

## **Addendum for COVID 19 in 2020**

Given the recent worldwide outbreak of COVID 19 and the concerns regarding transmission, particularly in larger groups of people, an addendum has been added to the procedures and policies at Mission Springs Conference Center as they apply to the camping programs in 2020.

This addendum is a supplement to the current Risk Management for Contagious Illness document and does not change or negate the policies and procedures in that document. This outlines additional precautions to be used to augment the original document for the purpose of mitigating and preventing the spread of COVID 19 at Mission Springs in 2020. These policies were developed in compliance with the Santa Cruz County Health Department and the CDC guidelines.

### **Actions to Prevent the Introduction of COVID19 into Camp**

- Signs will be posted outside the entrance of camp restricting entry to anyone with symptoms of COVID19-like respiratory infection.
- Staff will be checked for fever and respiratory symptoms before starting their shift and records of the monitoring will be maintained.
- Physical distancing will be employed where possible and when not, face coverings will be required. This applies to the time of check in and pick up and during camp activities.
- Health Screening Forms with temperatures will be filled out for campers within 24 hours of the time of arrival of the first day of camp. This will confirm that the child does not have fever, shortness of breath or cough.
- Supplementary Health Screening Forms will be required on the additional days of camp verifying the health and temperature of the camper since the camper has left Mission Springs property.
- Campers will be monitored for signs/symptoms of COVID-19 upon admission to camp and periodically throughout the day.
- Any staff or camper with **symptoms** of COVID-19 will be excluded from the camp and will be encouraged to seek medical attention.
- Hand hygiene stations with alcohol-based hand sanitizer will be set up at the entrance of the facility. Campers will disinfect their hands before entering camp.
- Ideally, the same parent or designated person will drop off and pick up the child.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children because they are more at risk for severe illness from COVID-19.
- No outside visitors will be allowed into camp. This does not apply to maintenance/repair workers or delivery drivers. A log should be maintained including date/time, name, phone number/cell number and email.

### **Actions to Prevent the Spread of COVID 19 within camp**

- Campers will be kept in the same group with same staff every day. Camper groups will be limited to no more than 10 people.
- Mixing of campers will be limited; groups will physically distance for activities such as meals, activities, recreation time, and campfire.
- Signs will be posted throughout camp describing ways to prevent the spread of germs, proper hand washing and what to do when coughing or sneezing.
- Shaking hands, hugging, or physical contact will be discouraged.
- Employees will clean their hands regularly, including before and after contact with campers and after contact with contaminated surfaces or equipment.
- Alcohol-based hand sanitizer will be in every room, meeting area, and activity area.
- Sinks will be well-stocked with soap and paper towels for hand washing.
- Trash cans will be positioned for easy disposal of tissues and paper towels.

- Equipment such as basketballs, Frisbees, climbing harnesses and mini bikes will be disinfected per manufacture instructions between each use.
- Cleaning and disinfecting of frequently touched items will be intensified, including doorknobs, toys, counters and tables, and bathrooms and activity/meeting areas.

### **Actions if a case of COVID 19 is suspected within camp**

- Any staff or child with any symptom of COVID-19 which includes fever >100F, cough, difficulty breathing, runny nose, sore throat, vomiting, diarrhea, or headache will be promptly isolated.
- A mask will be placed on the person. If the person cannot tolerate a face mask, the person who is helping will be wearing a mask.
- Masks will be worn by all those caring for suspected COVID 19 cases.
- Limit the staff helping the campers who have been isolated.
- Follow camp procedures on notifying parent/guardian. Recommend they contact their physician for further instructions for treatment and contact tracing.
- Clean and disinfect the area after the camper is picked up.
- Campers will not be allowed back at camp until cleared by their physician and have a written note to return to camp in compliance with the CDC's recommendation for return to activities.

### **Actions for staff members to prevent the introduction of COVID 19**

- Staff will be checked for fever and respiratory symptoms before starting their shift and records of the monitoring will be maintained.
- Do **not** come to work if you have a temperature > 100F, cough, difficulty breathing, muscle pain, headache or sore throat.
- Report your absence to your direct supervisor. Employees must have a return to work note from their doctor stating they are not contagious or employee must self-quarantine for the CDC recommended time.
- When at work, staff will abide by current physical distancing policy (a minimum of 6 feet) as mandated by Santa Cruz County Health Department.
- All staff will wear a mask as recommended/mandated by Santa Cruz County Health.
- Do not touch your eyes, nose, and mouth since these are portals of entry for the virus.
- Hands are to be washed often with soap and water.
- If soap and water are not available, alcohol-based hand sanitizer will be provided.
- Cover your mouth and nose with a tissue or elbow when coughing or sneezing.
- Supervisors are to be notified if a staff family member is ill with COVID-19. Employees must have a return to work note from the family member's doctor stating they are not contagious or employee must self-quarantine for the CDC recommended time.

### **Actions for a suspected COVID 19 case in a Mission Springs staff member**

- All staff member must comply with the Mission Springs Staff Health Policies.
- No staff member with a confirmed case of COVID 19 will be allowed to return to work until cleared by their physician and has a written note to return to work based on the CDC's recommendation for return to work.
- If a staff member has a confirmed case of COVID 19, all staff will cooperate with contact tracing conducted by the Santa Cruz County Health Department.
- All staff members will be encouraged to be tested if a case of COVID 19 has been confirmed at Mission Springs.