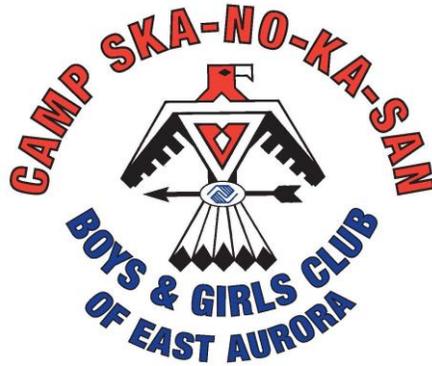


**Boys and Girls Club of East Aurora
Camp Safety Protocols
Summer 2021**



Coronavirus - COVID-19 Camp Ska-No-Ka-San Safety Plan

Gary D. Schutrum, CEO

Developed on June 24, 2021

This plan will be updated weekly as CDC and DOH recommendations/guidelines change from time to time. This most current and updated version of the camp safety plan was approved by the board safety committee on Friday June 25, 2021



Letter from the CEO

At the Boys and Girls Club of East Aurora our number one priority is the health and safety of the youth in our care and the safety of our employees/volunteers. As we continue to learn and more about the Coronavirus Virus (Covid-19) and have a 15 months of learning how to deal with the virus and all of the CDC and Department of Health guidelines, we want you to know that our Club will continue to work diligently to keep your child, our staff/volunteers and the families we serve, protected from the spread of the virus. We will continue to closely monitoring reports from the Center for Disease Control and Prevention (CDC) and our local health department for all updated information. We will continue to use the resources available to us from the CDC, NYS Health Department, Government Officials, The Office of Child and Family Services (OCFS), The Child Resource Network, American Camping Association (ACA) and Boys and Girls Clubs of America to guide us and help us put protocols in place to protect our youth and staff.

As we open Camp for the another summer we will continue to monitor the Covid-19 virus and will respond to the current guidelines in the following five areas of focus:

- 1) Daily Health and Wellness Surveillance of Our Members and Staff (Visual Look for Signs and Symptoms)
- 2) Hand Washing and Sanitizing
- 3) Increase Facility Maintenance and Cleaning
- 4) Best Practices for Social Distancing in a Child Care, Camp or Club Setting
- 5) Reduction in Group Sizes with an Increase in Staff to Member Ratios

The Club's Safety Committee led by the Board Members, Staff and Community Leaders has developed the attached protocols/guidelines, in the Covid-10 Camp Ska-No-Ka-San Safety plan, as a way to help mitigate the spread of the virus among campers and staff with a special emphasis on protecting those who are not vaccinated and those campers who are still ineligible to be vaccinated. As the Club's CEO, I have appointed Neil Parrish and Adam Wittmeyer as our Co-Coronavirus Safety Leaders. As such, they will be responsible for carrying out the protocols identified in this plan, for the training all Campers, Staff, Counselors and Jr. Counselors, and for enforcing all of the protocols established. A copy of these safety protocols can be found on our website at bgcea.org.

We certainly understand the anxiety and apprehension that our campers, parents and staff have felt throughout this challenging time. We will continue to diligently strive to minimize the risks presented by the virus so that we can safely transition ourselves to provide a quality Club experience for members and staff.

If you have any questions, comments or concerns please do not hesitate to contact Gary Schutrum at 716-698-8876 (c), 716-652-1060 (w) or email at gschutrum@bgcea.org.

Stay Safe and Stay Healthy,

Gary D. Schutrum, CEO
Boys and Girls Club of East Aurora



Letter to Staff and Parents

Our commitment to keeping our campers safe is our number one priority. Following with the guidelines from the Department of Health and CDC the Club will continue to follow all of the guidelines and protocols that have been established to mitigate the spread of the he Coronavirus (Covid-19). Please know that it is extremely important that you know that the Boys and Girls Club of East Aurora is working diligently to keep our campers, protected any potential remaining spread that may still be out there. We will continue to closely monitor reports from the Center for Disease Control and Prevention (CDC) and our local health department for all updated information and will update our policies, safety plans, guidelines, etc. to stay current and in some instances the Club will go beyond the recommendations in order to keep our campers and staff safe.

As a reminder, we recommend that all participating campers and families continue to prevention to take the following actions to help prevent exposure to Covid-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a recommended NYSDOH or CDC cleaning spray or wipe.
- Follow the CDC's/Dept. of Health recommendations for using a facemask. Currently required regardless of vaccination status when inside the Club or when on the bus or Club vans. At this point in time facemask are not required at camp during regular outdoor activities for campers when social distancing can be maintained and campers are able to stay within their cohort cabin groups.
- Staff, Camp Counselor and Jr. Camp Counselors who are unvaccinated must wear their masks when working within 6' of their campers and when they are in all indoor facilities.
- Wash your hands often:
 - Wash your hands often with soap and water for a least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - It takes an average of 11.8 seconds to sing the entire Happy Birthday song, so if you sing it twice, that will ensure you have scrubbed long enough. This is a great method to share with children in your family. While this measure is simple, it is effective.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if your hands are visibly dirty.
 - For more information about handwashing, see the CDC handwashing guidelines at the CDC website.

If all of our campers and staff engage in the preventive actions above, we believe that we will reduce the potential infection rate at camp and mitigate the spread of the virus. These actions will take a total team effort to ensure that everyone involved in camp is cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, staying up to date on vaccinations, including the influenza vaccine, etc.

Should you have any questions or concerns about our Covid-19 Safety Plan or want to address any other matter, please do not hesitate to contact me at 716-698-8866 (cell); 716-652-1060 (Club) or by email at gschutrum@bgcea.org.

WAIVER

All parents/guardians must sign the waiver below before attending Camp in 2021

For Parents/Guardians - Assumption of Risk and Waiver of Liability Relating to the Coronavirus/Covid-19 and attendance at Camp Ska-No-Ka-San for the Summer of 2021

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and has significant person-to-person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

The Boys and Girls Club of East Aurora (Club) has put in place preventative measures to reduce the spread of COVID-19 at both the Club and at Camp Ska-No-Ka-San (Camp). These include, but are not limited to: social distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by staff & members while indoors or on the buses/vans. However, the Club cannot guarantee that you or your children will not become infected with COVID-19. Further, attending the Club/Camp could increase risk of contracting the virus for both you and your child(ren). **In order for your child or children to participate in Camp during the Summer of 2021, you must complete the below acknowledgement and waiver set forth below.**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child/children and I may be exposed to or infected by COVID-19 by attending the Camp and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club/Camp may result from actions, omissions, or negligence of myself and others, including, but not limited to, Club/Camp employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with or in any way arising out of my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any and all Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Name of Club/Camp Participant(s)

Warnings Relating to Coronavirus/COVID-19
for Onsite Work or Volunteer Service
All Camp Staff/Volunteers

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19, is extremely contagious and has significant person to person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over age 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma and other respiratory conditions, and pregnancy, may be a higher risk for more serious complications for COVID-19.

The Boys and Girls Club of East Aurora has put in place preventative measures to help reduce the spread of COVID-19. These include, but are not limited to: Social Distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by staff and campers when indoors at the Club and while being transported to camp on camp buses or club vans. However, the Club cannot guarantee that you will not become infected with the COVID-19. Further, working onsite at the Club/Camp could increase your risk of your risk of contracting COVID-19.

HEALTH AND WELLNESS - DAILY HEALTH SCREENINGS

All Camp Staff and Camp Counselors

1) Reporting to Camp for work: Club-Camp Transportation

- a) All Camp Staff and Camp Counselors will report to the Club or Camp between 8:30 AM at your assigned location – Club on Paine St. or at Camp Ska-No-Ka-San. Camp Director, Neil Parrish and/or Adam Wittmeyer, Camp Program Director will communicate your reporting assignment at Camp Orientation. session that they are assigned to with the Camp Director, Neil Parrish.

2) Wellness/Screening Self-Check-In Procedures:

- b) Camp Screening Procedure – 9052 East Holland Rd. Holland, NY
 - i) Face masks do not have to be worn in our outdoor camp environment.
 - ii) Complete the Live Safe App so that you have access to direct communication in the event of an emergency.
- c) Club Screening Procedure – 24 Paine St. East Aurora, NY
 - i) Face masks must be worn while checking in due to the fact that the check in location is indoors.
 - ii) The Club will provide face masks to Staff/Counselors upon arrival if they do not have their own.
 - iii) Camp Staff/Counselors will complete the Live Safe App. so that you have access to direct communication in the event of an emergency.

3) Wellness/Screening – Visual Assessment from Staff Leadership

- a) Staff Leadership (Full-time Club Staff – Lillian, Allie, Brooke at the Club in the am and Adam, Neil, Matt at camp will look for any potential signs of potential illness the other staff or counselors may be experience and follow up with them if they have any concerned regarding the health of a staff member or counselor. Any Staff/Counselors showing any signs or symptoms may be asked to leave camp for the day depending upon their answers, symptoms. In addition, if any of the follow occur the Club/Camp will follow the procedures listed below. All Staff and Counselor are responsible for reporting any of the following to the Camp Safety Coordinators – Neil Parrish or Adam Wittmeyer.
 - **Staff or Counselors receive a confirmed diagnosis for Covid-19 by testing positive or from a diagnosis by a Healthcare Professional in the last 10 Days?**
 - Return home or stay home and self-quarantine for **10 days** from the day that your symptoms started. If you had no symptoms (asymptomatic) and tested positive you must self-quarantine for **10 days** from the date of your positive test.
 - At the end of the **10-day** self-quarantine and if symptom free the Staff Member may return to work.
 - Staff Member who test positive does not need a negative test to return to work as long as they are symptom free.
 - See Detail for “Positive Test Result for Covid-19 Below”
 - **Staff/Counselors_Are you currently waiting on results from a Covid-19 test?**
 - If test was required at the request of a primary care physician due to your symptoms or Health Department, etc. the employee must stay home until negative test result is obtained. After negative test result is obtained, the employee may return to work if symptom free.
 - If test was performed due to a need or desire of the employee and the employee has no symptoms, that employee can work while awaiting results. Examples:

Required test to travel, attend an event, having a medical procedure completed that required testing and showing no signs/symptoms. etc. If test positive. See question 1 above.

- **In the past 10 Days, have you been in close contact with a person who is known to have a laboratory-confirmed case of Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 10 minutes over a 24-hour period. Close contact is defined by the DOH as being within 6 feet of an infected person for at least 10 minutes over a 24-hour period, starting two days before illness onset (or, for asymptomatic clients, 2 days prior to positive test) until the time the patient is isolated.**
 - Must quarantine for **10 days** from the date of last contact with the infected individual unless you have been fully vaccinated. Fully vaccinated is defined as a person who has received the 2nd dose of the Moderna or Pfizer-BioTech vaccination two weeks after the date of the second dose or two weeks after the single dose of the Johnson & Johnson vaccination. If you are fully vaccinated, you do not need to self-quarantine if exposed to someone who test positive but should look for any signs and symptoms of the covid-19 and stay home if any of these symptoms are occurring.
 - It is recommended that the Staff member have a covid-19 test after day 4 from the date of exposure to the individual who tested positive. If test is negative employee can return to work after the 10-day quarantine if symptom free. If staff member test positive they must quarantine for 10 days from the date of their positive test.
 - See more details in Exposure section below.
- **Have you been directed to quarantine or isolate for 10 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person who tested positive for the Covid-19 virus?**
 - Must quarantine for 10 days from the date as indicated from the contact tracing organization.
 - If staff member is being asked to quarantine due to an exposure in your own home from one of your family members, roommates, etc. testing positive, staff member must quarantine for 10 days as long as family member is able to isolate. If family cannot isolate staff member must quarantine for the same length of time as the infected person you are living with as recommended by the Health Department. The Club Office will contact the County Health Department in this situation and follow their guidance on the length of your quarantine, testing requirements, etc.
- **Are you experiencing any cold or flu-like symptoms in the past 72 hours to include: Fever of 100.4 degrees Fahrenheit or higher, *sore throat, *cough, *difficulty breathing, chills, cough, new loss of taste or smell, new onset of severe headache, vomiting or diarrhea? *for people with chronic conditions, a positive answer should represent a change from their typical health status.**
 - Staff Member cannot attend work with any of the symptoms listed above and will be sent home if any of these symptoms are observed by others while attending work unless they have proof from a doctor, etc. that these symptoms are chronic and have commonalities to the covid-19 virus.
 - To return to work a staff member must:

- Self-Quarantine for 10 days and can return to work if symptom free. **OR**
- Staff member must obtain a written note from a health care professional indicating the cause of their issues. If not Covid-19 related staff member may return to work **OR**
- Staff members must test negative for the Covid-19 Virus. See question 2.
- If staff member test positive they must refer to question 1.

d) Staff Member must immediately report to Lillian or Gary any changes in their health situation or to the answers they provided on their completed Wellness questionnaire during the week of work.

5) Temperature Checks – If a Club/Camp Staff Member suspects that they have a temperature please take your temperature at home. If your temperature registers 100.4 or above please stay home for the day.

6) Hand Washing

- a) All Camp Staff and Camp Counselors must wash their hands immediately after arriving to camp after bathroom use and after use of any supplies and equipment.
- b) If soap and water is not readily available all Camp Staff and Camp Counselors must use the hand sanitizer provided by the club/camp to sanitize their hands before working directly with campers.

7) Masks

- a) Vaccinated Staff/Counselors
 - i) All Camp Staff/Counselors that are fully vaccinated (have received the recommended doses of the Covid-19 Vaccination and are 14 days past their 2nd dose) **will not be required** to wear a mask when working outdoors/indoors while working outdoors at Camp.
 - ii) All Camp Staff/Counselors **must wear a mask** while working indoors at the Club when around campers/youth, on the bus and in the club vans if traveling with campers or unvaccinated staff members who have not been vaccinated.
 - iii) Vaccinated Staff/Counselors may travel together in club vans without a masks if all staff/counselors in the van have been fully vaccinated.
 - iv) Staff/Counselors who are fully vaccinated may work together in a common indoor area without a facemask (Kitchen, Infirmary, Tool Room, Craft Room, etc.) with other staff/counselors who are fully vaccinated.
- b) Unvaccinated Staff/Counselors
 - i) All Camp Staff/Counselors that have not received the recommended doses of the Covid-19 Vaccination **will be required** to wear a mask when working campers and staff/counselors regardless of vaccination status when 6' of social distancing cannot be maintain when outdoors.
 - ii) When indoors, traveling on camp buses, traveling in camp van, etc. unvaccinated staff/counselors must where their face masks at all times regardless of social distancing.
- c) Acceptable face coverings for COVID-19 include but are not limited to cloth-based 2-ply face coverings and disposable masks that securely cover both the mouth and nose (bandanas, buffs and face shields are not acceptable face coverings).
- d) N95 Masks or equivalent (Approved by CDC) must be worn when managing a sick camper in the club infirmary along with face shield, gown and gloves.

8) Gloves

- a) The wearing of gloves is currently not mandatory for all staff to wear while working with our campers. All staff and Camp Counselors will be required to wear gloves when specified to be worn by the CDC of the State Health Department while using specific surface cleaners, etc. A list of cleaning solutions and the need for gloves is provided as an addendum to this document.
- b) Gloves must be worn when working with any camper in the infirmary, dealing with any sort of injury (minor to serious) to a camper, or the serving of any food supplies for camp cooking program.

9) General Guidance for COVID-19 Exposure:

All COVID-19 exposure policies have been reviewed by legal counsel and approved by the Board of Directors of the Boys and Girls Club of East Aurora. The Board of Directors approved the decision to operate Camp Ska-No-Ka-San within the CDC's and health department guidelines and protocols at the June 25, 2021 by the Board Safety Committee. Our Camp safety plan, waivers, etc. have been shared with our insurance broker (USI) who has shared this Camp COVID-19 Safety Plan with Cincinnati Insurance.

Exposure will be defined as when an unvaccinated person comes into contact with a person who tested positive for the virus for a period of 10 minutes or more, closer than 6' apart, over a 24hr. period. Unvaccinated Staff/Counselors exposed to anyone who has tested positive for the Covid-19 virus during the previous 10 days:

- a) Must stay home from work and will not be permitted to attend work on site regardless of showing signs/symptoms of the virus.
 - i) Exception: Camp may allow staff to attend camp if staff is has recovered from laboratory confirmed COVID-19 in the previous 3 months and has not been placed on quarantine by the Erie County Department of Health.
- b) Unvaccinated Staff/Counselors must be self-quarantined for a period of **10 days** and have no signs or symptoms of the virus prior to returning to work.
- c) Unvaccinated Camp Staff/Counselor who worked next to someone who was exposed to the virus the Club/Camp Safety Coordinators – Neil Parrish and Adam Wittmeyer will:
 - Isolate the staff member or counselor away from other camp staff/counselors who have a secondary exposure from working next to another staff member who was exposed to the virus.
 - Call the Erie County Department of Health at the **Coronavirus Hotline - 716-858-2929**.
 - Consult and follow the advice and guidance provided by the Erie County Department of Health.
 - Unvaccinated Camp Staff/Counselors who worked next to someone who has been exposed on next steps that need to be followed.
 - If these resources are not readily available and we cannot reach the Erie County Department of Health for their guidance we will send these Camp Staff/Counselors home to self-quarantine until we receive further guidance from the Erie County Department of Health. CEO or Camp Program Director.
- d) To mitigate exposure of the Covid-19 Virus, the Boys and Girls Club of EA will follow these guidelines from the CDC:
 - Continue to measure the employee's temperature and assess symptoms prior to permitting the Camp Staff/Counselor to return to work.
 - Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
 - Provide staff and counselors with policies and training to mitigate their risk while working at camp and while using any camp provided cleaning supplies: Training will include when and how to properly use PPE (use of face shields/mask, including proper disposal of PPE. If gloves or masks or other PPE are required for specific cleaning disinfectants the Club has prepared a use of cleaning supplies protocol (Attached). Chemical Hazard - The Club

has also provided a list of hazards and the PPE (gloves, masks, etc., as needed) for each chemical in use from the specification list on the bottle. This list is maintained with Neil in the Camp Office - **Green Folder**.

- Camp Staff/Counselors will
 - Self-monitor under the supervision of their primary care physician.
 - Wear a face mask at all times while in the workplace for 10 days after last exposure regardless of social distancing.
 - Maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
 - Leave Camp immediately if they become sick during the workday.
 - Notify all Camp Staff and Counselors that they came in contact if they felt like they were exposed or that they were experiencing any signs or symptoms looking back at least two days.
- Club Facilities/Maintenance: The CDC provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases. The Camp will follow these guidelines:
 - Close off areas used by ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait up to 24 hours if possible before beginning cleaning and disinfection.
 - Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
 - Clean and disinfect all surface areas: Clean “dirty” areas with detergent/soap and water prior to disinfection; Disinfect with products with at least 60% alcohol and approved by our Club Cleaning and Maintenance Company.
 - Follow the manufacturer’s instructions for application and proper ventilation; and required protective measures as recommended on product labeling.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Wear disposable gloves and a long sleeve shirt throughout the cleaning process, including handling trash.
 - Gloves will be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. (Face Shield/Gowns)
 - Gloves and other PPE will be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Clean hands after removing gloves.

10) Camp Staff or Camp Counselor that Test Positive for the COVID-19 Virus

- a) Will be sent home immediately from work if they find out test results while working and have been showing no signs of the virus (asymptomatic).
- b) Should contact their primary care physician and remain home (self-quarantine) for **10 days** regardless of their symptoms
- c) All unvaccinated Staff/Counselors who were in close contact with Staff/Counselor who tested positive should self-quarantine (as indicated above in “Exposure” section) for a period of 10 days to help insure the infection does not spread.
- d) Will need to complete the “If Tested Positive to the COVID-19 Virus” Questionnaire (ATTACHMENT) and the Contact Tracing Form from the CDC (ATTACHMENT). Neil or Adam will read the questionnaire to the employee and record their responses or they will forward an electronic copy for the Staff/Counselor to complete.
- e) Will be asked to identify all individuals with whom they worked in close proximity

(within six feet) for a prolonged period of time (10 minutes or more in a 24 hr. period) in the previous 48 hours.

- f) Names and pertinent health information will be held confidential by the Club/Camp.
- h) Unvaccinated Camp Staff/Counselors working in a shared space at the Club/Camp should inform Neil - Adam so that they can take whatever precautions they deem necessary.
- i) The CDC provides that the Camp Staff/Counselor who worked closely with the infected worker "should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath)." Follow the protocols listed above under Exposure.

11) Additional protocols for Camp Staff/Counselor testing positive the Club/Camp will:

- a) Ensure that Staff/Counselors know to notify Adam or Neil if they are showing symptoms of COVID-19 and/or they test positive for the virus.
- b) Understand that Neil or Adam will not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness and that the Camp Staff or Counselors word will be honored.
- c) Neil or Adam will notify the following if Camp Staff/Counselor Test positive for the COVID-19 virus:
 - NYS Health Department
 - Director of Development from Boys and Girls Club of America
 - Members of the Board Safety Committee and Executive Committee
 - All Camp Employees
 - All Camper Families
- d) In consultation with the State Health Department and our DOD from BGCA we will prepare the appropriate communications including:
 - Informing fellow Camp Staff/Counselors of their possible exposure to the COVID-19 virus but maintain the confidentiality of the individual who tested positive. Fellow Staff Members and Camp Counselors may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - Informing the parents of the campers of their possible exposure to the COVID-19 virus but maintain the confidentiality of the individual who tested positive. Campers may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - Informing community partners of their possible exposure to the COVID-19 virus but maintain the confidentiality of the staff member who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - Prepare a media holding statement and parent letter (ATTACHMENT)
 - Seek guidance from the CDC website in regards to Businesses and Employers.
- e) Close any areas used by the sick person for deep cleaning and disinfection (including but not limited to offices, bathrooms, common areas, shared equipment), following CDC guidelines; open outside windows to increase ventilation; wait 24 hours (or as long as possible) before cleaning and disinfecting.
- f) Work in collaboration with the health departments to determine when to re-open camp, closed areas and when staff in quarantine may return to work.
- g) Continue to conduct regular cleaning, disinfection, social distancing and hygiene practices after re-opening.
- h) Use Live Safe App Communication Tool to notify all camp parents that a Camp Staff/Counselor has contracted the virus and that camp will be closed until further Notice if recommended by the Health Department.
- i) Will provide support for Contact Tracing to the County Representative and share CDC's Contact Tracing Form.
- j) Keep Camp closed until the Health Department approves our return.
- k) Will hire Clean-X Janitorial Company to complete a deep cleaning of our camp facilities.

- l) Contact Tracing - Camp Staff/Counselors will maintain a logbook of any contact they have with individuals outside of regular contact, such as delivery people, camp maintenance companies, etc. Individuals with which they have regular contact include campers, parents and other camp staff.
- Employees testing positive will complete the Confirmed Diagnosis for Coronavirus (COVID-19) questionnaire and Contact Tracing Tool (ATTACHMENTS).
 - The Club will seek guidance from the NYS DOH and CDC and share completed forms with these agencies.

HEALTH AND WELLNESS - DAILY HEALTH SCREENINGS

Members and Campers

1) Reporting to Camp; Check-In and Wellness Screening

- a) The Club Staff and Counselors are responsible for conducting visual health and wellness checks of their campers each day looking for any signs and symptoms of illness. If they suspect any signs of illness they should follow up with the Camp Safety Coordinators to have them assess the camper's health. After they assess the camper's health they will make a judgement call to contact the camper's parents/guardians or whether the camper can return to regular activity.
- b) **Parents/Guardians should always check the health and wellness of their son-daughter each day that they attend camp. If there are any signs or symptoms of illness or fever (Temperature over 100.4) they should keep their child home until symptom free.**

2) Well/Screening Results/Procedures for "Yes" Answers

Any camper who experiences any of the following situations below should follow the guidance provided below. The parent/guardian is responsible for reporting any of these situations directly with the Camp Office so that we can manage and follow our internal processes.

- Camper receives a confirmed diagnosis for Covid-19 by testing positive or from a diagnosis by a Healthcare Professional in the last 10 Days?
 - Return home and self-quarantine for **10 days** from the day that your symptoms started. If you had no symptoms (asymptomatic) and tested positive you must self-quarantine for **10 days** from the date of your positive test.
 - At the end of the **10-day** self-quarantine and if symptom free the Camper may return to camp.
 - Campers who test positive do not need a negative test to return to camp as long as they are symptom free.
 - See Detail for "Positive Test Result for Covid-19 Below"
- Camper is currently waiting on results from a Covid-19 test?
 - If test was required at the request of a primary care physician or Health Department, etc. due to signs and symptoms of the virus the camper must stay home until Negative test result is obtained. After negative test result is obtained, the Camper may return to Camp if symptom free.
 - If test was performed due to a need or desire of the camper and the camper has no symptoms, that camper can attend while awaiting results. Examples: Tested to attend an event, a requirement medical procedure, tested to Travel Out of State, tested to visit with family, or any other testing requirements as indicated by the CDC and DoH the camper will not have to await the results if symptom free.
 - If test positive. See question 1 above.
- All travelers must comply with all CDC and New York State Travel Advisory guidelines as they are frequently updated.
- In the past 10 Days, camper came in close contact with a person who is known to have a laboratory-confirmed case of Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 10 minutes over a 24-hour period. Close contact is defined by the DOH as being within 6 feet of an infected person for at least 10 minutes over a 24-hour period, starting two days before illness onset (or, for asymptomatic clients, 2 days prior to positive test) until the time the patient is isolated.

- Must quarantine for **10 days** from the date of last contact with the infected individual unless you have received the recommended doses of the COVID-19 vaccination. Fully vaccinated is defined as a person who has received the 2nd dose of the Moderna or Pfizer-BioTech vaccination two weeks after the date of the second dose or two weeks after the single dose of the Johnson & Johnson vaccination. If you are fully vaccinated, you do not need to self-quarantine if exposed to someone who test positive but should look for any signs and symptoms of the covid-19 and stay home if any of these symptoms are occurring.
- It is recommended that a camp have a covid-19 test after day 4 from the date of exposure to the individual who tested positive. If test is negative camper can return to camp after the 10-day quarantine if symptom free. If camper test positive they must quarantine for 10 days from the date of their positive test.
- See more details in Exposure section below.
- Camper has been directed to quarantine or isolate for 10 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person who tested positive for the Covid-19 virus?
 - Must quarantine for 10 days from the date as indicated from the contact tracing organization.
 - If camper is being asked to quarantine due to an exposure in your own home from one of your family members testing positive camper must quarantine for 10 days as long as family member is able to isolate. If family cannot isolate camper must quarantine for the same length of time as the infected person you are living with as recommended by the Health Department. The Club Office will contact the County Health Department in this situation and follow their guidance on the length of your quarantine, testing requirements, etc.
- Camper has experienced any cold or flu-like symptoms in the past 72 hours to include: Fever of 100.4 degrees Fahrenheit or higher, *sore throat, *cough, *difficulty breathing, chills, cough, new loss of taste or smell, new onset of severe headache, vomiting or diarrhea? *for people with chronic conditions, a positive answer should represent a change from their typical health status.
 - Camper cannot attend camp with any of the symptoms listed above and will be sent home if any of these symptoms are observed by others while attending camp.
 - To return to camp a camper must:
 - Self-Quarantine for 10 days and can return to camp if symptom free. **OR**
 - Camper must obtain a written note from a health care professional indicating the cause of their issues. If not Covid-19 related camper may return to camp **OR**
 - Campers must test negative for the Covid-19 Virus. See question 2.
 - If Camper test positive they must refer to question 1.

3) Campers Daily Temperature Checks @ Camp – If parents/guardian suspect that their child has a temperature they should take the child temperature prior to arriving at camp and keep their child home if their temperature is 100.4 or higher.

4) Masks for Campers

- a) Camp will follow the guidelines set by the CDC and State Health Department in regards to a requirement for campers to wear facemasks. **At this time the wearing of masks by campers**

is Not Mandatory in a private camp setting where social distancing can be maintained in the outdoors. However, campers are encouraged to wear a mask as feasible and must wear a

mask when indoor activities at the Club and while being transported by bus/vans to and from camp. The Boys and Girls Club of East Aurora will follow the guidance of the CDC and ECDOH in regards to all requirements and will report any changes to these requirements as they become available with our campers, Staff and parent/guardians.

- b) Acceptable face coverings for COVID-19 include but are not limited to cloth-based 2-ply face coverings and disposable masks that securely cover both the mouth and nose (bandanas, buffs and face shields are not acceptable face coverings).
- c) If Campers are once again required to wear a mask, we will not permit them to wear a face mask while swimming. When eating and drinking at lunch or snack time we will allow campers to remove face coverings. When campers are involved in competitive play outdoors they are can remove their face covering for the physical activity if they cannot tolerate the wearing of their masks. These rules only apply if face masks become mandatory through guidance from the CDC and DOH.
- d) Campers will be provided a facemask if they do not have their own face mask and want to wear one in settings wear face mask are required.

8) Hand Washing/Hand Sanitization

- a) After meeting with all of their campers at their meeting spot in the field or at council fire, all campers, Camp Staff, and Camp Counselors must wash their hands with soap and for 20 seconds prior to going up to their cabins at one of the camp provided portable sinks around camp. If sinks are unavailable campers will use hand sanitizer to clean their hands at their cabins. Each cabin has a hand sanitizing station.
- b) All campers must regularly wash their hands at camp prior to the start of each activity period, after each activity period, before lunch, after bathroom usage and before and after use of all equipment, supplies, tools, etc.

9) Camper exhibiting signs/symptoms of COVID-19, or feeling ill while at camp.

- a) Campers who feel ill while at camp will be escorted by their Camp Staff/Counselor, to the Infirmary. They will be isolated on cot in the far corner of the Infirmary.
- b) The Camper who feels ill will be reviewed by Staff who have the Responding to Emergencies Certification (Neil, Adam, Allie, Jeff, Gavin, Matt, Brooke).
- c) The Responding to Emergencies certified staff will make a determination on the camper based upon their reported symptoms, appearance, temperature, etc. If they feel the illness is more than just being tired, etc. and that the camper is exhibiting COVID-19-like symptoms, they will contact the parent/guardian to inform them of the potential illness and ask them to come and pick up their son or daughter as soon as possible.
- d) When treating campers exhibiting any symptoms or not feeling well, certified staff members must wear the following PPE: Face Shield, N95 Face Mask, Gloves and a protective gown/suit.
- e) The Responding to Emergencies Staff will wait with or will designate a qualified staff member (wearing required PPE) to wait with a Camper who feels ill until the parent arrives. Social distancing measures will be enforced.
- f) Camper may return to camp when they are symptom free
- g) If symptoms persist or symptoms appear to be related to COVID-19, campers must contact their primary care physician for evaluation and assessing testing for COVID-19.
- h) If the test comes back positive the campers will follow the protocols listed below.
- i) If the test comes back negative the camper can return to camp as long as they are symptom free.

10) General Guidance for COVID-19 Exposure for a Camper

All COVID-19 exposure policies have been reviewed by legal counsel and approved by the Board of Directors of the Boys and Girls Club of East Aurora. The Board of Directors safety committee has approved the decision to operate Camp Ska-No-Ka-San within the CDC's and health department guidelines and protocols as of June 25, 2021. Our Camp safety plan, waivers, etc. have been shared with our insurance booker (First Niagara) who has shared this Camp COVID-19 Safety Plan with Cincinnati Insurance.

Exposure (defined as coming into contact with a person who tested positive for the virus for a period of 10 minutes or more, closer than 6' apart, over a 24hr. period.) Campers exposed to anyone who has tested positive for the COVID-19 virus during the previous 10 days:

- a) Must stay home from camp and will not be permitted to attend camp regardless of whether you are showing any signs or symptoms of the virus or not.
 - a) Exception: Camp may allow campers to attend camp if the camper is fully vaccinated or has recovered from laboratory confirmed COVID-19 in the previous 3 months and has not been placed on quarantine.
- b) Must self-quarantine for a period of 10 days and have no signs or symptoms of the virus prior to returning to camp. This will most likely cause a camper to miss their entire camp session. The Camp office will attempt to place them in a future camp session.
- c) If a Camper in a cabin group participated in camp programming next to someone (Camper, Camp Staff or Counselor) who was exposed to the virus (2ndary Exposure) the Camp Program Director, Adam and/or CEO, Gary will:
 - Isolate those staff members/counselors and cabin groups away from other cohort groups due to a secondary exposure from another camper group, staff member or counselor.
 - Call the Erie County Department of Health at the **Coronavirus Hotline - 716-858-2929**.
 - Consult and follow the advice and guidance provided by the Erie County Department of Health.
 - Advise Camp Staff, Counselors and the parents who had a secondary exposure on next steps that need to be followed as recommended by the Erie County Dept. of Health.
 - If these resources at the DOH are not readily available and we cannot reach the hotline for guidance we will send these Camper, Staff/Counselors home to self-quarantine until we receive further guidance.
- d) To help mitigate the exposure of the COVID-19 Virus the Boys and Girls Club of EA will follow these guidelines from the CDC after an exposure:
 - Continue to measure the camper's temperature and assess symptoms prior to permitting the camper to return to camp during their daily check in at the Vehicle Check-in area.
 - Clean and disinfect all camp program areas, facilities and any shared equipment used by all camper groups.

Camp Staff/Counselors will

- Monitor all campers looking for signs and symptoms of the virus.
- Continue to wear a face mask at all times while at camp and working with campers regardless of the 6' social distancing guideline.
- Continue to maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
- Leave the Camp immediately if they become sick during the workday.
- Notify those who came in contact with the ill camper while the camper had symptoms, and two days prior to the symptoms appearing.

Campers will

- Consider wearing a face mask upon return to camp.
- Continue to manage social distancing at 6' from other Campers, Camp Staff and Counselors.
- Let Cabin Staff/Counselor know if you feel ill.

Club Facilities: The CDC also provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases.

Camp will

- Close off areas used by ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential exposure to respiratory droplets. Cleaning staff will clean and disinfect all areas (offices, bathrooms, common areas, etc.) focusing especially on touched surfaces.
- Open outside doors and windows to increase air circulation in the area.
- Wait up to 24 hours if possible before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (offices, bathrooms, common areas, etc.) focusing especially on touched surfaces.
- Clean and disinfect all surface areas: Clean “dirty” areas with detergent/soap and water prior to disinfection; disinfect with products at least 60% alcohol and approved by our Club Cleaning and Maintenance Company.
- Follow the manufacturer’s instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns will be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Will follow the manufacturer’s instructions regarding other protective measures recommended on the product labeling.
- Gloves and gowns will be removed carefully to avoid contamination of the wearer and the surrounding area.
- Be sure to clean hands after removing gloves.

11) Camper Contracts the Virus (Positive Test Result). Same protocol as indicated above for an employee with the following changes:

- a) Parent must complete the “Positive Covid-19 Test Questionnaire” and “Contact Tracing form” from the CDC via phone call or email
- b) Need to Self-Quarantine for 10 Days and be symptom-free before returning to camp.

Steps that Camp would need to take if a camper contracts the virus:

- a) Report Virus immediately to State Health Department and follow their lead and guidance
- b) Provide support for Contact Tracing. Share completed Contact Tracing Form and Positive Covid-19 Questionnaire.
- c) Close Camp for a minimum of 24 or 48 Hours for major cleaning if recommended by the NYS DOH.
- d) Potential to remain closed until State Health Department approves re-opening
- e) Inform all parents through LiveSafe App
- f) Contact Director of Development from Boys & Girls Clubs of America.
- g) Use communication templates (ATTACHMENT) for communications with all stakeholders.
- h) Contact Tracing -
 - Complete the Confirmed Diagnosis for Coronavirus (COVID-19) questionnaire and Contact Tracing Tool (ATTACHMENTS).
 - The Club will seek guidance from the NYS DOH and CDC and share completed forms with these agencies.

NO CAMPER SHOULD ATTEND THE CLUB IF THEY FEEL ILL, ARE EXHIBITING ANY COVID-19 SYMPTOMS, HAVE A FAMILY MEMBER THEY ARE LIVING WITH THAT IS ILL, OR HAVE BEEN IN CONTACT WITH ANY INDIVIDUAL WHO HAS BEEN DIAGNOSED WITH COVID-19

Handwashing and Sanitizing

- 1) **Handwashing** - The most effective way to avoid the spread of the Corvid-19 virus and other infectious diseases is to wash your hands with soap and water for a period of 20 seconds. Camp will manage the following to increase the number of times both campers and staff wash their hands with soap and water by:
 - a) Increasing the Number of Handwashing stations
 - Permanent Hand Washing Sink at outhouse
 - Portable Sink Stations
 - (1) Main Lodge - Kitchen Area
 - (2) Main Lodge - Infirmary
 - (3) Boat House
 - (4) Archery Range
 - (5) Drinking Fountain
 - b) Developing and following a daily handwashing schedule for all campers
 - Upon Arrival to camp after check in
 - Prior to Lunch
 - After Bathroom Use
 - Prior to Afternoon Activity Period
 - Prior to Transportation Home

- 2) **Hand Sanitizing** - Camp will provide hand sanitizing pump bottles throughout camp and provide portable spray bottles with hand sanitizer foam (with a minimum of 60% in alcohol content) in areas of camp where it is not feasible to have a portable sink. Hand sanitizing pump bottles are located in the following facility areas:
 - a) Outhouse - Boys and Girls Side
 - b) Changing Rooms – Kiwanis Lodge Changing Room Area
 - c) Boat House
 - d) Kitchen
 - e) Arts and Crafts Room
 - f) Cabins

Portable hand sanitizer spray bottles will be located at each of the following program areas:

- a) Archery Range
- b) Archery Hunting Course
- c) GA-GA Ball Pit/Obstacle Course Pit Area
- d) Council Fire Area
- e) Swimming - One at Each Dock
- f) Ropes Course
- g) Field
- h) Outdoor Cooking Area

3) Instructions on Use of Hand Sanitizer

- a) Campers will use hand sanitizer before and after use of all camp supplies and equipment.
- b) Staff/Counselors will spray one squirt of hand sanitizer in a camper's hands at the program areas where there is not a hand sanitizing station.
- c) Campers will be instructed to rub hands together to ensure sanitizer is in place and working effectively until the foam or spray has dissolved into their hands.

Daily Cleaning of Program Areas

Staff will work together to properly clean and disinfect all camp facilities, program areas and equipment on a regular schedule throughout the Camp Day/Season.

- 1) **Camp Facilities:** The Camp will utilize Camp staff who do not have a rotation to conduct cleaning for all camp program facilities as stated below.

Camp Staff will be trained on proper cleaning techniques by Camp Director, Neil Parrish per Cleaning Instructions (ATTACHMENT). Camp facilities will be cleaned four times daily: 9:45 AM, 12 Noon, 2:15 PM and 3:45 PM (**Changed to Match Schedule**) using Soap and Water or Botani Cleaning Solution or Lysol Spray:

- a) Outhouse - Bathroom
- b) All Outdoors Portable Sinks
- c) Kitchen
- d) Infirmary
- e) Changing Room - Kiwanis Lodge
- f) Drinking Fountain Area for hand washing

Cleaning will be with soap and water whenever possible. The camp will provide water buckets, soap, sponges, cleaning gloves and drying towels. If soap and water is not available Camp Maintenance will spray down all surfaces and equipment in the camp facilities named above with a special emphasis on common touch areas (door knobs, faucet handles, toilet seats, light switches, etc.) with an approved CDC disinfectant solution.

- 2) **Camp Program Supplies/Equipment:** Camp Staff/Counselors will be responsible for the cleaning of all commonly used equipment and supplies by campers at the conclusion of each activity period using a Peroxide Multi-Surface Cleaner and Disinfectant. Small, commonly used items such as arts & crafts supplies will be cleaned with antibacterial virus wipes. Staff/Counselors will be trained during camp orientation. See Cleaning Instruction Information Sheet (ATTACHMENT).
- a) After spraying/wiping a piece of equipment, there will be a two-minute drying time prior to allowing the next cabin group to use that same supplies or equipment.
 - b) Multi-Purpose Surface Cleaner are to be used by STAFF/COUNSELORS ONLY, not to be used by campers.
 - c) Cleaning Supplies, trash cans, disposable paper products, etc. will be locked, where and when possible, for Staff use only.
 - d) Camp Staff & Counselors will record what has been cleaned in the cleaning log book. Each program area will have its own log book of what has been cleaned. This will take place at the end of each activity period if area has been in use.

Equipment and Supplies to be cleaned after each cabin group use include the following:

- a) Boat Program Area:
 - Canoes, Stand up paddle boards and kayaks
 - All Paddles
 - All Life Jackets
- b) Fishing Area - Any Camp provided/shared Fishing poles & tackle
- c) Swimming Area:
 - Swim Ladders
 - Kick Boards
 - Swimming Raft Ladder
- d) Archery Range – Bows and arrows
- e) Archery Course "Hunt" - Bows and arrows
- f) Project Adventure or Ropes Course - Element equipment, ropes, boards, etc.
- g) Art room
 - Table and chairs
 - Program supplies - Markers, Paint brushes, etc.
- h) Cooking Supplies and Equipment - Pie Irons

- i) Athletic Supplies - Field Program Area – All athletic balls, bats
- j) Any other shared equipment between campers

Campers and Staff/Counselors Personal Gear for Camp

- a) Water Bottle
 - Drinking Fountain Cannot be used for drinking but can be used to fill campers and staff personal water bottles.
 - Other Water stations for filling water bottles will be provided at camp in igloo coolers
 - Camp will maintain a supply of bottled drinking water for campers and staff use when and if other water supplies are needed.
 - Personal Water Bottles, etc. should not be touched by other staff or campers and should be labeled well by parents/guardians
- b) Change of Clothes - Campers may not share clothes
- c) Towels - Each camper should bring their own towel to dry off with after swimming or getting wet. Towels cannot be shared among campers or staff.
- d) Cell Phones - Cell phones are discouraged from camp. If a camper brings a cell phone to camp, he/she will do so at their own risk. Cell phones cannot be shared by other campers.

Social Distancing Best Practices

Personal Protective Equipment

- a) Staff/Counselors will be required to wear masks at all times while providing camp activities.
- b) Masks for older campers are encouraged and all campers will have the option to wear a mask if they so desire but the Camp Staff and Counselors only have the responsibility to encourage them to wear it. Camp Staff and Counselors will not enforce the wearing of masks by campers unless the campers have health issues that require wearing a mask.

Gloves - Camp Staff/Counselors will be required to wear gloves if the CDC guidelines state that the wearing of gloves will mitigate the spread of the virus. Until such guidelines are available the staff has the option of wearing/not wearing gloves while handling equipment, supplies or cleaning solutions.

Social Distancing - Staff/Counselors will encourage all campers to employ a 6 foot social distancing rule during their day at camp. Social distancing will be maintained, to the best of a Camp Staff/Counselors ability, during all camp events and activities.

Camp Programming

- a) **Program Activities** - Camp Program Director (Adam Wittmeyer) will devise a camp program that will include active camper participation in all camp program areas. Each program area will have a specific set of guidelines that will encourage social distancing guidelines. These program limitations/restriction and guideline include:
 - Program Selection: Staff will select program activities and competitions that provide the least amount of camper-to-camper interaction.
 - Staff/Counselors and Campers will be instructed to avoid the touching of each other with high fives, fist pumps, etc. Verbal support and positive feedback will be provided.
 - Campers and Staff/Counselors will wash their hands before program participation.
 - Program rotations will align with social distancing to the best of our ability.
 - Staff will minimize programming activities that involve a large group of campers and large group interactions. Mass Games, Council Fire Games, Free Swim, Water Carnival and Ivy League may need to be modified to avoid camper interactions outside their cabin groups.

b) Cohort Groups - Pods

- Cabins will consist of 8-12 campers with the ability to accommodate 15 as per the Erie County DOH Guidelines. Cabins for Grades 2-4,5-6, and 7-8 will have one camp counselor & one junior counselor. The counselors will remain the same for the day and throughout the session.
- Cabin Groups will remain together and separate from other groups, as much as possible.
- Consistent Staff and Counselors will remain with cabin groups throughout the two-week session(s).

c) Training - Orientation:

- Camp Staff/Counselors will be trained during the pre-camp orientation on how to best manage and teach each program activity while managing social distancing.
- When cabin groups rotate to their scheduled camp activity the staff member will take the lead in teaching the activity; except in the program areas of swimming/docks, archery and archery course (hunt), which require enhanced training and/or certifications. In these areas, lead staff members will direct all campers in the group and the counselor(s) will provide support, help manage the required social distancing and assist with the cleaning of surfaces and equipment/supplies as mentioned above.



2021 Camp Safety Protocols

Daily Camp Schedule

8:45am– Club Drop Off

- Campers will be dropped off at 8:45am
- Campers will be checked that their Health & Wellness Screening Form has been completed
- Campers will immediately be temperature checked.
- Once the above 2 have been completed they will be allowed entry onto their designated bus.

8:45am- Camp Drop Off

- Campers will be dropped off at 8:45am-9:00am
- Campers will be checked that their Health & Wellness Screening Form has been completed
- Campers will immediately be temperature checked.
- Once the above 2 have been completed they will be allowed entry into camp.

9:45am-10:30am- Activity Period #1 AM

10:30am-11:15am- Activity Period #2 AM

11:15am-12:00pm- Activity Period #3 (Free Swim) - Cabins have 1 rotation for this period

12:00pm-12:30pm- **Cabins 1-4** – Council Fire
 Cabins 5-7 – Mass Game
 Cabins 8-10 – Lunch

12:30pm-1:00pm- **Cabins 1-4** – Mass Game
 Cabins 5-7 – Lunch
 Cabins 8-10 – Council Fire

1:00pm-1:30pm- **Cabins 1-4** – Lunch
 Cabins 5-7 – Council Fire
 Cabins 8-10 – Mass Game

1:30pm-2:15pm- Activity Period #4

2:15pm-3:00pm- Activity Period #5 (Free Swim)

3:00pm-3:30pm- Activity Period # 6 (Free Swim)

3:30pm-3:45pm- All Campers to cabins and back down for parent pick up

3:45pm- Parent Pick Up

4:15pm- Bus will arrive at Camp.

4:30pm- Bus will depart Camp.

Camp Drop-Off & Pick-Up Procedure

- 1) **Radio Communication – at both East Holland/Camp Road; Camp/High Road**
 - a) East Holland Rd. & Camp Road - Staff at this location will allow vehicles to enter camp and to be sent to the temperature vehicle check-in station.
 - b) Camp Road & the High Road - Staff at this location will be allow vehicles to exit camp when they get confirmation from East Holland Staff that it is clear to begin exiting.

- 2) **Parent Drop-Off & Pick Up Times**
 - a) Drop-Off
 - i. Club- 8:45am
 - ii. Camp- 8:45am-9:00am
 - b) Pick-Up
 - i. Club- 5:00pm
 - ii. Camp- 3:45pm

- 3) **Procedures for Drop-Off & Pick-Up** - Vehicles admitted to enter camp will enter by driving up the High Road, down the horseshoe rd. past the restrooms until they get to the water fountain make a slight right and continue to where the Wellness/Screening Station is located.

- 4) **Campers Cleared to Enter Camp**
 - a) Campers will exit their vehicle & report to their spot in the field. Parents/Guardians/ Drivers will then follow the exit signs and exit out to East Holland Rd., as directed by camp staff.
 - b) Once all campers of a cabin have arrived, if time permits, will take all of their belongings to their cabin for drop off and wait for Activity Period #1 to begin. If time does not permit, campers will carry backpacks around until there is time to drop off their belongings.

Facility Procedures

- 1) **Bathrooms**
 - a) Campers
 - Waiting for the bathroom - Campers will wait at the designated spots outside of the bathroom. All spots will be 6ft apart and will be located off of the bathroom deck. NO ONE is to walk up onto the deck of the bathroom until the person before them has washed their hands and exited.
 - Using the bathroom - 2 Campers at a time; Everyone else waits outside off of the deck.
 - Exiting the bathroom - ALL CAMPERS MUST WASH THEIR HANDS; Only one person may use the sink at a time; While waiting for the sink campers must wait on designated spots on the deck to wash their hands.

 - b) Staff
 - Waiting for the bathroom - Staff will wait at the designated spots outside of the bathroom. All spots will be 6ft apart and will be located off of the bathroom deck. NO ONE is to walk up onto the deck of the bathroom until the person before them has washed their hands and exited.
 - Using the bathroom - 1 Staff at a time; Everyone else waits outside off of the deck.
 - Exiting the bathroom - ALL STAFF MUST WASH THEIR HANDS; Only one person may use the sink at a time; While waiting for the sink Staff must wait on designated spots on the deck to wash their hands.

3) **Staff Lunch Protocols**

- a) Employee lunch breaks will be on a rotating basis
- b) Vaccinated Staff- May eat together.
- c) Unvaccinated staff- Will eat at a minimum of 6ft. away from vaccinated or unvaccinated employees.

4) **Changing Rooms**

- a) Boys and Girls 2-week session:
 - 2 campers will use the changing room side closest to the Boat House
 - 2 campers will use the changing room side closest to the Council Fire Path
 - 4 campers will use the middle room of the Kiwanis Lodge - 1 camper in each corner of the room
- b) Co-Ed 2 Week
 - 2 male campers will use the changing room side closest to the Boat House
 - 2 female campers will use the changing room side closest to the Council Fire Path

5) **Camp Kitchen**

- k) Counselors - Will NOT be allowed to store their belongings in the main lodge kitchen. They may leave their stuff in their Cabin or carry their belongings on them if they choose.
- l) Staff - Will be allowed to use the kitchen in the main lodge for their belongings. They may carry their belongings on them if they choose.

6) **Parking**

- m) Counselors - Will park at the pump house. Enter camp, drive up the High Rd. and park across from the Pump House.
- n) Staff - Will park next to the main lodge

7) **Water/Drinking Fountain**

- o) Water fountain will be for bottle fill only.
- p) Cabins will go to the water fountain as needed.
- q) Counselors/staff will be the only person to touch the water fountain handle.
- r) Counselors/staff will sanitize hands before and after the handle is touched.

8) **Lost & Found**

- s) Counselors/Staff/Campers will check the lost & found at the end of each day.
- t) Campers are not to rummage through the lost & found so they do not expose themselves to different cohort groups.
- u) Campers must point out what is theirs and then have their counselor/staff grab their belongings. This will limit exposure and keep cohort groups intact.
- v) Will be bagged and thrown out at the end of every day.

- 9) **Counselor Binders** – Counselors will carry a binder with them and keep track of all Camper Points that are earned during the day to limit exposure and keep cohort groups intact.

Day #1 of any Session

- 1) **Camp Drop-Off** – See **Camper Drop-Off & Pick-Up Procedures** Section above, items 1 - 5.
- 2) **After Campers Are Cleared to Enter Camp** - Campers will exit their vehicle/bus and go to their designated age group area
 - w) 2nd-4th Grade- Report to the field spot closest to the lodge marked with signage & age groups counselors will be waiting for them Spaced 6ft. apart, will allow for all campers to socially distance appropriately.

- x) 5th & 6th Grade- Report to the field spot furthest from the lodge marked with signage & age groups counselors waiting for them. Spaced 6ft. apart, will allow for all campers to socially distance appropriately.
- y) 7th & 8th Grade - Report to Council Fire. Spaced 6ft. apart, will allow for all campers to socially distance appropriately.

3) **Orientation**

- a) 2nd-4th Grade- Orientation led by Allie Eden. Campers will be broken up into cabins and assigned counselor and staff for the session.
- b) 5th & 6th Grade- Orientation led by Adam Wittmeyer. Campers will be broken up into cabins and assigned counselor and staff for the session.
- c) 7th & 8th Grade- Orientation led by Neil Parrish. Campers will be broken up into cabins and assigned counselor and staff for the session.

4. **Cabin Assignments**

- a) Campers will be split into groups of 8-12, with the ability to accommodate 15 as per Erie County DOH, per cabin. We will allow 2-3 friends in a cabin and will try to accommodate everyone to the best of our ability.
- b) Once cabins are assigned, all campers will go with their counselor to their cabin. Cabins will be sent up in one minute intervals to ensure social distancing.
- c) Campers will drop off their belongings at their cabin.
- d) Campers will then proceed to their cabin spot on the field (marked by signage). Spots markers on the field will ensure social distancing practices.

Program Areas

- **Group sizes will not exceed 36 campers unless there is an emergency that causes us to increase the group sizes (Inclement weather, lost camper, etc.)**
- **Responsible Parties must ensure that different stable groups of up to 36 children/campers have no or minimal contact with one another and avoid utilizing common spaces at the same time, to the greatest extent possible.**
 - **If cohort groups are sharing a common space, they will maintain a distance of 20ft. from any other cohort group. (Field, Council Fire, or Water Front)**
- **Campers/Counselors/Staff will sanitize their hands before and after all program time. All surfaces and supplies will be sanitized by counselors/staff at the conclusion of each activity period.**

Triple Play

1) TP #1 Jumping

- a) Campers will be spaced 6ft apart while participating in the challenge
- b) Jump ropes will be sanitized at the conclusion of each camper's jumping.
- c) Staff member of the cabin will be in charge of recording their groups scores

2) TP #2 Running

- a) Campers will be spaced 6ft apart while participating in the challenge
- b) Counselor/Staff will accompany them to make sure they maintain that distance.

3) TP #3 Obstacle Course

- a) 1 Camper will participate at a time
 - a. Camper will wear helmet while doing the obstacle course.
- b) Campers will be spaced 6ft apart while waiting to participate in the challenge
- c) Staff will sanitize all low elements at the conclusion of a pod.

Recreational Program Activities

1) **Gaga Ball** - Only 4 campers in the Gaga Ball arena at a time.

2) Cooking

- a) Cabins will do this rotation at their cabins to maintain social distancing from the rest of camp.
- b) Campers will not share any food.
- c) Camp Staff/Counselor will wear glove when handing out any supplies needed.

3) Crafts

- a) Campers will be spaced out on the picnic tables for crafts with overflow going into the actual craft room.
 - a. If there is too many campers for social distancing outside, we will utilize the Craft Room and space campers out every third seat.
- b) We will not share supplies unless absolutely necessary. Markers, string, and other supplies will be handed out by the counselor/staff to limit exposure.

4) **Hike** - Campers will walk on the trail in a single file line 6ft. apart

- 5) **Field** - Counselors/Staff will play games that have minimal contact such as soccer, spud, kickball etc.
- 6) **Obstacle Course**
 - a) This is not a timed event!!!
 - b) Campers will wear a helmet during their turn.
 - c) Campers will go 1 at a time.
 - d) Campers waiting their turn will be spaced 6ft. apart from one another.
- 7) **Creek**
 - c) Camper will maintain 6ft apart while playing in the creek.

Program Events

Campers/Counselors/Staff will sanitize their hands before and after their program time.

Mass Games – Cabins 1-3 in one phase, 4-6 in another, and 7-10 in another phase.

1. Scavenger Hunt

- a) 3-4 Cabins will participate at a time. Campers will remain with their cabin and socially distanced from one another.
- b) We will remove all touching points of the Scavenger Hunt such as Leapfrog, Ring around the Rosie, etc.
- c) Each individual cabin will complete their scavenger hunt by themselves.
- d) The staff member in their cabin will be recording their answers.

2. Water Basketball Challenge

- a) 3-4 Cabins will participate at a time. The 3 cabins not participating will wait along the shore while 6+ ft. apart while they wait for their cabins turn.
- b) All campers will remain with their cabin and socially distanced from one another.
- c) The basketball will be sanitized after each group of campers.

3. Color Rush

- a) 3-4 Cabins will participate at a time.
- b) They will remain with their cabin as they search for their colored rocks.
- c) Campers will remain 6 ft. apart during this activity.
- d) When a rock is located they will stand and point to it for their counselor to come over and grab (only one person handling rocks)

4. Water Relay

- a) 3-5 Cabins will participate at a time.
- b) They will remain with their cabin and socially distanced from one another.
- c) Each Cabin will have their own water transportation device.
- d) We will not pass water from camper to camper like we had done in the past.
- e) Campers will now do a relay style format of the game that will eliminate any additional touching.

5. Pancake Egg

- a) 3-4 Cabins will participate at a time.
- b) They will remain with their cabin and socially distanced from one another.
- c) Campers will continue to do the relay but will not pass a baton or the egg.
- d) All fire building and cooking will be done by the counselor.
- e) No sharing of food after cooking is done.

6. Canoe Relay

- a) 3-4 Cabins will participate at a time.
- b) They will remain with their cabin and socially distanced from one another.
- c) Only be 2 campers in a canoe at a time –one in front, one in back
- d) Campers will not share life jackets
- e) Paddles will be wiped down after each use as part of the relay.

7. Iron Chef

- a) 3-4 Cabins will participate at a time.
- b) They will remain with their cabin and socially distanced from one another.
- c) All fire building and cooking will be done by the counselor.
- d) No sharing of the food after cooking is done.
- e) Campers will work 6 ft. apart as they turn their cabin into a restaurant.

8. Airband

- a) All 10 Cabins will participate at a time.
 - a. We will use the entire field area to spread all groups out.
 - i. Cohort Groups will be 20ft apart and sitting during another cabins performance.
- b) They will remain with their cabin and socially distanced from one another.
- c) No dance moves that involve touching of hands or sharing of props.
- d) Each individual cabin will complete their dance while all other cabins are spaced out along the field.

9. Water Balloon Catch

- a) 3-4 Cabins will participate at a time
- b) Campers will work in pairs of two, using a 6 ft. beach towel to stay separated.
- c) Staff will toss balloons to ensure limited contact by members.
- d) Counselors will grab the water balloons from the towel so the campers are limiting their exposure.

IVY League Protocols

Ivy League Coaches

Counselor & Staff will be each cabin's Ivy League Coach for all camp sessions.

1. Archery Challenge

- a) One cabin at a time; Campers will shoot 3 at a time.
- b) Counselor will retrieve arrows and sanitize after each Cabin.
- c) Bows will be sprayed down after each use by the staff.
- d) Other cabins will wait their turn in designated spots near the archery range but 20 ft. away from other cohort groups.

2. The Great Race

- a) 1-2 cabins will go at a time (Use opposite ends of council fire area)
- b) Campers will wait with their groups 6ft away from one another while one cabin completes the challenge.
 - a. Cabin groups will wait 20ft away from one another.
- c) Then the following group will go while the other group maintains social distancing.

3. Cabin Obstacle Course

- a) 1 cabin will go at a time
 - a. While waiting for their turn campers will maintain 6ft of social distancing from one another.
- b) Cabin groups will wait 20ft apart from other cabin groups.
 - a. By staying at Council Fire waiting their turn.

4. Slip & Slide Relay

- a) 1 cabin will go at a time
 - a. While waiting for their turn campers will maintain 6ft of social distancing from one another.
- b) Cabin groups will wait 20ft apart from other cabin groups.

5. Sink the Ship

- a. All campers will wear life jackets unless deemed not necessary by the Head Waterfront Guard.
- b. Two campers will be on an aqua beam at a time.
- c. All elements will be cleaned at the conclusion of the event.

Low Ropes Course Protocol

**Campers/Counselors/Staff will sanitize their hands before and after their program time.
All Elements, surfaces and supplies will be sanitized between each activity period.**

2nd-4th Grade

1. Nitro Crossing/Tarzan Swing

- a) 1-2 campers on either landing at a time will limit the # of campers on the element at a time.
- b) Campers not using the element will wait on the side 6ft from the element and on their spot markers 6ft. apart.

2. Whale Watch

- a) We will have 6 campers on Whale Watch at a time.
- b) Campers will have to stay as far apart as possible from one another
- c) Campers not using the element will wait on the side 6ft from the element.

3. Mohawk Walk

- a) Split up the cabin in 3 groups and have them complete 1 of the 3 sections at a time.
- b) Campers not using the element will wait on the side 6ft from the element.

4. Land Crossing Spot Challenge

- a. Campers not doing the challenge will wait on the side 6ft from the element.

5. Spot Challenge

- a. Campers not doing the challenge will wait on the side 6ft from the element.

5th-6th Grade

1. Elephants Graveyard

- a) Only one camper will be allowed on a stump at a time.
- b) Campers not using the element will wait on the side 6ft from the element.
- c) Only one camper will be allowed on a stump at a time.
- d) Only one camper will be allowed to cross the boards at a time.

2. Black Hole (across whale watch)

- a) Only one camper will be allowed on a stump at a time.
- b) Campers not using the element will wait on the side 6ft from the element.
- c) Only one camper will be allowed on a stump at a time.
- d) Only one camper will be allowed to cross the boards at a time.

3. Mohawk Walk

- c) Split up the cabin in 3 groups and have them complete 1 of the 3 sections at a time.
- d) Campers not using the element will wait on the side 6ft from the element.

7-9th Graders

1. Black Hole (across whale watch)

- a) Only one camper will be allowed on a stump at a time.
- b) Campers not using the element will wait on the side 6ft from the element.
- c) Only one camper will be allowed on a stump at a time.
- d) Only one camper will be allowed to cross the boards at a time.

2. Treasure Island

- a) Only one camper will be allowed to stand on the boards at a time.
- b) Campers not using the element will wait on the side 6ft from the element.
- c) Campers will be split onto two platforms to limit the # of campers on the element at time.

4. Mohawk Walk

- a) Split up the cabin in 3 groups and have them complete 1 of the 3 sections at a time.
- b) Campers not using the element will wait on the side 6ft from the element.

Alternative Challenge - Tic-Tac-Toe Relay – Campers not using the element will wait on the side, 6 ft. from the element.

Waterfront Protocols

1. Activity Periods:

a) Staff

- Counselors/Staff will sanitize their hands before and after their program time.
- Head guard will be the only one to use the megaphone.
- Lifeguards will be designated a shirt for the summer so that we are wearing our own shirt and can wash it ourselves.
- All shirts must be returned at the end of the summer.

b) Super Call

- Campers will get out of the water and stand on their spot markers.
- Head Guard Allie Eden will take attendance and then dismiss the campers 1 by 1 back into the water.

c) Buddy Check

- Buddies will not go hand in hand in the water
- Buddies will now point to their buddy from a distance of 6ft.

d) Sanitation

- Sanitize card racks, ladders, slide, kickboards, and benches after each activity period.
- Sanitize lifeguard tubes and other waterfront equipment between each free swim.
- Head Guard (Allie Eden) will spray down major touch points in the Kiwanis lodge between activity periods and free swim

e) Boats

- Campers/Counselors/Staff will sanitize their hands before and after their program time.
- Only two campers to a canoe – one in front, one in back
- Only 1 camper per kayak & paddle board
- All surfaces and supplies will be sanitized by counselor/staff at the conclusion of each activity period.

f) Swim

- Campers/Counselors/Staff will sanitize their hands before and after their program time.
- We will still use the buddy system, see Buddy Check section for details.
- No hand-holding during buddy check. Point to buddies staying 6 ft. apart.
- All surfaces and supplies will be sanitized by counselor/staff at the conclusion of each activity period.

2. Swim Test

- a) Cabins will do their Swim Test the very first time they are scheduled to be at swim.
- b) If you are at Boats before you have been swim tested.
 - Life jacket must be worn
 - There will be no use of the paddle boards
 - You must use a tandem Kayak or canoe
- c) One cabin will be swim tested at a time.
- d) If another cabin is ready for swim testing but another cabin is already on the waterfront, they will wait at the Kiwanis Lodge or down near the fishing area.
- e) Only one cabin changing at a time
- f) Counselor/Staff will make swim cards for the campers so that less people are touching cards and markers

- g) Counselors/Staff will give their campers their bracelets. Paper bracelets will be used to keep bracelets out of camper's mouths.

3. Water Carnival Day

- a) Counselors/Staff will sanitize their hands before and after their program time.
- b) Cabins 1-7 will be spread out along the waterfront shoreline, maintaining 15 ft. between each cabin.
- c) Cabins will compete in timed challenges so that 1-3 cabins can go at a time. Cabin groups must stay 12ft apart while competing
- d) Cabin staff/counselor will hold onto the cards to limit cross contamination.
- e) All surfaces and supplies will be sanitized by counselor/staff at the conclusion of each activity period.

Archery/Hunt Protocols

**Campers/Counselors/Staff will sanitize their hands before and after their program time.
All surfaces and supplies will be sanitized between each activity period.**

1. Archery

- a) 3 Shooters at a time
- b) Counselor/JC will retrieve all arrows after group shoots.
- c) Campers not shooting will spread out behind the safety barriers with 6ft of space while they wait their turn.

2. Hunt

- a) 3 Shooters at a time
- b) Counselor/JC will retrieve all arrows after group shoots.
- c) The archery instructor or camp counselor will be the only ones permitted to touch the medal latches to allow participants onto the shooting platform and down on the range.

Attachments

Coronavirus (COVID-19) Screening

The safety of our children, staff, and families remains the Boys & Girls Club of East Aurora's overriding priority. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, we are closely monitoring the situation and will periodically update our practices and policies in accordance with what we deem required to keep our children and staff safe from exposure.

To prevent the spread of COVID-19 and reduce the potential risk of exposures to our children and staff, we are requiring a weekly online screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this facility.

Travel & Contact History

Question #	Question	Yes	No
1	Have you received a confirmed diagnosis for COVID-19 by a COVID-19 test or from a diagnosis by a health care professional in the past 10 days?		
2	Are you currently waiting on results of a Covid-19 test?		
3	In the past 10 days, have you traveled internationally?		
4	In the past 10 days, have you been in close contact with a person who is known to have a laboratory confirmed Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 10 minutes over a 24-hour period.		
5	Have you been directed to quarantine or isolate for 10 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person with Covid-19.		
6	Have you experienced any cold or flu-like symptoms in the past 72 hours to include: fever of 100.4 degrees Fahrenheit or higher, *sore throat, *cough, *difficulty breathing, new loss of taste or smell, new onset of severe headache, vomiting or diarrhea? <i>* for people with chronic conditions, a positive answer should represent a change from their typical health status.</i>		

Note: This questionnaire needs to be completed weekly. If you answered **NO** to all questions, access to the Boys & Girls Club of East Aurora is approved for the current week. If you answered **YES** to **ANY** question, access is NOT approved. If you have any questions or need to discuss the circumstances surrounding your answer, please contact the Club at 652-4180 prior to attendance.

Signature: _____ Print Name: _____

Members Name: _____ Date: _____

Reviewed by _____ Access to facility (circle one): Approved Denied



Camper Code of Conduct

Due to the nuances created from the current Covid-19 pandemic, the behavior system at camp has been updated to reflect the importance of safety for all campers and staff. Safety is a priority in new ways as we seek to create the healthiest environment for all of our campers and staff. Please consider the following expectations when deciding if camp will be the right place for your child.

- Camper will take the direction of any counselor or staff member
- Camper will be encouraged to wear a face covering when not engaged in the following; Eating, Swimming, Drinking or when outdoors when they are unable to tolerate a face covering for the physical activity.
- Camper will stay with their assigned group at all times
- Camper will maintain directed social distancing protocols
- Camper will be respectful of all camp property and be sensitive to the environment 'Leave no trace'.
- Camper will refrain from any behavior that might harm (physically or emotionally) a staff or other camper
- Camper will be respectful of others' ideas and values even if they differ from their own. Their actions and language will have a positive impact.
- Camper will refrain from having any drugs/alcohol/weapons.
- Campers will strictly adhere to the Cell Phone policy in your Welcome to Camp Letter.

All campers will be expected to adhere to these expectations. By signing below, you are acknowledging that should your child not adhere to these rules, you will be expected to pick up your child, the child will not be allowed back to camp and tuition will be forfeited.

Parent signature

Child signature

PPE and Cleaning Supplies for Our Club and Camp Staff

Memo:

To: All Club/Camp Staff, Counselors and Camp Maintenance

Re: PPE and Cleaning Products

From: Gary D. Schutrum

Date: June 23, 2020

Below is a list of the PPE and cleaning supplies that you need to use as we open camp and the club this summer. We currently have a limited supply of the PPE and multi-purpose Cleaning Solution. Therefore, please use it as needed to keep your risk and the Campers risk as low as possible. We will be ordering more PPE and Cleaning Solution as we learn what our true needs are. In the meantime, please know and understand that the most effective way to clean surfaces and ourselves is with soap and water. Please use soap and water as your first choice and save the cleaning solutions, hand sanitizing, etc. for times when soap and water is not readily available.

Thank you in advance for your efforts in keeping our club and camp as clean as possible. We are in uncharted territory in learning how to safely manage the issues that the pandemic has created for all us. However, we all know that we can play a role in helping to mitigate the spread of the virus by being vigilant in our efforts to keep the club and camp clean for ourselves and the campers we serve. We will have many changes to our policies (updated weekly) as the CDC and Health Department are constantly changing their protocols as they learn more and more about the ways to slow the spread of the virus. Your support and management of the COVID-19 safety procedures is critical to our success.

If you have any questions, suggestions or needs that can further enhance our safety and our cleaning procedures please do not hesitate to let me know.

PPE – Personal Protective Equipment
Summer of 2021

1) Face Masks

- a) Reusable or Washable
 - Acceptable face coverings for COVID-19 include but are not limited to cloth-based 2-ply face coverings and disposable masks that securely cover both the mouth and nose (bandanas, buffs and face shields are not acceptable face coverings).
- b) Disposable
 - Have 10,000 Adult disposable masks
 - Use for Staff in School Age Program and at Camp as:
 - (1) Back-ups for when Staff Forgets
 - (2) Reusable Masks get disgusting at Camp
 - Have replacements/back-up on hand for club members and campers who have medical issues/needs and the wearing of masks are mandatory. Club members and campers must provide their own mask but we need to have a supply of disposable material on hand just in case the mask that they bring is soiled, sneezed in, etc.

2) N95 Masks

- a) Have 200
- b) For use by camp staff who have health or medical reasons and need more protection for self.
- c) For use by camp staff/school age program staff when managing a sick camper/member.

3) Face Shields

- a) Plastic Shield - Put Together - 50
- b) Plastic Shield with Foam Strap from Cintas - 24
- c) Plastic Shield with Glasses - 10. Accommodates Staff who wear eyeglasses
- d) For use when conducting Temperature Checks and managing members or campers who are feeling ill, show signs of the virus, need to be isolated until parent/guardian can pick them up.

4) Gloves

- a) Inventory:
 - Boxes of XXL - 2 Box
 - Boxes of XL - 4 Boxes
 - Boxes of L - 5 Boxes
 - Boxes of M - 5 Boxes
 - Boxes of S - 1

5) Glass Partition at the Front Desk - Barrier between members, visitors and staff

6) Hand Washing Sink Stations

- a) 2 at Outhouse
- b) Kitchen
- c) Infirmary
- d) Drinking Fountain
- e) Council Fire or Boathouse
- f) Have Case of (6) soap replacement bags

7) Hand Sanitizer Stations - 18 Total

- a) One Per Cabin - (10)
- b) Boat House (1)
- c) Outhouse (2)
- d) Kiwanis Lodge Changing Areas (3)
- e) Kitchen (1)

- f) Arts and Crafts Room (1)
- g) Infirmary (1)
- h) Need - (18) Bags of Foam Soap - 60% Alcohol
- i) Need - (6) Replacement Bags

8) Portable Hand Sanitizer Bottles - 9 Total

- a) Boats (1)
- b) Beg. Dock (1)
- c) Swim Dock (1)
- d) Arch Range (1)
- e) Arch Course (1)
- f) Ga - Ga Pit (1)
- g) Obstacle Course (1)
- h) Ropes Course (1)
- i) Outdoor Cooking (1)
- j) Bottles are filled and ready for use
- k) Need (4) Gallons

9) Multi-Purpose Cleaner - Botani - Facilities

4 Bottles of Botani disinfectant Spray for deep cleaning of facilities at camp:

- a) Outhouse
- b) Kitchen
- c) Portable Sinks
- d) Infirmary
- e) Arts and Crafts
- f) Have - 2 More Gallons
- g) Need - 2 More Gallons

10) Surface Disinfectant - Peroxide Multi-Surface Cleaner - Equipment and Supplies

- a) 9 Bottles of Disinfectant Spray for cleaning of commonly used camper's equipment and supplies.
- b) Portable Bottles will be located at the following program locations:
 - Arch (1)
 - Arch Course (1)
 - Ropes (1)
 - Ga-Ga Pit and Obstacle Course (1)
 - Boats (1)
 - Beg. Swim (1)
 - Swimmer Area (1)

Cleaning Procedure/Process

Soap and Water for Regular Daily Cleaning: Use hot soap and water to clean whenever possible, using general all-purpose soap (Dish Soap). Use the cleaning bucket provided at camp and wash down all surfaces with rags/towels using soap provided and water from the drinking fountain hose bib. Add a little elbow grease to scrub out any really dirty surfaces. Gloves are not required but should be used if you have skin irritations. If you use soap and water with the disinfectant soap you should allow 10 minutes of drying time.

BotaniClean: When soap and water is not available or feasible this is a disinfectant spray that can be used to wipe down areas as needed. Spray the Botani disinfectant spray on the rags/towels provided and wipe down the surface area to be clean. Allow 10 minutes of drying time before camper or Staff/Counselor use. If you use common areas such as tables, counter tops, etc. for eating, play time or a program please leave a minimum of ten minutes of drying time before eating or using the surface directly. No gloves are required unless you have skin irritations, etc.

Peroxide Multi-Surface Cleaner: After a camper or staff member uses a commonly used piece of equipment, like a Bow and Arrow, the Staff member or counselor must wipe down the surface area of the piece of equipment by spraying some of the Peroxide Multi-Surface cleaner on a paper towel and then wiping down the area most frequently touched of the piece of equipment. Allow the cleaner to dry for two minutes before the next camper uses the equipment or supplies next.

Coronavirus Wipes: These wipes can be used to wipe down supplies, athletic equipment and other commonly touched surfaces with 2-3 minutes of dry time between use. Camp Staff and Counselors will use these wipes for program supplies and smaller pieces of equipment. For example: markers and paint supplies in the Arts and Crafts Room.

We need to order a number of Clorox wipes for the quick cleaning. No Gloves required but if you have skin irritations please wear gloves. These should be saved for use when camp opens up for campers. **Once camp begins each program facility area will need to be cleaned every two hours and all program equipment will need to be wiped down between classes.**

Confirmed Diagnosis for Coronavirus (COVID-19) QUESTIONNAIRE

EMPLOYEE NAME: _____ DATE: _____

INSTRUCTIONS: The following questions should be asked of any Employee who has informed you that she or he has either tested positive for COVID-19 or has been told by a medical provider they presumptively have COVID-19. This questionnaire is to be kept confidential and in the Employee's medical file with access by only select individuals designated by the Company.

- **What is the date that you first exhibited symptoms, if any, of COVID-19?**
Date: _____
- **What were the symptoms?**
 - Fever: Yes No
 - Cough: Yes No
 - Shortness of breath: Yes No
 - Sore throat: Yes No
 - Muscle aches: Yes No
 - Other: _____ (describe)
- **When were you diagnosed with COVID-19 or presumed to have COVID-19?**
Date: _____
Tested positive: Yes No
Presumed to be positive: Yes No
Name of medical professional or health care provider giving you the result or telling you that you are presumed to be positive:

- **What are your current symptoms?**
 - Fever (100.4° F or higher) Yes No
 - Cough: Yes No
 - Shortness of breath that cannot be attributed to another health condition: Yes No
 - Sore throat that you cannot attribute to another health condition: Yes No
 - Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise): Yes No
 - Other: _____ (describe)
- **Have you been told by a medical professional to self-quarantine? Yes No**
 - If yes, for how long (in days)? _____
 - If yes, have you been self-quarantined? If yes, since what date? _____
- **In previous 30 days, have you had close contact with an individual confirmed or presumed to have COVID-19 (i.e. spent longer than 15 minutes within 6 feet of the individual)? Yes No**

o If yes, give the date of last contact: _____ o

o If yes, explain your relationship to individual(s) with COVID-19:

o If yes, identify the location of last contact: _____

o If yes, identify whether any such contact is or was in your household:

- In the previous 30 days, have you traveled to, or stopped over in, a country for which the CDC has issued a travel health notice (including but not limited to China, Iran, or Europe)? Yes No

o If yes, give country name and dates of travel: _____

- In the previous 30 days, have you traveled domestically by airplane, bus or train?

Yes No

o If yes: Details: _____

o Date(s) of Travel: _____

- In the previous 30 days, have you used mass transit or public transportation?

Yes No

o Details: _____

o Date(s) of Travel: _____

o Outside of work, have you attended any event or visited any public place in the previous 30 days where more than 10 individuals were in attendance and you were, at any time, within 6 feet from any one individual for more than 15 minutes? Yes No

o Location: _____

o Date(s): _____

OFFICE MANAGER OR DESIGNATED MEMBER OF MANAGEMENT:

I certify that the above information was provided to me by telephone discussion with the above-named individual on the ____ day of _____, 20____, and is accurately recorded herein.

Name

Signature

Contact Tracing Tool for People Being Tested for COVID-19

If you test positive for COVID-19, you will get a call from a public health representative to identify any contacts you have had. This form can help you identify your contacts so you will be ready for the call.

STEP 1

Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing

_____ / _____ / _____
SUBTRACT 2 DAYS: _____ / _____ / _____ = YOUR CONTACT TRACING DATE

STEP 2

Who has been in your house with you since your contact tracing date?

Include people who live in your home, and people who may have visited like friends, a babysitter or anyone else providing in-home services.

	Name of Person	Date Last in Home	Their Phone Number
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

STEP 3

Make a list of what you did each day since your contact tracing date with as much detail as possible.

Include things like hanging out with neighbors, going to work, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Day One: _____ / _____ / _____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Two: _____ / _____ / _____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Three: _____ / _____ / _____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Four: _____ / _____ / _____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Club Statement if staff/volunteer/member has tested positive for COVID-19:

Safety is the number one priority of Boys & Girls Clubs of East Aurora, and we are doing everything possible to keep children, our staff, and volunteers protected from the COVID-19 virus. On **(Date)**, we learned that a Club **(staff member/volunteer/ member)** tested positive for COVID-19. There is a possibility that **(staff/members)** were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this **(employee/volunteer/member)**. We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. In the meantime, we are advising all our Club staff, families, and youth to continue to take precautions as recommended by the CDC. We will continue to update you as we know more.

Club Parent Letter if staff/volunteer/member has tested positive for COVID-19:

Dear Parent,

It's important that you know the safety and protection of your children is the number one priority of Boys & Girls Club of East Aurora. We are doing everything possible to keep our Club members, staff and volunteers protected from the COVID-19 virus. On **(Date)**, we learned that a Club **(staff member/volunteer/ member)** tested positive for COVID-19. There is a possibility that **(staff/members)** were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this **(employee/volunteer/Club member)**. We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you or your child are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. We will continue to keep you updated during this very challenging time. As always, we remain committed to our Club kids, their families and our community.