

**Englishton Park Summer Camp
2020
COVID-19 Plan
(Revised: July 3, 2020 to include Indiana Guidance)**

1. Communication
2. Health Screening
3. Food Service
4. Cleaning and Disinfection
5. Activities
6. Campers and Staff
 - i. Groups/cohorts
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Communication

Englishton Park Summer Camp (EPSC) administration will be in regular contact with campers, parents/legal guardians, staff, and vendors. Many of these communications may be time sensitive and may contain confidential health information. In addition, the administration and/or Englishton Park Presbyterian Ministries, Inc. (EPPM) Board representative will remain in contact and seek guidance from and work with local health organizations (Scott County Health Department).

The following communication plan identifies communication guidelines that will be followed by camp administration prior to, during, and after camp.

PREPARATION: The communication team will consist of Thomas/Lisa Barnett, Co-Directors of the EPSC. Dr. Doug Moeller, Board President, will communicate with the Scott County Health Department and other health officials as appropriate in addition to consulting with the Co-Directors.

CAMPER COMMUNICATION

Pre-Camp: All pre-camp communication will be coordinated through each camper's parents/legal guardians.

Check-in procedures will be identified for parents/legal guardians prior to arrival at camp. Information related to symptoms of COVID-19 will be shared with parents/legal guardians to assist them in monitoring and identifying potentially infected campers. Direct communication will occur with parents/legal guardians of any camper whose medical form indicates a health condition(s) as identified by the CDC that might put a camper at a higher risk for complications related to COVID-19. Parents/legal guardians of identified children will be encouraged to consult with their healthcare provider.

During Camp: Staff will hold small group training and information sessions within each tribe to teach and demonstrate precautions to prevent the spread of COVID-19 including:

1. How and when to effectively wash and sanitize hands
2. How we will practice physical distancing in various settings between tribes (cafeteria, activities, dorm rooms/cabins, etc.)
3. Which symptoms to look out for and when to report them and to whom
4. Coughing and sneezing etiquette
5. Other camp-specific policies or guidelines

Conversation Guidance for Staff: • Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen. • Be calm and reassuring; be careful not only about what you say but also how you say it. • Be a source of comfort. • Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19. • Let campers know that fear is a normal and acceptable reaction. • Provide only honest and accurate information. Correct any false information they may have heard. Note: Make sure to be considerate with campers when correcting any information. • If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC website. • Make sure campers know how the virus can spread and how to prevent it from spreading. • Talk about what the camp is doing to protect campers from getting sick.

- Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.
- Let campers know that teens and children seem to get a milder illness when compared to adults.
- Speak in age-appropriate language: – **Early elementary school aged children:** Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe.”
- **Upper elementary and early middle school aged children:** This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.
- Reduce stigma, especially against individuals of Asian descent and those who have traveled recently.
- Direct campers with questions you cannot answer and/or fears you cannot assuage to administration or the designated staff member(s) responsible.
- Have follow-up conversations with campers who have asked questions or expressed concerns.

Posters/Signage

Relevant posters and signage from the CDC, WHO, and/or other health agencies will be posted in appropriate areas to encourage behaviors that mitigate the spread of disease:

1. COVID-19 information
2. Handwashing
3. Cough/sneeze etiquette
4. Symptoms associated with COVID-19
5. Stop the spread of germs
6. Physical distancing

In Case of a Confirmed or Suspected Case

1. Before any conversation with campers, make sure to consider their age and address fears and concerns appropriately.
2. Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and state health resources, as warranted.
3. Maintain confidentiality; do not provide the name or any potentially identifying information of the confirmed or suspected case.

PARENTS/LEGAL GUARDIANS COMMUNICATION

Prior to Camp

Parents/legal guardians will be informed about the precautions and procedures EPSC has implemented/will implement to minimize the risk of COVID-19 exposure. This information will be mailed directly to parents/legal guardians prior to camp arrival and posted on the EnglishtonPark.Org website. This information will also be provided to parents/legal guardians at check-in.

Campers who are at higher risk for complications related to COVID-19 will be identified via the application health form. We will recommend to parents/legal guardians of higher-risk campers to consult with their child's medical provider to assess their risk and determine if attendance is acceptable.

Parents/legal guardians will be provided with the CDC Symptom Screening list to support appropriate decisions about camp attendance. This information will communicate the importance of keeping campers home if they show any symptoms associated with COVID-19. Any child who has been exposed to a known active case of COVID-19 in the past 14 days will not be accepted into camp and/or sent home (if learned during screening upon arrival).

We will inform parents/legal guardians about general health monitoring (e.g., daily temperature readings) that will occur.

During Camp

We will keep parents/legal guardians up to date on COVID-19 as it relates to camp. If necessary, we will report the number of suspected and confirmed cases (if any) as appropriate. The camp's responses will be reported as well. If the decision to dismiss or end camp early is made, these plans will be communicated with all relevant individuals and organizations.

In the Event of a Potential Exposure

1. Immediately inform parents/legal guardians about any potential contact their child(ren) may have had with suspected or confirmed cases.
2. Immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.

STAFF COMMUNICATION

Prior to Camp

1. Provide information and educational material to staff.
2. Information that will be included:
 - a. The camp administration's responsibilities as they relate to COVID-19
 - b. Workplace controls, including the use of PPE
 - c. Their individual roles and responsibilities as they relate to COVID-19
3. Any staff members who are at higher risk for complications related to COVID-19 will be identified. It will be determined if these staff members are able to work safely in a camp environment.
4. The importance of vigilantly monitoring their health for symptoms associated with COVID-19 prior to the arrival at camp will be communicated. Any symptoms or concerns should be reported with the Co-Directors prior to arrival or at the arrival health screening.

During Camp

During staff training, educational material will continue to be made available, including this guide. Information will be included on workplace controls, including the use of PPE. We will monitor and address staff members'

concerns about safety, health, pay, leave, and other issues related to COVID-19. Co-Directors will hear concerns and answer questions related to these issues.

Posters/Signage

Relevant posters and signage from the CDC, WHO, and/or other health agencies will be posted in appropriate areas to encourage behaviors that mitigate the spread of disease:

1. COVID-19 information
2. Handwashing
3. Cough/sneeze etiquette
4. Symptoms associated with COVID-19
5. Don't Spread Germs at Work
6. Social Distancing
7. Stay Home If You're Sick

VENDOR COMMUNICATION

1. Vendors will be informed that access to the camp's facilities will be restricted.
2. We will confirm vendors' use of appropriate safety measures and arrange deliveries when the fewest staff/children are present when possible.
3. Vendors will be informed that during deliveries they are required to take precautions:
 - a. Maintain physical distancing between themselves and campers and staff
 - b. Wear appropriate PPE
 - c. Do not make deliveries if they have symptoms associated with COVID-19

LOCAL HEALTH OFFICIALS COMMUNICATION

1. Work with your local health officials as needed and appropriate.
2. Inform local health officials of the camp schedule.
3. Notify local health officials of suspected and confirmed cases immediately. Seek guidance to determine whether to dismiss or end camp early if necessary.

SCREENING AND INITIAL RESPONSE FOR CAMPERS AND STAFF

PRE-SCREENING

Pre-screening information will be provided to parents/legal guardians and staff before staff/campers are scheduled to arrive at camp. All staff and parent/legal guardians will receive a list of symptoms to monitor for 14 days prior to arrival at camp.

If any symptoms are identified, a decision about admittance of the camper would need to be made. Staff would be asked to self-isolate either at home or on grounds and seek testing to determine if they are positive for COVID-19.

INITIAL HEALTH SCREENING

The initial health screening conducted by the camp nurse will incorporate COVID-19 related questions for parents/legal guardians to answer as well as a temperature check for the camper. The results of this initial health screening will determine if an individual is permitted to enter camp or if he/she requires additional screening and evaluation.

ONGOING SCREENING

Ongoing screening will be conducted daily. All staff and campers will be screened daily. Daily screening will consist of temperature checks and monitoring/observation for potential symptoms.

If a camper/staff has a temperature of 100.4 or higher:

1. Ask the individual if he/she has any COVID-19 symptoms.
2. If a camper or staff is suspected to have COVID-19 based from this assessment, place a face mask on the individual and isolate. Symptomatic individuals should be separated by at least 6 feet.
3. If a camper has a fever **and** identified symptoms of suspected COVID-19 infection, the parents/legal guardians will be contacted for the child to be picked up immediately.
4. If a staff member has a fever **and** identified symptoms of suspected COVID-19 infection, he/she will be isolated from all other staff and campers while arrangements are made for possible testing and/or for him/her to safely leave.

Response and Management of Case(s) or Probable Case(s)

If a camper/staff is identified as having a potential or confirmed case of COVID-19, the individual will be isolated. Follow protocols outlined below:

1. Consider if a camper/staff warrants further clinical evaluation.
2. If further evaluation is warranted, make the necessary arrangements.
3. If a camper/staff does not require immediate clinical evaluation and is leaving camp, isolate the individual until appropriate transportation can be arranged.
4. If camper/staff does not require immediate clinical evaluation, isolate the individual within the camp facility:
 - a. Follow CDC Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 (COVID-19).
 - b. Make arrangements with camp administration and counselors to have the person's belongings moved.
 - c. Clean the person's sleeping areas according to procedures outlined in the cleaning and disinfection section of this plan.
 - d. Consider testing options and notification of state and local officials.

Contact Tracing

It is crucial to carry out "contact tracing" immediately to determine the potential or confirmed case's contact with other campers/staff over the previous two or more days. The tribe in which the symptomatic camper/staff is in will be monitored. All members of that tribe will be assumed to be at risk. A list of campers/staff will be kept for any activity where there is interaction between tribes.

PREVENTING SPREAD

COMMUNICATION FROM ADMINISTRATION

1. Printed material from the CDC will be posted in or near bathrooms to remind individuals when and how to wash hands.
2. Incorporate video resources based on CDC guidance on proper handwashing into training programs.
3. Printed material from the CDC will be posted in critical areas where physical distancing should be encouraged: dining areas, common areas, cabins, etc.

HAND HYGIENE

When to Wash or Disinfect Hands - Campers and Staff

1. Before eating food (e.g., when entering the dining area)
2. Upon entering your cabin
3. After being in contact with someone who may have been sick
4. After touching frequently touched surfaces (railings, doorknobs, counters, etc.)
5. After using the restroom
6. After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
7. After coughing, sneezing, or blowing your nose

When to Wash Hands - Kitchen and Dining Staff

Existing best practices for food preparation apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Refer to the Food Service section for more information. Handwashing is equally important whether gloves are used or not, and all recommendations apply regardless of glove use.

1. Before and after using gloves
2. Before, during, and after preparing any food.
3. After handling raw meat, poultry, seafood, and eggs
4. After touching garbage.
5. After using the restroom
6. After wiping counters or cleaning other surfaces with chemicals
7. After coughing, sneezing, or blowing your nose
8. Before and after breaks

How to Wash Hands

1. Wet your hands with clean, running water. Turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

How to Use Alcohol-Based Hand Sanitizer

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

Handwashing Misconceptions

1. Water temperature is not important. Clean cold and warm water work equally well.
2. Antibacterial soap is not more effective than regular soap.
3. Bar soap and liquid soap are equally effective.
4. Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
5. If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

PHYSICAL DISTANCING

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Physical distancing is not a substitute for using cohorts, a method of isolating groups that can be integrated over time if conditions are met. For camps, the CDC encourages physical distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible.

FOOD SERVICE

ADMINISTRATION

Policy

1. Employees will be instructed to report any COVID-19 symptoms to their supervisor.
2. If an employee reports respiratory illness symptoms, he/she will be instructed to stay home.
3. If an employee reports symptoms during work, he/she will be sent home immediately. His/her workstation will be cleaned and disinfected (which may include the entire kitchen). Employees within his/her vicinity will be considered to have been potentially exposed.
4. If an employee is confirmed to have COVID-19, other employees will be informed of their potential exposure, while maintaining confidentiality.
5. Sick employees will be actively encouraged to stay home.

Planning and Preparation

1. Disposable gloves, facemasks, and cleaning supplies will be stocked. Staff will be informed of when, where, and how they can access these items as needed.
2. Staff will be provided with access to soap and clean running water, disposable gloves, and facemasks. If soap and water are not available to wash hands, use an alcohol-based hand sanitizer.
3. Staff will be trained on proper hand washing and control procedures implemented by the camp.
4. Food service employees will be screened and assessed for symptoms each work day.
5. The dining space will be expanded to allow physical distance between groups. The common area in the “Barn” will be used or outside eating spaces will be utilized when possible.
6. Any dining area will be cleaned and disinfected between meal times.
7. Campers will wash their hands with soap and water prior to eating. Alcohol-based hand sanitizer containing at least 60% alcohol will also be available at the entrance and/or during the meal for use as needed. Staff and campers will also use hand sanitizer at the end of each meal.
8. All members of a tribe will sit together during meals.
9. Physical distance will be maintained between tribes.
10. Meals will be served cafeteria style. Tribes will go through the serving line as a group. Physical distance will be maintained between groups in the serving line. Food service staff will follow procedures outlined in the Food Services section.
11. Garbage can lids will remain open in the kitchen/dining area.
12. Milk will be served in individual containers. Other drinks (water, OJ, etc.) will be served using styrofoam cups. A new styrofoam cup will be used each time a refill is desired.
13. Individual condiment packets will be utilized.

FOOD SERVICE WORKERS

Prior to Work

1. Shower or bathe before work.
2. Trim and file fingernails. Remove nail polish or false nails.
3. Wear clean clothes.
4. Wear appropriate and clean footwear.

General Considerations:

1. Do not work if you are sick or showing flu-like symptoms.
2. Wear disposable gloves and avoid direct bare hand contact with food.
3. Do not wear watches, bracelets, or rings.
4. Wear a facemask when serving.
5. Wear disposable gowns and/or an apron.
6. Maintain a physical distance and increased spacing from other food preparation workers whenever possible.
7. Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
8. Best practice: Food preparation staff use a fingernail brush during handwashing.
9. Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.
10. Avoid touching your eyes, nose and mouth.

Food Preparation

1. Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners.
2. Follow the four key steps to food safety: Clean, Separate, Cook, and Chill.
3. Best practice: Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.

Cleaning and Disinfecting Food Contact Surfaces

1. Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, beverage equipment) and then rinse.
2. Best practice: Disinfect food contact surfaces before food preparation. Ensure any disinfectants used appear on EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 and are safe for food contact surfaces. Follow manufacturer instructions.
3. Let dishware and equipment air dry; do not dry with towels.
4. Ensure that dishwasher machines are operating within the manufacturer's specifications and that appropriate water temperatures, detergents, and sanitizers are being used.

Cleaning and Disinfecting Non-Food Contact Surfaces

1. Clean and disinfect frequently touched non-food contact surfaces in the kitchen and dining area at least daily. Best practice: Clean and disinfect the dining area before and after each use.
2. Clean and disinfect non-food contact surfaces in the kitchen and dining area's commonly touched surfaces (e.g., counters, tables, chairs, coffee pot handles) daily. Best practice: Clean and disinfect commonly touched surfaces before and after each use.
3. If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting. Disinfect hard non-porous surfaces using: – EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2. – Diluted household bleach products. Add 5 tablespoons (1/3 cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water. Do not use it in conjunction with ammonia-based solutions. Mix a new bleach-based solution each day, when the liquid has debris in it, and when the solutions parts per million fall below state guidelines. – Alcohol-based solutions containing at least 70% alcohol.
4. If still in use, clean and disinfect condiment dispensers as frequently as practicable.

5. Disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
6. If frequently touched electronic surfaces (e.g., equipment controls, lights) are visibly dirty, clean them using products appropriate for use on electronics.
7. Disinfect electronic surfaces according to the manufacturer's recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.
8. Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
9. Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.
10. If disposable gowns are not worn, immediately launder clothes (or uniform) worn using the warmest appropriate water and dry completely. Wash hands immediately after handling dirty laundry.

CAMPERS AND STAFF AT MEALS

1. Do not attend meals if you are sick or experiencing flu-like symptoms. Campers should inform a counselor immediately and go to the camp health center.
2. Campers and staff will wash hands with soap and water for 20 seconds and/or use an alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the dining area.
3. Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
4. Maintain physical distance and increased spacing between tribes.
5. Outside options may be available when possible.
6. Campers will be taught to cover coughs or sneezes with good cough and sneeze etiquette. If a tissue or napkin is used, it will be thrown away, and wash your hands immediately.
7. Avoid touching your eyes, nose, and mouth.
8. Best practice: Use utensils rather than hands to eat as much as possible.

CLEANING AND DISINFECTION

To minimize transfer of coronavirus at camp, cleaning methods can be employed to reduce risk to campers and camp staff. Cleaning methods should follow the Centers for Disease Control and Prevention (CDC) guidance, such as Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs and CDC Guidance for Child Care Programs that Remain Open.

Recommended methods for typical cleaning procedures include two-stage cleaning and disinfecting.

1. "Cleaning" entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from the surface.
2. Following a detergent and water wash, "disinfecting" entails use of a U.S. Environmental Protection Agency (EPA)-approved disinfectant that must be applied in accordance with product manufacturer guidelines. Refer to the EPA List of Disinfectants for Use Against SARS-CoV2: <https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>. A dilute bleach solution can be substituted for EPA-approved disinfectants. Avoid use of disinfectants on objects that may go in the mouth, such as toys for young children.

INCREASED FREQUENCY OF CLEANING

Communal Spaces:

Cleaning and disinfecting of communal spaces between groups when possible.

Disinfection after cleaning may not be feasible if scheduling of group activities does not allow for disinfectant to remain on treated surfaces for sufficient time to fully disinfect.

Shared Items

The sharing of supplies and materials between groups will be limited. When sharing is necessary, shared items will be cleaned and disinfected between each use and between use by different tribes.

Frequently Touched Surfaces

Clean and disinfect frequently touched surfaces and common spaces multiple times daily. A cleaning checklist will be developed to ensure common surfaces are cleaned/disinfected on a regular basis during the morning times when campers/staff are in and around the barn area. Note: The drinking fountain will not be in use during the 2020 summer.

Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by campers or staff should be cleaned and disinfected at least daily or, preferably, several times per day. Cleaning of outdoor structures made of plastic or metal can be carried out according to typical camp cleaning practices. More frequent cleaning of high touch outdoor surfaces, such as grab bars or railings, is recommended. Outdoor wooden surfaces, such as play structures or benches, can be cleaned according to standard camp practices and more frequently if needed to remove obvious soiling.

Toilets, Showers, Restrooms

High touch surfaces including toilets, showers, and restrooms will be cleaned and disinfected at least once per day.

PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CLEANING STAFF

Gloves must be worn and eye protection will be available and used as needed when preparing cleaning solutions, including dilute bleach solutions, and during all tasks in the cleaning process.

Gloves are to be removed by grasping from the inside and peeling inside out. Hands must be thoroughly washed for at least 20 seconds using soap and water. If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

CLEANING METHODS

Cleaning Solution Selection and Preparation

For cleaning, general purpose residential cleaners that are ready to use or diluted with water per product instructions are sufficient and should be used according to manufacturer's instructions. For disinfection, products that are specific to coronavirus, that have an "emerging viral pathogen" claim, and that require less than one minute of contact time are preferred. Make sure products have not passed their expiration date. If disinfecting products are not available, a dilute bleach solution can be used, comprising four teaspoons of bleach to a quart of water. Many disinfecting products can be skin and respiratory irritants. Green Seal, a non-profit certification organization, recommends selecting products with the following active ingredients: Hydrogen peroxide, Citric acid, Lactic acid, Ethyl alcohol (also called ethanol), Isopropyl alcohol (70%), and Hypochlorous acid.

Disinfectant products should be kept out of reach of children and used according to the guidelines provided by the manufacturer.

Prepare Detergent Spray Solution

1. Any staff member preparing spray bottles with detergent should wear eye protection/goggles when possible and gloves.
2. Using the manufacturer's instructions, fill the spray bottle with the appropriate amount of detergent solution and water, if the manufacturer recommends dilution. A funnel (not to be used for consumables) can be used to reduce spills and splashing.
3. Replace the spray cap and label the detergent bottle with the contents using a permanent marker.
4. The detergent manufacturer's instructions must be provided to all staff carrying out cleaning activities.

Prepare Disinfectant Spray Solution

1. Any staff member preparing spray bottles with disinfectant must wear gloves and follow manufacturer's instructions.
2. Using the manufacturer's instructions, fill the spray bottle with the appropriate amount of disinfectant solution and water, if the manufacturer recommends dilution. A funnel (not to be used for consumables) can be used to reduce spills and splashing.
3. A dilute bleach (sodium hypochlorite) solution can be used by adding 4 teaspoons of bleach per quart of water.
4. Replace the spray cap and label the disinfectant bottle with the contents using a permanent marker.
5. The disinfectant manufacturer's instructions must be provided to all staff carrying out cleaning activities.

Typical Cleaning for Non-Porous Surfaces

1. Cleaning staff should wear disposable gloves. Eye protection will be available for use as appropriate.
2. Using a detergent cleaning solution, spray 6 to 8 inches from the non-porous surface and wipe with clean paper towels (or according to manufacturer's instructions) to remove visible contamination, if present.
3. Make sure the surface is dry before applying disinfectant.
4. Review the instructions provided by the disinfectant manufacturer to note the concentration, application method, and necessary contact time. This will vary by product and type of cleaning activity.
5. Allow the disinfectant to remain on the surface for the instructed time and wipe with paper towels.

6. After a cleaning task is complete, remove the gloves and dispose, as discussed in the “PPE for Cleaning Staff” section above. Carefully wash hands for at least 20 seconds with soap and water as described in the PPE section. Hand sanitizer may be used if water is not available and no visible dirt is observed on hands.

Typical Cleaning for Porous Surfaces

CDC recommends removing or limiting use of soft and porous materials, such as area rugs and couches, as they are more difficult to clean and disinfect. At this time few products for use on porous surfaces are EPA approved. Products identified contain the active ingredients quaternary ammonium and hydrogen peroxide, both of which should be used carefully by trained staff.

All couches will be covered with a sheet which will be laundered routinely. Where possible, couches and rugs will be removed from cabins and dorm areas.

1. Appropriate PPE should be worn during cleaning activities.
2. First remove visible contamination, if present, and clean with appropriate cleaners indicated for use on porous surfaces.
3. Launder items, if applicable, in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
4. Otherwise, use disinfectant products suitable for porous surfaces.

If a porous surface (i.e. couch) becomes soiled and cannot be safely cleaned, it will be removed.

NOTE: If some porous surfaces are not suitable for cleaning with disinfectants, then clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

WHAT TO DO IF THERE IS A CONFIRMED OR PROBABLE CASE OF COVID-19

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

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

1. Open outside doors and windows to increase air circulation in the areas, if possible.
2. Wait up to 24 hours or as long as practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment could be cleaned without delay.
3. Clean and disinfect all areas used by the person who is sick. Run ventilation system during cleaning.
4. Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected camper’s cabin or bunk area). The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
5. Enhanced cleaning is recommended if it is determined that a person with COVID-19 was present in a building (e.g., dining hall, gym, bunk, etc.) or at camp activity areas for at least 15 minutes.

For a suspected or confirmed COVID-19 case

The following enhanced cleaning protocol should be followed:

1. First clean visibly dirty surfaces and then perform disinfection. For specific cleaning instructions see sections above: "Typical Cleaning for Non-Porous Surfaces" and "Typical Cleaning for Porous Surfaces." NOTE: Products that are specific to coronavirus, have an "emerging viral pathogen" claim, and require less than 1 minute of contact time are preferred. Make sure products have not passed their expiration date.
2. Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces. All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use.
3. In each area, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment or craft tools.
4. Clean and disinfect an area extending 12 feet in all directions around the camper's sleeping quarters, focusing on all horizontal surfaces and high touch objects. Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas. These include high touch objects in common areas including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
5. Use dedicated cleaning and disinfecting materials to disinfect a potential source area. These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
6. Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have been disinfected (i.e., clean your way out).
7. Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also using the procedure noted above for porous surfaces. NOTE: If some porous surfaces are not suitable for cleaning with disinfectants, then clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

Personal Protective Equipment (PPE)

1. Cleaning staff should wear eye protection, disposable gloves, facemask as needed for all tasks in the enhanced cleaning process, including handling trash.
2. Gloves should be compatible with the disinfectant products being used.
3. Facemask should be disposable and used for enhanced cleaning only.
4. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash, for example a face shield.
5. Gloves and gowns/aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
6. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
7. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
8. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

MISCELLANEOUS CLEANING

Dining Hall/Cafeteria See guidance for non-porous surfaces above and in the food service section.

Cleaning of Keyboards, Laptops and Electronic Equipment

1. Follow manufacturer guidelines for cleaning electronic equipment.
2. Use of covers that can be cleaned and disinfected are recommended.
3. Alcohol based wipes or sprays containing at least 70% alcohol can be used to disinfect electronics, including touch screens.

Shared Equipment

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single camper) or limit use of supplies and equipment by one group of campers at a time and clean and disinfect between use. Shared equipment will be cleaned and disinfected between uses by tribes.

Playground Equipment

Playground equipment should be cleaned and disinfected between uses. In general, there will be at least 24 hours between each use of playground equipment.

Laundry

1. As with other cleaning activities, gloves are recommended when doing laundry.
2. Facemasks are also recommended.
3. Staff should avoid shaking laundry items to minimize potential spreading of virus-laden particles into the air.
4. Use of a disinfectant appropriate for porous material is recommended.
5. Follow manufacturer's instructions. Example: Lysol Laundry Sanitizer (see manufacturer's instructions for inactivating viruses, including a 15-minute presoak).
6. Wash items as appropriate in accordance with the manufacturer's instructions, opting for the warmest appropriate water setting for the items and dry items completely.
7. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
8. Cloth face coverings used by staff and/or campers should be laundered regularly. Used face coverings should be collected in a sealable container (like a trash bag) until laundered.

In general, staff should avoid handling campers' belongings. If handling of campers' belongings is needed, gloves should be worn; disposable gloves are recommended, if available. If gloves are unavailable, staff should perform hand hygiene immediately before and after handling campers' belongings.

ACTIVITIES

The following provides guidance and procedures to reduce COVID-19 exposure risk to campers and staff while participating in typical camp activities. When possible, camp activities will include physical distancing between groups, campers will participate with their tribes, and proper hygiene will be practiced.

Administrative

1. Ninety percent of camp activities will be held outdoors.
2. Activities will occur within tribes with minimal or limited interaction between tribes.
3. Physical distance will be maintained between tribes.
4. Tribes will include 10 or fewer individuals (5 to 7 campers, 3 staff).
5. Campers and staff will practice proper hand hygiene:
 - a. Instruct campers to wash hands with soap and water for 20 seconds before and after activities.
 - b. If soap/water is not available, alcohol-based hand sanitizer containing at least 60% alcohol will be provided for use before and after activities.
6. All shared items and equipment (e.g., bows and arrows, art supplies) will be properly cleaned and disinfected between each tribe's use.
 - a. When possible, shared equipment will be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles).
 - b. Shared supplies and equipment for activities will be limited when possible and cleaned/disinfected when not possible.
7. Campers should use disposable cups when getting water from jugs/water bottles.
 - a. Staff should disinfect the spigot between group use.
8. The use of individual refillable water bottles will be encouraged.

Posters/Signage

Relevant posters and signage from the Centers for Disease Control and Prevention (CDC) will be displayed and/or reviewed in appropriate activity areas to encourage behaviors that mitigate the spread of disease:

1. COVID-19 information
2. Handwashing
3. Cough/sneeze etiquette
4. Symptoms associated with COVID-19
5. Stop the spread of germs
6. Physical distancing

Safety

General Safety

1. Adequate staff ratios will be maintained to ensure camper safety.
2. Efforts to maintain physical distancing should not impact existing camp safety protocols (e.g., first aid, cardiopulmonary resuscitation [CPR], one-on-one interaction between staff and campers, swimming "buddy systems," etc.).

3. Back up plans will be prepared to appropriately supervise children and conduct activities safely and appropriately.
4. If emergency care is needed and physical distancing cannot be maintained, then follow normal camp procedures and consider guidance for first responders and victims from CDC, National Safety Council, and American Red Cross.

First Aid and CPR

If first aid and/or CPR is required during an activity, it is best to follow normal camp protocol. All staff will be trained on the camp operations and safety plan.

Sports and Range Activities (Archery)

1. High-touch equipment sharing will be limited.
2. When possible, equipment will be assigned per tribe.
3. All outdoor equipment will be routinely cleaned in accordance with guidelines outlined in the Cleaning and Disinfecting section of this guide.
4. At least 24 hours will elapse between use of equipment.
5. All shared equipment will be cleaned after each session and prior to next use.
6. Safety protocols should follow standard operating procedures with the adjustments outlined in the Safety section of this guide.

Pool Operation

Proper operation, maintenance, and disinfection of swimming pools will likely inactivate the virus that causes COVID-19. Keep swimming facilities properly cleaned and disinfected: Maintain proper disinfectant levels (1–10 parts per million free chlorine or 3–8 ppm bromine) and pH (7.2–8) or applicable standards based on local and state health guidelines. Local regulations pertaining to operation and maintenance of pools will be followed. Daily pool maintenance will occur with levels documented by maintenance staff. Weekly pool samples will be sent to a local lab.

Swimming

1. Campers will swim with their tribe.
2. If tribe interaction occurs, the same tribes will interact during each swim session throughout the session (25 minutes or less).
3. Pool bather load will be at 50% capacity or less.
4. A daily list of campers in the swimming activity will be kept.
5. Proper hand hygiene prior to entry and when leaving pools will be performed.

All other routine practices for safety in the staff manual will be followed.

Woods Activities

1. All woods activities occur on Englishton Park grounds and are accessible by foot.
2. Tribes will be separated. Each tribe will have its own site in the woods.

3. The tribes will include the same campers and staff each day.
4. Campers and staff should practice good hand hygiene before, during, and after woods activities.
5. Hand sanitizer will be available.
6. Soap and water (not running) will be available.
7. Each tribe will be assigned its own equipment (e.g. garden tools) that will not be shared between tribes.
8. Tools will remain at the site and only return to common areas at the end of the session after campers have left the grounds.

Indoor Activities

1. There are few indoor activities during a camp session. When indoor activities occur, campers will remain with their tribe and assigned staff which remain the same throughout a camp session.
2. When all campers/staff are present for an indoor activity:
 - a. Each tribe will remain on/in its bench area to ensure appropriate physical distance between groups.
 - b. Proper/natural ventilation will occur via screened windows and doors.

Morning Classes

1. Campers will remain with their tribes.
2. When possible, the amount of shared supplies and equipment will be limited.
3. All shared and used equipment (e.g., tools, scissors, paint brushes) will be cleaned and disinfected between each tribe's use.
4. Each tribe will use its own sleeping bags/blankets for class. This means the sleeping bags/blankets will move from class to class with the tribe.
 - a. After morning classes, sleeping bags/blankets will be aired in the sun when possible.
 - b. Tribes will use the same sleeping bag/blanket each day.

CAMPERS AND STAFF

USING COHORTS GROUPS - Tribes

Infection spread can be slowed and more easily contained in smaller groups. It is beneficial if groups consist of the same campers and the same staff throughout a session limiting the number of potential contacts for each camper.

1. Campers will be placed in a tribe with a total of 5 to 7 children.
2. Three staff members will be assigned to each tribe.
3. Staff will arrive 12 days prior to the first camper and will be quarantined. Staff will be considered a cohort if no test is positive for COVID-19 and/or does not show symptoms of COVID-19 during this quarantine period or during a camp session.
4. The staff members will remain with their tribe throughout the session.
5. Tribes will live, eat, wash, and do most group and daily activities together.
6. There will be limited interaction between tribes.
7. If there is tribe interaction at activities, other mitigation measures such as physical distancing will be used during the activity as possible.
8. If interaction between tribes were to occur, campers and staff at each activity where this occurs will be documented.
9. Tribes will be spread out in the dining room, barn area, or outdoors. Each tribe will practice physical distancing from other tribes.
10. Interaction/Mixing between tribes will be particularly discouraged in the initial days of a camp session.
11. After check-in, parents, guardians and non-essential visitors will be restricted from entering camp.
12. Staff will be encouraged to remain on grounds during any time off and during the break between sessions. If staff members do leave grounds, they will be informed of the best practices they can independently follow to mitigate the potential spread during time they spend off camp property.

CAMPERS AND STAFF WITH PREEXISTING MEDICAL CONDITIONS

Campers and staff will be pre-screened to identify anyone who might have an underlying medical condition that would increase complications if infected with COVID-19. Those individuals will be advised to consult with their health provider regarding the appropriateness to be a part of the camp environment.

Englishton Park Facilities Maintenance Camp Operations Timeline and Checklist

One Month Before Opening

1. Review the inventory of mechanical systems in all camp buildings (supply fans, exhaust fans, ceiling fans, etc.) and verify their operational status.
2. Ensure windows and doors are operational and insect screens and animal guards are in place.
3. Review the inventory of heating, ventilating, and cooling (HVAC) systems and document the types and MERV (minimum efficiency reporting value) rating of particulate air filters installed in the systems.
4. Verify sensor calibration for demand-based ventilation instrumentation, airflow measurement instrumentation, and temperature control instrumentation.
5. Restore water service to buildings. Flush toilets and open all sink valves to ensure water is flowing freely.

Two Weeks Before Opening

1. Check controls and operation of hot water boilers, steam generators, and heat exchangers to ensure that set points are consistent with those required during normal operation.

(Note: Confer with the local authorities about requirements for start-up of domestic water systems).

2. Check the fuel source for boilers and hot water generators to make sure it is on and available.
3. Confirm that the flues and make-up air paths are open prior to engaging these devices.
4. Review programming of central HVAC systems to provide flushing two hours before and two hours after occupancies. This includes operating the exhaust fans as well as opening the outside air dampers.
5. Inspect HVAC system components to verify proper function. Inspection should include the following elements:
 - a. Fan belt(s) are appropriately tensioned to ensure full airflow is provided to space(s).
 - b. Outdoor air and other damper linkages are fully connected and operational.
 - c. Heating and cooling coil valves and valve actuators are connected and operational.
6. Confirm occupancy schedules for HVAC systems and review timer set points and programmed operating schedules in the building automation system (BAS).

7.

(Note: Modify the occupancy schedule as needed to fit the current occupancy schedules for the building).

8. If HVAC system control setbacks were previously implemented as part of a building shutdown protocol, check to ensure that these setbacks were returned to normal.
9. After confirming timers are functional and BAS occupancy schedules are set right and overrides have been put back to normal, operate the HVAC systems in Occupied mode for at least 24 hours. During this

period, trend temperature control and ventilation parameters in those areas serviced by central HVAC systems.

(Note: If trending through the BAS is not possible, work with the ventilation contractor to install monitoring equipment or measure to verify proper temperature and ventilation control. These measurements should confirm that space temperature and relative humidity levels are being controlled to the acceptable setpoints).

One Week Before Opening

1. Check domestic hot water heaters for proper operation and setpoint. Confirm that the water heater is set to at least 120°F.

(Note: For domestic hot water systems equipped with mixing valves, higher primary water temperatures (>130°F) can further reduce the risk of Legionella growth; however, mixing valves must be tested to prevent scalding temperatures).

2. Check all drain pans in air handling units and floor drains. Fill with water to ensure that drain traps are wet and do not allow for the passage of sewer gas.

Day Before Opening

1. In buildings with operable windows, if the outside air temperature and humidity are moderate, (temperature range between 65°F and 78°F and relative humidity between 20% and 75%), open all windows for four hours minimum. Utilize internal fans, i.e., ceiling-mounted fans or strategically (and safely to avoid tripping hazards) place floor fans to promote air circulation. Operate all exhaust fans during this preoccupancy period as well.
2. Prior to re-occupying a building with an HVAC system such as the administrative building or Health Center, perform a “flush out” by opening outside air intake dampers to the maximum allowable position and operate in this manner for at least four hours before reoccupation.

(Note: the maximum allowable outdoor air damper position will depend on outdoor air temperature and humidity conditions. When operating in the flush out mode, acceptable indoor temperature and humidity conditions should be maintained. Upon completion of the flush out, damper positions can be adjusted back to achieve normal design outdoor air levels).

(Note: Consider installing portable high efficiency particulate air (HEPA) filter air cleaners in administrative offices, the health center, and indoor spaces that are provided with mechanical ventilation. These air cleaners should be operated continuously (24/7 operation).

3. Implement a flushing plan to flush hot and cold water systems through all points of use (e.g., showers, sink faucets). The purpose of building flushing is to replace all water inside building piping with fresh water.

Day of Opening

1. In buildings with operable windows, if the outside air temperature and humidity are moderate, (temperature range between 65°F and 78°F and relative humidity between 20% and 75%), open all windows for three hours minimum before the reoccupation.

2. Utilize internal fans, i.e., ceiling mounted fans or strategically (and safely to avoid tripping hazards) place supplementary floor fans to promote air circulation. Operate all exhaust fans during this re-occupancy period as well.

During Ongoing Camp Operations

1. Keep HVAC systems, internal fans, and operable windows functioning and operational to maintain good air circulation within the camp buildings throughout the season.
2. Try to maximize general ventilation by utilizing window and door openings. If windows must remain shut due to weather, insects, or safety conditions, maintain continuous operation of exhaust fans. Consider use of supplementary floor fans, if overall ventilation and thermal comfort must be improved, especially if there is limited window and door opening opportunities.
3. During occupied periods, optimize outdoor air ventilation by operating HVAC systems at increased outdoor air rates (i.e., increase the percentage of outdoor air).

(Note: The percentage of outdoor air delivered will be limited to cooling capacity of the HVAC systems and its ability to provide an appropriate discharge air temperature while also controlling for humidity).

4. During unoccupied mode (i.e., when it is expected that the occupants will not be present for at least four consecutive hours), the HVAC systems should continue to operate continuously and at minimum outside air mode.

HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS – GENERAL GUIDANCE

1. Inspect HVAC system components to verify proper function. Inspection should include the following elements:
 - a. Fan belt(s) are appropriately tensioned to ensure full airflow is provided to space(s).
 - b. Outdoor air and other damper linkages are fully connected and operational.
 - c. Heating and cooling coil valves and valve actuators are connected and operational.
2. When servicing air handling equipment such as changing filters or accessing interior areas, consider workers' use of personal protective equipment (PPE). This would typically involve use of safety glasses or face shields and gloves.

(Note: It is not necessary to clean ductwork for COVID-19 control, however, if internal duct cleaning is being considered for other reasons, you should consult additional industry guidance before implementing).

3. For HVAC systems with direct expansion cooling coils, check the refrigerant pressures to make sure the system is adequately charged.
4. Check controls and operation of hot water boilers, steam generators, and heat exchangers to ensure that setpoints are consistent with those required during normal operation and in accord with local health department requirements. Ensure proper carbon monoxide detectors are functioning in areas where combustion appliances are located and in accord with local municipal requirements.
5. Check the fuel source for boilers and hot water generators to make sure it is on and available.
6. Confirm that the flues and make-up air paths are open prior to engaging boilers and hot water generators.

July 3, 2020 Revisions include:

1. Family style meals were **changed** to cafeteria style service to be in line with Indiana guidance stating that meals should not be served family style.
2. Clearly identified the pool and swimming activities would occur at 50 percent of bather load.
3. Minor formatting and grammatical edits.