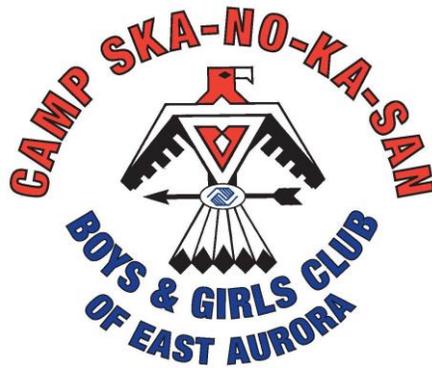


**Boys and Girls Club of East Aurora
Camp Safety Protocols
Summer 2020**



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

Gary D. Schutrum, CEO

Updated 7/15/20

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 Tuesday June 23, 2020.



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 a result of the Coronavirus Disease (Covid-19) outbreak and the impact that this virus has had on all of our lives, we want you to know that our Club is working diligently to keep your child, our staff/volunteers and the families we serve, protected from the spread of the virus. We are closely monitoring reports from the Center for Disease Control and Prevention (CDC) and our local health department for all updated information. We are using 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 as we put protocols in place to protect our youth and staff.

As we begin to re-open we have broken down our enhanced safety protocols into the following five areas of focus:

- 1) Health and Wellness of Our Members and Staff (Health Screenings)
- 2) Increased 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 (The Crisis Management Team), led by the Board, Staff and Community Leaders has developed these protocols. As the Club's CEO, I have assumed the role as the Club's Coronavirus Safety Leader. As such, I will be responsible for carrying out the protocols identified in this plan, for training all staff, and 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 parents and staff may feel as we return to our new normal Club/Camp program environments. We are striving diligently 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



**BOYS & GIRLS CLUB
OF EAST AURORA**

Letter to Staff and Parents

Our commitment to keeping our campers safe is our number one priority. Following the Coronavirus disease (Covid-19) outbreak, it's important that you know that the Boys and Girls Club of East Aurora is working diligently to keep our members, campers, and school age program students protected from its spread. We are also closely monitoring reports from the Center for Disease Control and Prevention (CDC) and our local health department for all updated information.

As a reminder, we recommend these prevention actions for every family member and camper to take 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 recommendations for using a facemask:
 - To be worn when in public when 6 feet of social distancing cannot be maintained.
 - To be worn at all times by people who show signs of the Covid-19 symptoms.
- 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.
- For families and staff who have traveled, the CDC also provides specific guidance for travelers.

At this time, there is no evidence that children are more susceptible. Children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including the influenza vaccine. The National Child Traumatic Stress Network offers a Parent/Caregiver guide for Covid-19 with more helpful information for families.

Should you have any questions or concerns about this or 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.

Sincerely,

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

WAIVER

All parents/guardians must sign the waiver below before attending Camp in 2020.

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 2020

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, etc. 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 2020, 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, etc. 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

- a) All Camp Staff and Camp Counselors will report to Camp between 8:15-8:30 AM, or as communicated by Camp Director Neil Parrish, each morning that camp is in session.
- b) Transportation:
 - Camp Staff and Camp Counselors are responsible for their own transportation to and from camp. Staff/Counselors are encouraged to drive to camp separately.
 - However, if Staff/Counselors must carpool in order to work at camp, the following protocols are strongly encouraged and recommended:
 - 1) All Passengers in one vehicle should wear a face mask.
 - 2) All Passengers in one vehicle should sit apart from each other attempting to maintain 6 'of social distancing. As a rule of thumb, one passenger per row of seats.
 - 3) All Passengers should ride with the same Staff/Counselors each day they need to ride share to assist with contact tracing if it becomes necessary.
 - 4) In the event that individual driving or ride sharing is not an option, the Club will attempt to provide ride-sharing in one of our Club vans with all of the transportation protocols listed above in full force. Camp Staff and Counselors in need of transportation should communicate their need for transportation with the Camp Director, Neil Parrish.
- c) Arrival to Camp/Parking and Staff/Counselor Check-In:
 - Camp Staff/Counselors with personal vehicles should follow the "high road" and park their cars in the parking area near the pump house.
 - Camp Staff/Counselors should proceed to walk down the road by the outhouses to the check-in Wellness/Screening area at a picnic table under the main lodge.
 - Camp Staff/Counselors must wear face masks while walking down the camp road and keep their social distance from fellow Staff Members and Camp Counselors.

2) Wellness/Screening Check-In

- a) Camp Staff/Counselors will undergo a Wellness/Temperature Check in their vehicles upon arrival at camp.
- b) Face masks must be worn while checking in. The Club/Camp will provide face masks to Staff/Counselors at orientation. Staff/Counselors can wear provided face mask or provide one of their own.
- c) When the Wellness/Screening area is open, approach the check-in picnic table and follow the instructions provided by the Staff that is managing the daily check-in process.
- d) Camp Staff/Counselors must complete the WEEKLY HEALTH QUESTIONNAIRE (see ATTACHMENT) every Monday morning, on the first day of work for the given week, or upon returning to work if they miss a day of work. Copies of the questionnaire will be provided at orientation and will be at the Wellness/Screening check-in area. Questionnaires can be completed prior to arriving at Camp and should be handed in at the Wellness/Screening Area. Pens will be provided to complete the questionnaire. Pens should only be used once and will be sanitized after each use.
- e) Camp Staff/Counselors will undergo a temperature check daily at the Wellness/Screening Area.

3) Wellness/Screening Set-Up/Procedures

Waterfront Director, Allie Eden & an additional trained Staff member will manage the Staff/Counselor Wellness/Screening area at camp each morning. If Allie is absent from work, we will only have one check in person on that morning or until a replacement can be trained.

- a) Will arrive each morning at 8:00 AM to prepare the Wellness/Screening area.

- Place spot markers 6 feet apart for Staff and Counselors to wait on
 - Have hard copies of the Weekly Health Questionnaire
 - Log Books to document check in
 - Ensure Infrared Thermometers are operational with batteries
 - Have one oral thermometer on hand
 - Wear required PPE equipment
 - Have Hand Sanitizer for staff to use after signing paperwork and cleaning solution for used pens
- b) Will undergo the same wellness screening as staff/counselors - temperature check and weekly health questionnaire prior to checking in camp staff.
- c) Will wear a face shield or goggles and a face mask and gloves if needed.
- d) Will review the health forms and do a temperature check on staff/counselors reporting to work.
- e) Will provide pens and sanitize used pens.

4) Wellness/Screening Results

- a) Any Staff Member/Counselor that answers “yes” to any of the four health questionnaire questions and/or registers a temperature greater than 100.4 will be asked to leave immediately for the day.
- f) Allie will report Camp Staff/Counselor(s) who are sent home to Safety Manager/CEO, Gary Schutrum or Camp Director, Neil Parrish. Gary/Neil will make contact later in the day to determine next steps/return to work.
- g) Weekly Health Questionnaire Answers - All questionnaire are private and confidential.
- Procedures for “Yes” answers
- Question 1: Tested Positive in the Last 14 Days by a Healthcare Provider.
 - (1) Return home and self-quarantine for 14 days.
 - (2) At the end of the 14-day self-quarantine/symptom free: Staff/Counselor should have another virus test administered.
 - (a) Negative result: Obtain a 2nd virus test within a 24-36 hour time period.
 - (b) If the second virus test that was completed is negative the Staff Members or Counselor can return to work.
 - (3) See Detail for “Positive Test Result For Covid-19 Below”
 - Question 2a: Travel by plane, train or bus within past 14 days, regardless of destination. Staff/Counselor must return home and self-quarantine for 14 days (from the day of returning from travel) prior to returning to work.
 - Question 2b: Traveled outside of NYS to any of the “high-risk” states as identified by the NYS DOH within the past 14 days: Staff/Counselor must return home and self-quarantine for 14 days (from the day of returning from travel) prior to returning to work.
 - Question 3: Had exposure to the COVID-19 Virus - Staff/Counselor must self-quarantine for 14 days from the time of the contact prior to returning to work/camp. Staff/Counselors who develop symptoms should consult with their primary care physician and have a Covid-19 test. If they test negative Staff/Counselors can return to work if they are symptom free after the 14 days. See Exposure below for further protocols to follow if a Staff/Counselor have been exposed to someone who has tested positive for the virus.
 - Question 4: Exhibited cold or flu-like symptoms in the last 14 days. Staff/ Counselors will be sent home to evaluate their symptoms and can return to work when symptom-free. Staff/Counselors with persistent symptoms should consult with their primary care physician to determine if a Covid-19 test is needed. If results are positive follow

procedures for a positive COVID-19 Test below. If the test result is negative, the employee may return to work when symptom free.

- d) Staff/Counselors must immediately report to Gary or Neil 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 (Daily)

- a) All Camp Staff/Counselors must have their temperature taken daily as part of the check-in procedure to work at camp.
- b) All Camp Staff and Camp Counselors will follow the same protocol listed above for the wellness check process.
- c) Allie or an additional trained Staff member will record results of temperature scan in the staff log book by placing a check mark by the Camp Staff or Camp Counselors name.
- d) If temperature scan reading above 100.4, Camp Staff/Counselors will be asked to retake their temperature with an oral thermometer provided to confirm reading.
- e) If oral reading is confirmed at above 100.4, the Camp Staff or Camp Counselor will not be permitted to work and will be sent home.
 - Can return to work the next day to have their temperature scanned as long as they did not use fever reducing medications.
 - Should monitor their temperature at home before returning to work so that they have a good understanding of what their temperature is prior to returning to work.
 - If they use fever reducing medications, they are required to stay home a minimum of 3 days before returning to work.
 - If their temperature/symptoms do not improve after the 3 days, employees need to consult their primary care physician and seek their advice for treatment.
 - Can return to work once their fever subsides and is below 100.4 and they have no other related symptoms.

6) Hand Washing

- a) Upon completion of Wellness/Screening check-in, all Camp Staff/Counselors must wash their hands with soap and water for 20 seconds at one of designated locations in camp.
- b) All Camp Staff and Camp Counselors must regularly wash their hands after each activity period, before and after use of all camp programming equipment, supplies, tools, etc.
- c) All Camp Staff and Camp Counselors must wash their hands immediately after bathroom use.
- d) 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) All Camp Staff/Counselors will be required to wear a mask while working with campers and with each other regardless of the social distance. Masks will be provided by the Club/Camp or a staff member may choose to wear their own mask.
- b) 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 or dealing with any sort of injury (minor to serious) to a camper.

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 11, 2020 Board of Directors meeting. 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 (defined as coming into contact with a person who tested positive for the virus for a period of 15 minutes or more, closer than 6' apart): Staff/Counselors exposed to anyone who has tested positive for the Covid-19 virus during the previous 14 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.
- b) Must be self-quarantined for a period of 14 days and have no signs or symptoms of the virus prior to returning to work.
- c) Camp Staff/Counselor who worked next to someone who was exposed to the virus the Camp Director, Neil and/or CEO, Gary 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.
 - Advise 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 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 14 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 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 14 days regardless of their symptoms.
- c) A second test should be performed after the 14 days of self-quarantine.
 - Positive Test: Continue to stay home from on-site work regardless of showing symptoms. Stay in contact with primary care physician. Permitted to work remotely if health situation allows. Have re-test in 7 days if remain symptom-free.
 - Negative Test: Re-administer test 24 hours later. After second negative test, return to work if symptom free.
- d) All 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 14 days to help insure the the infection does not spread.
- e) Will need to complete the “If Tested Positive to the COVID-19 Virus” questionnaire (ATTACHMENT) and the Contact Tracing Form from the CDC (ATTACHMENT). Gary or Neil will read the questionnaire to the employee and record their responses or they will forward an electronic copy for the Staff/Counselor to complete.
- f) Will be asked to identify all individuals with whom they worked in close proximity (within six feet) for a prolonged period of time (more than 15 minutes) in the previous 14 days.
- g) Names and pertinent health information will be held confidential by the Club/

- Camp.
- h) Camp Staff/Counselors working in a shared space at the Club/Camp should inform Gary or Neil 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 Neil or Gary if they are showing symptoms of COVID-19 and/or they test positive for the virus.
- b) Understand that Gary or Neil 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) Gary or Neil 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.
- 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) Health questionnaire (ATTACHMENT) must be completed for each camper on the first day that they attend camp. Parents/Guardians are encouraged to complete the health questionnaire prior to arriving at camp. Hard copies will be available at camp but could delay the check-in process.
- b) Check-in will be an In-Car Vehicle Process. Check-in area will be on the Main Camp Road as the vehicle enters the athletic field. Staff will be on hand to guide and direct.
 - Cones will identify where to park for check-in.
 - Remain parked until the car in front of you clears.
 - After the car in front of you clears and upon direction by a camp staff member, pull your car up to the next check point as indicated by the cones.
- c) Parents/Guardians/Adults in every vehicle must wear a face mask during the check-in process.
- d) All occupants of the vehicle should remain in their vehicle during the check-in process.
- e) Allie or an additional trained Staff member, will greet you and your child/children at the camp Vehicle check-in point to review your Wellness Health Questionnaire and take a temperature scan of any camper in the vehicle. Camp Staff will be required to wear face-shield or goggles and a face mask during the camper check-in process.
- f) Campers who have answered “yes” to any of the questions on the wellness questionnaire and/or register a temperature above 100.4 or will be sent home. Follow up communication with the Parents/Guardians who answered “Yes' ' to any of the Wellness Health Questionnaires will be completed by Club CEO and Safety Manager, Gary Schutrum or by Camp Director, Neil Parrish later that day.
- g) Parents are encouraged to bring their own hand sanitizer to use after touching clipboard and pen.
- h) Pens, clipboards, and other supplies will be sanitized after each use.

2) Well/Screening Results/Procedures for “Yes” Answers

- a) Question 1: Tested Positive in the Last 14 Days by a Healthcare Provider.
 - Campers must return home and self-quarantine for 14 days prior to returning to camp.
 - At the end of the 14-day self-quarantine and if symptom free, the Camper should have another virus test administered. If the test result is negative the Camper should obtain a 2nd virus test within a 24-hour time period.
 - A Camper can return to camp (Possibly attend another session of camp) if they have two negative virus tests with a 24-hour time period.
 - See Details of “Positive Test for Covid-19 Below”.
- b) Question 2a: Travel by plane, train or bus within past 14 days, regardless of destination.
 - Camper must return home for the day.
 - Safety Manager, Gary Schutrum or Camp Director, Neil Parrish, will follow-up with camper’s parents/guardians later that day. Camper must quarantine for 14 days from their return date prior to returning to camp. This may cause campers to miss the entire camp session. If there are sessions remaining the camper could possibly return to a future session if there is availability and they are symptoms free after their 14 days in quarantine.
- c) Question 2b: Traveled outside of NYS to any of the “high-risk” states as identified by the NYS DOH within the past 14 days:
 - Camper must return home for the day.
 - Safety Manager, Gary Schutrum or Camp Director, Neil Parrish, will follow-up with camper’s parents/guardians later that day. Depending on the State, camper must quarantine for 14 days from their return date prior to returning to camp. This may cause campers to miss the entire camp session. If there are sessions remaining the

camper could possibly return to a future session if there is availability and they are symptoms free after their 14 days in quarantine.

- d) Question 3: Camper came in close contact with someone diagnosed (tested positive) with COVID-19 within the last 14 days.
- Campers will be sent home for the day.
 - Gary or Neil will follow up later that afternoon with the parent or guardians.
 - Following CDC guidelines, the camper must self-quarantine for 14 days from the time of the contact prior to returning to camp. Therefore, a camper who was exposed must quarantine for 14 days prior to returning to camp if symptom free.
 - An exposed camper that exhibits virus-like symptoms should remain home and communicate with their Primary Care Physician. If symptoms do not improve the Camper should have Covid-19 test taken. If they test negative, the camper may return to camp (Attend a future session if openings are available) if they are symptom free after the 14 days.
 - See section on "Exposure" below for further protocols to follow if a camper feels they have been exposed to someone who has tested positive for the virus.
- e) Question 4: Exhibiting cold or flu-like symptoms in the last 14 days.
- Camper will be sent home and have their symptoms evaluated.
 - Camper can return to camp when symptom free.
 - If symptoms continue campers should seek guidance from their primary care physician.
 - If symptoms persist, campers should have a virus test. If results are positive follow procedures for a positive COVID-19 Test below. If the test results are negative, the camper may return to camp if symptom free.

Parents/Guardians of Campers must immediately report to Gary or Neil any changes to the answers they provided on their completed weekly questionnaire if something changes in their son/daughters health/situation during the week. If a camper misses a day of Camp, they must complete the health screening form on the day that they return. All Wellness Check information, test results, etc. are kept confidential throughout the process by maintaining a log book.

3) Campers Daily Temperature Checks

- a) All campers must have their temperature taken upon arrival at camp each morning.
- b) The same procedures that are listed above for the completion of the Wellness Health Questionnaire will be followed on a daily basis.
- c) All camper temperature scans will be taken by designated Club staff in the car at the Vehicle Check-in area.
- d) Parents are encouraged to take their child's temperature at home prior to arriving at camp to avoid making the trip out to camp and to avoid having to be sent home.
- e) If camper's temperature is above 100.4 degrees parents/guardians must keep their son or daughter home from camp for the day.
- f) Designated staff taking temperatures will wear face shields or goggles and face masks; and gloves (at the option of the staff member) during the procedure.
- g) Drivers and other adults in all vehicles need to wear masks during temperature scan and check-in.
- h) Campers who had a temperature reading above 100.4 degrees can return to camp the next day to have their temperature scanned as long as they did not use fever reducing medications. Parents should take temperatures at home before returning to camp and continue to keep camper home if temperature is elevated.
- i) If the Camper used any fever reducing medications to help bring the temperature down from the campers reading the day before the camper is required to stay home a minimum of 3 days before returning to camp.

- j) If temperature/symptoms do not improve, parents are encouraged to consult their primary care physician and seek their advice for treatment.
- k) A camper may return to camp once the fever subsides 100.4 and below and they have no other related symptoms.

4) Physical Wellness Checks

- a. As part of the Vehicle Wellness Check-in, designated staff (Allie or an additional trained Staff member), will monitor campers as they arrive to assess camper's appearance and listen to their voices. If they recognize any signs of illness they will share their concerns with the parent/guardian of the camper prior to allowing the camper out of his/her car.
- b. If they have concerns about a camper's health after speaking with the parent/guardian, they will need to share their concerns with Neil prior to allowing a camper to attend camp for the day.
- c. Campers will also be evaluated throughout the day. Camp Staff and Counselors will be trained at orientation on the signs and symptoms that they need to look for in evaluating a camper's health such as coughing, sneezing, wheezing, etc.
- d. If the Camp Staff/Counselor suspects one of their campers are not feeling well, they will take the potentially ill camper to the infirmary where they will be reviewed and treated by designated camp staff (Neil, Allie, Jeff, Gavin or Matt) who have Responding to Emergencies First Aid and CPR.
- e. Responding to Emergencies camp staff (Neil, Allie, Jeff, Gavin or Matt) will wear a face shield, face mask (N95 or equivalent), gown and gloves while they are evaluating the camper.
- f. If Campers still show signs of being ill after a short time period in the infirmary the parents will be notified to come and pick up their child.

5) Camper Drop-Off

- a) After a Camper successfully completes their wellness assessment, the camper will be permitted to exit their car to report to their designated camper area (Field or Council Fire Area) where they will meet with their designated staff member, Camp Counselor and cabin mates.
- b) Campers will wait with their Camp Staff and/or Counselor until the entire camper group arrives. Numbered spots/markers on the ground will indicate designated spots for waiting campers to sit or stand. The entire group will then will be escorted to their cabins. Social Distancing guidelines will be maintained.
- c) After all campers have successfully checked in, the cabin groups will go to their respective cabins to drop off their lunch and other items. Lunch must be provided in a separate cooler or lunch box. See Welcome to Camp Letter (ATTACHMENT) for more information.

6) Masks for Campers

- a) Camp will follow the guidelines set by the CDD 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 required, but recommended for older campers. If the CDC or State Health Department changes their stance on this, making them mandatory, we will enforce the wearing of face masks. Until then camp will follow the CDC guidelines.
- b) Campers are, however, encouraged to wear a face mask while at camp if they desire.
- c) Campers who choose to wear a face mask while at camp must provide their own face mask.
- d) Parents who provide face masks for their child/children must encourage their child to wear their mask while they are at camp. The staff will encourage those campers that have masks to wear them, but the Staff will not be responsible for forcing a camper to wear their mask unless they have health related issues that require a camper to have their mask on.**

7) 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.

8) 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, Allie, Jeff, Gavin or Matt).
- 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.

9) 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 approved the decision to operate Camp Ska-No-Ka-San within the CDC's and health department guidelines and protocols at the June 11, 2020 Board of Directors meeting. 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 15 minutes or more, closer than 6' apart). Campers exposed to anyone who has tested positive for the COVID-19 virus during the previous 14 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.
- b) Must self-quarantine for a period of 14 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, Camp Staff or Counselor 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 Director, Neil 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 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.

10) 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 14 Days and be symptom-free before returning to camp.
- c) Get tested again - Report a negative Virus Test
- d) Obtain a note from your Primary Care Physician to return 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
- 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 Season.

- 1) **Camp Facilities:** The Club has hired the support of a Camp Maintenance Staff Member that will be responsible for cleaning all camp program facilities.

Camp Maintenance Staff will be trained on proper cleaning techniques by Camp Director, Neil Parrish per Cleaning Instructions (ATTACHMENT). Camp facilities will be cleaned every two hours: 10 AM, 12 Noon, 2:00 PM and 4:00 PM 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 spraying 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.

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 and 5-6 will have two camp counselors; and Grades 7-9 will have one camp 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.

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.

Camp Drop-Off & Pick-Up Procedure

- 1) **See diagram**
- 2) **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.
- 3) **Parent Drop-Off & Pick Up Times**
 - a) Drop-Off
 - 2nd-4th Grade- 8:45 am
 - 5th & 6th Grade- 9:00 am
 - 7th & 8th Grade- 9:15 am
 - b) Pick-Up
 - 2nd-4th Grade- 3:45 pm
 - 5th & 6th Grade- 4:00 pm
 - 7th & 8th Grade- 4:15 pm
- 4) **Procedures for Drop-Off & Pick-Up** - Vehicles admitted to enter camp will enter by driving up the High Road, past the restrooms until they get to the water fountain make a slight right and continue to where the Wellness/Screening Station is located. Vehicles/campers will be screened as described in the Health & Wellness Daily Health Screening/Members & Campers section above and continue down the Main Rd. to the camp exit.
- 5) **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 around the loop and exit out to East Holland Rd., as directed by camp staff.
 - b) Once all campers of a cabin have arrived, attendance will be taken and campers will proceed to their cabin to drop off belongings and wait for Activity Period #1 to begin.

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.

2) **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

3) **Camp Kitchen**

- a) Counselors - Will NOT be allowed to store their belongings in the main lodge kitchen. Hooks will be hung on the outside of the main lodge for counselors to utilize. They may leave their stuff in their Cabin or carry their belongings on them if they choose
- b) 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

4) **Parking**

- a) Counselors - Will park at the pump house. Enter camp, drive up the High Rd. Parking lot is located across from the Pump House.
- b) Staff - Will park next to the main lodge

5) **Water/Drinking Fountain**

- a) Water fountain will be for bottle fill only.
- b) Cabins will go to the water fountain as needed.
- c) Counselors/staff will be the only person to touch the water fountain handle.
- d) Counselors/staff will sanitize hands before and after the handle is touched.

6) **Lost & Found**

- a) Counselors/Staff/Campers will check the lost & found at the end of each day.
- b) Campers are not to rummage through the lost & found so they do not expose themselves to different cohort groups.
- c) 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.
- d) Will be bagged and thrown out at the end of every day.

- 7) **Counselor Binders** – Counselors will carry a binder with them and keep track of all Camper Points 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 - 4.
- 2) **After Campers Are Cleared to Enter Camp** - Campers will exit their vehicle and go to their designated age group area
 - a) 2nd-4th Grade- Report to the field spot closest to the lodge marked with signage & age groups counselors will be waiting for them. Spot markers, spaced 6ft. apart, will allow for all campers to socially distance appropriately.
 - b) 5th & 6th Grade- Report to the field spot furthest from the lodge marked with signage & age groups counselors waiting for them. Spot markers, spaced 6ft. apart, will allow for all campers to socially distance appropriately.
 - c) 7th & 8th Grade - Report to Council Fire. Spot markers, 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.

Attachments

Coronavirus (COVID-19) Screening Form

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 conducting a simple 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 coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?		
2a	Have you traveled by airplane, train or bus internationally or domestically in the last 14 days?		
2b	Have you traveled outside of NYS to or from any of the "high risk" states as identified by the NYS DOH in the past 14 days?		
3	Have you had close contact with or cared for someone diagnosed with COVID-19 within the past 14 days?		
4	Have you experienced any cold or flu-like symptoms in the past 14 days to include: fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea and/or persistent loss of smell or taste?		

Note: This questionnaire needs to be completed weekly on your first day of attendance. The information collected on this form will be used to determine your access right to the Boys & Girls Club facilities.

Signature: _____

Today's 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 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

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
 - If yes, give the date of last contact: _____ ◦
 - If yes, explain your relationship to individual(s) with COVID-19:

 - If yes, identify the location of last contact: _____
 - 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
 - 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
 - If yes: Details: _____
 - Date(s) of Travel: _____

- In the previous 30 days, have you used mass transit or public transportation? Yes No
 - Details: _____
 - Date(s) of Travel: _____
 - 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
 - Location: _____
 - 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

