptoms](#) of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

## 6. Maintain confidentiality.

### Property:

If less than 7 days, close off areas that were used by the person who is sick and carry out the following:

1. Open outside doors and windows to increase air circulation in the areas, if possible.
2. Wait up to 24 hours or if 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.
3. Clean and disinfect all areas used by the person who is sick. Run ventilation system during cleaning.
4. 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.
5. Enhanced cleaning is recommended if it is determined that a person with COVID-19 was present in a building (e.g., dining hall, gym, bunk, etc.) or at camp activity areas for at least 15 minutes.
6. Shared equipment should be cleaned and disinfected.

### Camper Communication and Training

1. At the start of each camp week, each camp will hold small group trainings and demonstrations on behaviors and precautions camps should abide by to prevent the spread of COVID-19.
2. Staff will be a source of comfort and will provide only honest and accurate information and **not instill fear or opinion or narratives**.
3. Communication and training (based on the [CDC guidelines](#)) with campers will be in age-appropriate language and be limited to the following:
  - a. The importance of being in a designated unit/cohort and how to minimize mixing between units/cohorts.
  - b. The importance of frequent hand washing. Campers and General Staff should wash hands or use hand sanitizer:
    - i. Before eating food
    - ii. After being in contact with someone who may have been sick
    - iii. After touching frequently touched surface (railing, doorknobs, counter, etc.)
    - iv. After using the bathroom
    - v. After using common items such as sports equipment, technology appliances such as tablets, craft supplies, etc.
    - vi. After coughing, sneezing, or blowing your nose.

- vii. Hand sanitizers used at camp should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.
- c. The importance of covering one's mouth when coughing or sneezing.
- d. The importance of keeping a camper's area clean.
- e. Be alert for symptoms and who a camper should report symptoms to.
  - i. Symptoms are fever, cough, shortness of breath.
- f. If the Los Angeles County Health Department raises the level to high, campers and staff must mask while indoors. Should this occur, staff will demonstrate how to properly wear a mask.
  - i. Masks should be identified by the camper's name or initials inside.
  - ii. Masks should never be shared.
  - iii. While wearing masks, campers and staff should avoid touching their face and the mask as much as possible.
  - iv. Masks should only be put on, taken off, and handled with clean hands.
  - v. Masks should completely cover nose and mouth.
- 4. Campers requesting more information will be provided with extra resources and follow up conversations with the camp health director.
- 5. Post this [one sheet awareness poster](#) from the CDC where appropriate.

## Overview of the Facilities Management of Ventilation and Plumbing System

### 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.
- Inspect and assess the operational capabilities of all mechanical systems including supply and exhaust fans, refrigeration equipment, water heaters, boilers, pumps, etc. to lessen the need for outside maintenance during the camp session.

### Two Weeks Before Opening

- Check all water heaters and boilers, make sure proper operation include propane check. available.
- Inspect HVAC system components to verify proper function. Inspection should include the following elements: see above this is the same requirement as above.
- Check domestic hot water heaters for proper operation and setpoint. Confirm that the water heater is set to at least 120°F.

## **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. Utilize internal fans, i.e., ceiling-mounted fans to promote air circulation. Operate all exhaust fans during this preoccupancy period as well.
- Implement a flushing plan to flush hot and cold-water systems through all points of use (e.g., showers, sink faucets).

## **Day of 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 three hours minimum before the reoccupation.
- Utilize internal fans, i.e., ceiling mounted fans p-to promote air circulation. Operate all exhaust fans during this preoccupancy period as well. Only install ceiling fans.

## **During / Ongoing Camp Operations**

- Keep HVAC systems, internal fans, and operable windows functioning and operational to maintain good air circulation within the camp buildings throughout the season.
- 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.

## **Overnight Camp Housing Policy**

- Staff members and Campers will be assigned to the same cabin through the duration of the program.
- Campers will use hand sanitizer or wash hands before entering their cabin.
- Avoid sharing common items (cups, bedding) as well as sharing of individuals' items with cabin mates.
- Cabins will be cleaned routinely. Refer to the Cleaning and Disinfection section of this guide.
- Campers should keep personal belongings organized and separate from other campers' belongings.
- Instruct campers 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.

- Keep soap, toilet paper and paper towels in the bathroom always stocked.
- Create a staggered bathing schedule and limit the number of people using the facilities at one time.
- Post the Handwashing sign from the CDC near the sinks.

## **Sleeping**

- Maintain 75% capacity in cabins and tents.
- Campers 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.

## **Aquatic Facilities**

Coronavirus is not waterborne. There is no current evidence that COVID-19 can be spread to people through the water in a pool, hot tub, spa, or water play areas. Proper operation and maintenance of pools and related facilities will inactivate the virus in the water. However, it is important to follow safe physical distancing and proper hygiene practices at lake, pond, and ocean recreation areas.

- Prepare and post relevant posters and signage from the CDC.
- Ensure campers and staff practice proper hand hygiene prior to entering and leaving the facilities or waterfronts.
- Maintain adequate staff to ensure camper to lifeguard ratios.
- Water activities, like all activities, will be done within cohorts.
- All lifeguard staff will be instructed to have their own personal rebreather mask and fanny pack with their name on it. Other PPE, including individual use gloves, will be provided and lifeguards should always keep extra PPE in their fanny packs.
- Maintain routine cleaning and disinfecting of frequently touched surfaces daily throughout facilities (e.g., lifeguard stands, railing, etc.) with US (United States) EPA List N disinfectants.
- Clean and disinfect all shared items and equipment.
- The use of pool and sand toys will be limited; when used, all shared items and equipment (toys, lifesaving equipment, etc.) will be cleaned after use.



## Pools

For pool operation, proper operation, maintenance, and disinfection of swimming pools will inactivate the virus that causes COVID-19.

- Maintain proper disinfectant levels (1–10 parts per million [ppm] free chlorine or 3–8 ppm bromine) and pH (7.2–8).
- Treat pool with biocidal shock treatment on a daily to weekly basis.
- Follow local regulations pertaining to operation and maintenance of pools.
- Take daily water samples, log results, and adjust chemicals as needed.

## Swimming

- Camper will swim 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 not be used near children, and staff should ensure that there is adequate ventilation when using cleaning products to prevent children or themselves from inhaling potentially harmful fumes that may be associated with some cleaning products.

“Cleaning” entails 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.

## Cleaning Methods

Spray with an appropriate cleaning solution and wipe down with a paper towel. Or in some cases spray and allow to air dry.

## 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. If less than 7 days, close off areas that were used by the person who is sick and carry out the following [guidelines provided by LA County](#):

- 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

GSGLA Camps will organize campers into cohorts during each session of camp and all activities will be done in those cohorts. All activities will be done outside, when possible, to limit time indoors. GSGLA Camps will maintain adequate staff to ensure camper safety and maintain Girl Scout adult-to-girl ratio as stated in the Safety Activity Checkpoints.

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

## Equipment

When able, GSGLA Camps will provide campers with dedicated equipment for the camp session. If dedicated equipment is not an option, the following cleaning procedures should take place:

- Archery equipment should be cleaned and disinfected immediately after each use.
- Boats, including canoes, kayaks, and paddleboards, will be cleaned, and disinfected on high touch areas after each use.
- Tack (saddles, reins, etc.) are made from hide-leather and can be thoroughly cleaned between riders using mild soap and water.
- Helmets can be cleaned and disinfected using the appropriate cleaning products for nonporous and porous surfaces.

## Indoor Activities

GSGLA Camps will 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 camp session to decrease the number of shared items.

## Campers and Staff

### Using Cohorts at camp to reduce Disease Transmission Risk

#### Best Practice:

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- Organize campers and counselors into 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. Note that group sizes must still comply with state and/or local requirements for proper staff to camper ratios and minimum staffing requirements.
- Larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any mass gathering could include splitting large assemblies into smaller cohorts, outdoor programming, dining, and programmatic changes to minimize mixing.
- Standardize cleaning methods after each program session.
- Restrict parents, guardians, and non-essential visitors from entering camp.
- For overnight camps, it is recommended that counselors and staff do not leave camp on days or nights off. Make all staff of day and overnight camps aware of the best practices they can independently follow to mitigate spread during time they spend off camp property.

### Campers and staff with Preexisting Medical Conditions

Primary care providers are best position to make a professional judgement based upon an individual's health status and their suitability for the camp environment at this time. This information provides camp directors with information on what precautions are required or may be appropriate to protect those at higher risk for severe illness.

### Travel Off-Site—Staff Day Off

A goal of pandemic response is to reduce interpersonal contacts to limit potential exposure to coronavirus. In the camp setting, this means limiting the amount of off-site exposure of staff and campers in the community (e.g., staff days off, etc.). Staff and campers should be encouraged to remain on the premises for the duration of the camp session. When staff or campers leave the camp, screening, temperature checks and COVID-19 testing should be conducted prior to entry as outlined in the *Screening* section of this guide.

## **Staff Training**

Prior to the camp season, all staff will be trained according to the ACA (American Camp Association), CDC, LA County, and Kern County guidelines. These training include but not limited to:

### **Instructions for Donning PPE**

1. Gather the PPE to don and ensure each piece is the correct size.
2. Perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
3. Don disposable gown (if applicable). Tie all the ties on the gown.
4. Don respirator or face mask (if applicable).
  - a. Respirator: The top strap should be placed on the crown of the head and the bottom strap should be placed at the base of the neck. If the respirator has a nosepiece, fit it to the nose with both hands. Perform a user seal check.
  - b. Face mask: Items vary; tie or place straps according to the manufacturer instructions.
5. Put on face shield or goggles.
6. Perform proper hand hygiene again.
7. Don gloves.
  - a. Check for punctures or tears before using.
  - b. Do not re-wear same gloves after taking them off.
  - c. Immediately replace damaged gloves.

### **Instructions for Doffing**

1. Remove gown by untying ties, holding it by the shoulders and pulling it down and away from the body and disposing it in a garbage can.
2. Remove gloves and ensure that doing so does not cause contamination of hands by using a safe removal technique (e.g., glove-in-glove, or bird beak).
  - a. Best Practice: Place signage of proper glove removal procedures where applicable.
3. Perform hand hygiene.
4. Remove face shield or goggles by grasping the strap and pulling it up and away from the head. Do not touch the front of the face shield or goggles.
5. Remove respirator or face mask and dispose (if disposable) or launder while avoiding touching the front of it.

- a. Respirator: Remove the bottom strap by grasping only the strap and bringing it over the head. Remove the top strap by grasping only the top strap and bringing it over the head and pulling the respirator away from the face without touching the front.
  - b. Face mask: Items vary; untie or unstrap it according to manufacturer instructions and by pulling the mask away from the face without touching the front.
6. Perform hand hygiene.
- a. Best Practice: Provide and properly label designated, cleaning areas, disposal areas, and bins for all used PPE.

## **Personal Protective Equipment Plan for Camp Staff**

GSGLA will be compliant with all necessary protective equipment.

- KN95 Respirator and eye protection or face shields should be worn when staff anticipate contact with or 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 cases.
- Face masks are not required to wear face masks, but strongly encouraged and will be provided:
  - Mask must be worn when a confirmed COVID-19 case is suspected or identified.
- Disposable gloves should be worn:
  - 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 as well as handling any incoming belongings or equipment prior to disinfection
  - Kitchen staff: should follow existing best practices for food preparation and storage as Coronavirus is not food borne.
  - Custodial Staff: should always wear disposable gloves when cleaning and disinfecting.

## **Vaccines**

### **Camp Immunization Policies and Camper and Staff Intake Records**

GSGLA will provide space to indicate vaccine status on camp intake and personnel forms, according to the camp's existing process for other vaccinations. GSGLA does not require campers to be vaccinated.

## Resources

[American Camp Association](#)

[Centers for Disease Control and Prevention](#)

## Appendix A—Sample Letter to Parents and Guardians

[Date]

Dear [Camp Name] Parent/Guardian,

I hope this letter finds you and your family safe and healthy. In the interest of open communication with parents/guardians, I am writing to you to inform you that a [camper staff member, etc.] recently tested positive for COVID-19. Please understand that for privacy reasons, we are unable to share the individual's name or any identifying information.

Under the guidance of our medical response team, the individual has been isolated and sent home to recover and/or seek appropriate medical attention. In the leadup to the positive test results, the individual was participating in normal camp activities. As such, they may have encountered other campers and staff.

Our priority has been protecting our campers and staff; therefore, we have taken several actions to assess and reduce potential spread. We monitor contact tracing by logging individuals' access to our facilities and document what activities the girls have participated in. This is to identify those who may have had exposure. These individuals have been isolated and/or monitored for symptoms. We performed targeted cleaning and disinfecting of areas in which the positive individual has recently been in additional to our already-enhanced cleaning procedures. Physical distancing measures, the wearing of masks where appropriate, hand hygiene, coughing/sneezing etiquette, and other protective measures already in place will remain and will be enforced for our campers' and staff's protection.

Considering these events and in the continued interest of communication and transparency, I will keep you informed of this situation if there are any updates. Please do not hesitate to contact [contact name and information] if you have any questions or concerns.

Stay healthy,

[Name]

[Position] & [Camp Name]

## Appendix B—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