

Camp Cherokee Guidelines for COVID-19

Based on CDC, ACA and NY Dept. of Health guidelines

Table of Contents

1. Introduction to Guidelines
2. Communication
3. Health - Pre-screening, Screening of campers and staff, Prevention and Care
4. Registration - Arrival and Departure procedures
5. Cabin procedures
6. Food Service
7. Visitors, Vendor/Essential Visitor Screening
8. Facilities Management
9. Activities

1. Introduction to Guidelines

After reviewing the CDC, American Camp Association and NY Department of Health recommendations, the following guidelines have been developed to establish a “Best Practice” as applied to Camp Cherokee. Our goal is to be able to continue our ministry of sharing Jesus Christ in the safest environment, addressing the issues of COVID-19.

2. Communication

Parents

- Prior to Camp: Information will be shared with parents about symptoms of COVID-19. Parents are asked to notify camp of any symptoms or exposure to a person with symptoms before arrival to camp. Testing will be a part of the required physical. The antigen or RNA test are the options, not the antibody test. Parents will be asked to provide at least two face coverings for their camper. Registration process and instructions will be given. It is strongly encouraged that all funds be sent during application process to minimize time and exposure during registration.
- During Camp: Encourage parents to stay connected with news releases from NYS DOH. If they have any questions or discover exposure of camper, they are to call camp.

- In the Event of a Potential Exposure: Notify NYS DOH. Parent will be notified of exposure and that we will follow guidance from NYS DOH. They will be instructed if they are to pick up their camper.

Temporary Residence

- Prior to Camp: Information will be shared about COVID-19 symptoms. Families will be instructed to notify camp if they are experiencing symptoms if they have been exposed to a person with symptoms, that in that case they should not attend. Testing is recommended before attending, antigen or RNA testing and not antibody testing. Face coverings will be needed and we will be taking temperature checks. It is strongly encouraged that all funds be sent during application process to minimize time and exposure during registration.
- During Camp: Cover symptoms of what to look for and have posted signs of symptoms in main buildings.
- In the Event of a Potential Exposure: Notify NYS DOH. Notify attendees of potential exposure and that they should isolate for 14 days.

Staff

- Prior to Camp: Information will be shared about COVID-19 symptoms. Instructed to notify camp if they have any symptoms or been exposed to a person with symptoms before arriving to camp. Instructed that testing will be arranged for them. They should take temperature at least 1 week and to quarantine as much as possible for two weeks before coming to camp. Instructed that they will be screened for temperature and symptoms twice a day. They will be expected to wear face covering when within 6 of another person, when around campers, in cabins or in cafeteria, except when actively eating.
- During Camp: Will keep staff up to date on what NY State is suggesting and advising.
- In the Event of a Potential Exposure: Notify NYS DOH. Notify staff of potential exposure and that those exposed should isolate for 14 days.

Vendors

- Prior to Camp: Notification to vendors that our camp requires face covering, screening of symptoms and exposures and temperature checks. It is expected that delivery drivers will remain with their vehicle until cleared for delivery. If a delivery driver has symptoms or tests positive after being at camp in the next 2 weeks, the camp will be notified.
- During Camp: Staff are to watch for deliveries. Notify office when they see a delivery arrive. Encourage driver to wear face covering, log person and company, take temperature and ask about symptoms and exposures, then receive delivery.

- In the Event of Potential Exposure: Notify NYS DOH. Notify company and give name of driver sharing date and time of exposure.

3. Health - Pre-screening, Screening of Campers and staff, Prevention and Care

Develop and maintain a COVID-19 notebook. Include CDC, ACA and NY Dept. of Health recommendations. Have a copy of Camp Cherokee Guidelines for COVID-19. This notebook will also contain Staff daily checks, Camper daily checks and Vendor/Essential Visitor Screening logs.

Pre-screening Staff: Confirm staff have no symptoms nor been exposed to someone that has symptoms before they arrive at camp. Arrange for staff to be tested either before arrival or just after arrival to camp. Have Staff arrive 14 days before children's camps. Begin twice daily temperature checks and questioning about any form of symptoms. Log temperatures and answer to symptoms on form.

Pre-Screening Campers: See Communication with Parents.

Temporary Residence: See Communication with Temporary Residence.

Screening of Staff: Continue twice daily temperature checks and symptom screening logging. First temperature and Symptoms check will happen as staff come for Staff worship. The second check will be at flag lowering along with camper checks. Daily logs will be kept on a weekly sheet and then placed for record in the COVID-19 notebook.

Screening of Campers: After staff worship, the boy's and girl's directors will go through the cabins to screen campers as they get up for the day. This will be completed by flag raising. The second check will be at flag lowering. Daily logs will be kept on a weekly sheet and then placed for record in the COVID-19 notebook.

Screening of Temporary Residence: Continue twice daily temperature check and symptom screening at breakfast and supper. Daily logs will be kept on a weekly sheet and then placed for record in the COVID-19 notebook.

Prevention: Staff will be instructed on hand washing procedures. Regulations regarding wear face coverings, will be given as to the following: wear face coverings anytime within 6 feet of another person, especially if they may be within 6 feet of campers, when inside any building. The use of hand sanitizer, and their location, cleaning procedures and the wearing of gloves at anytime

they must touch/carry a campers items or cleaning instructions are subjects to be covered. Signs will be placed in bathrooms and main buildings with instructions on hand washing, coughing/sneezing and identifying symptoms of COVID-19. When staff remove their face covering, it should be placed in their pocket or they should have a paper bag to place the face covering in.

Prevention: Campers will be instructed, at normal supper orientation, on hand washing procedures, how to wear face coverings and that they do not have to wear them while in bed but must wear them at all other times (exceptions will be noted in water areas and with staff's permission), must remain 6 feet away from others, the use of hand sanitizer in the cabins, cafeteria, activities and when hand washing is not possible. When using hand sanitizer, rubbing hands together for 20 seconds. Other procedures include: what to do if you need to cough or sneeze, procedures for taking temperatures, review symptoms and request if camper is not feeling well to talk to counselor right away who will alert the nurse.

Prevention: Temporary Residence will be instructed at the first meeting on COVID-19 issues, hand washing procedures, how to wear face coverings and that they must be worn in the cafeteria, inside any building except your sleeping quarters, at activities and any time they may be within 6 feet of another family unit, that they are to remain 6 feet away from non-family as much as possible, the use of hand sanitizer in the cabins, cafeteria, activities and when hand washing is not possible. When using hand sanitizer, rubbing hands together for 20 seconds. Other procedures include: what to do if you need to cough or sneeze, procedures for taking temperatures, review symptoms and request that if they do not feel well to isolate and alert the staff.

Care: If staff, at anytime, does not feel well, they are to report to the nurse for temperature check and go over symptoms. If not sure of cause or if showing signs of COVID-19 they will be isolated. Nurse will wear PPE including gloves and N95 mask. Arrangements will be made for testing and the Dept. of Health will be notified. If they test positive, arrangements will be made to send them home until they are cleared. All parents will be notified of a COVID-19 positive staff.

Care: If camper at anytime does not feel well they should report to their counselor. The counselor should isolate them and call for the nurse to come for evaluation and temperature check, Nurse will wear PPE, camper will continue isolation until deemed not COVID-19. If camper is suspected of COVID-19, parents will be called to come to pick up camper, and the Dept. of Health will be called. The camper will continue in isolation until parent

arrives. Testing of camper is the responsibility of the parents and they are to report the results to the camp. All parents will be notified of a COVID-19 positive camper.

Care: If a Temporary Resident at anytime does not feel well they should isolate and notify the staff. Temperature should be taken and symptoms should be assessed. If COVID-19 is suspected, the family unit will be asked to go home and testing is recommended. All Temporary Residents will be notified of a COVID-19 positive attendee.

Volunteers - would follow the same procedures as staff.

4. Registration - Arrival and Departure procedures

For all camps, campers will pre-register and prepay.

Children's Camps

Arrival - A staff member will be stationed at the Horse Barn entrance on Gilpin Bay. If we allow non-registered campers, the staff will have a list of who is pre-registered and if the camper is not on the list, will be directed up to the trailer area across from Horses to wait for their time to go through registration. Those on the pre-registered list will be directed toward Herrington.

No one is to leave their vehicle until camper is instructed to get out. All registration will happen with family in vehicle. Pre-registered will line up at the first checkpoint. Everyone in vehicle should wear face covering.

At the first stop, everyone in the vehicle will have their temperature taken and asked about symptoms of COVID-19 and any associations of anyone who has been positive. The nurse and any staff helping at this point will wear an N95, face shield and gloves. Then the normal health screening will continue.

At the second stop, any financial matters will be addressed.

At the third stop, the camper will be given their cabin assignment. A staff member with PPE will help the camper carry their items to the cabin and begin setting up their bed. The driver is to stay with car and as soon as items are removed from vehicle are to exit to allow next car to unload. Staff are to wear PPE while helping camper.

After pre-registered campers and if there is still room available, those that have not registered will be allowed to go through registration.

Departure - All campers will pack their items before breakfast to be ready to leave. Parents will again go through the ball field to sign out their camper and a staff member with PPE will help camper to load their vehicle and then parent will exit camp.

Temporary Residence

Arrival - At the entrance to camp, a station will be set up for screening. No one is allowed to leave the vehicle until screened. Temperatures will be taken and logged of everyone in the vehicle. Symptoms of COVID-19 will be covered and asked if anyone has had these symptoms or have been exposed to a person who has been positive for COVID-19. Staff who are doing screening will wear PPE including N-95 mask, face shield and gloves.

5. Cabin Procedures

Children's Camps

Beds are to be arranged to have 6 feet between heads or a barrier between the beds. Campers will not wear masks while in bed. They should put their masks on before getting out of bed. The campers will be encouraged to stay 6 feet from each other when getting up or going to bed.

Morning and evening worship should be conducted with campers on their beds and the counselor at least 6 feet from campers.

While moving as a cabin, (line call, bathroom, etc) the campers should stay apart.

Hand sanitizer is placed in each cabin and the counselor should distribute to campers whenever campers come in or out of the cabin. It is preferable for the counselor to squirt sanitizer into camper's hands.

A paper lunch bag will be given to each camper, with their name on it, each day so that when they need to take their face covering off (meals, water activities), they will have a bag with their name on it to place their face covering in.

Temporary Residence

Hand sanitizer will be placed in each cabin. Family units are encouraged to use hand sanitizer each time they enter or leave the cabin. Going into another family unit's cabin is highly discouraged.

6. Food Service

Food Service Staff - Should shower in the morning before reporting to work, wearing clean clothes. They are to wear masks, gloves and aprons at all times while working. They will change gloves when soiled or touching anything that will contaminate their gloves. They will wash their hands before putting on gloves, at glove changing and after removing gloves using hand soap. Aprons will be changed after each shift. Staff will set cones out at 6 feet for serving spacing, for each meal.

Serving during Children's Camps - Cabins will remain at line call until their cabin is called to go through line. Campers will remain at 6 foot interval cones until their turn. Hand sanitizer will be issued to campers and staff while they are in line. Face coverings are required while in line.

Serving during Temporary Residents - Family units will distance at 6 foot interval for their turn. Cones will be set up to show spacing. If there is not enough room to distance inside the cafeteria, family units will wait outside. A maximum of 10 (5 each line) will be allowed into the cafeteria to wait in line. It will be encouraged that hand washing will have been done before coming to the meal and that hand sanitizer be used while in line. Face coverings are required while in line.

No refills into used plates, bowls or cups.

Napkins and Plastic wear will be dispensed by server/staff

All food on deck, salad bar, fruit and drink is to be served by staff. No self serve. All portioned items (eg. peanut butter, jelly, salad dressing, ketchup) will be placed in 2 oz containers with lids.

Toaster - Bread will be dispensed by staff. Camper can place bread in toaster. After toast is out, camper is to take toast to table to put items on bread.

Only Kitchen staff or serving staff are to be in the kitchen while preparing food or serving. Staff will serve at the salad bar. For Temporary Residence, gloves may be given after hand sanitizer use for self serve items. No other staff are to be in the kitchen during meal prep or serving time. No eating while in the kitchen.

Seating during Children's Camps - Distancing is encouraged since face coverings will not be in use while eating. 3 canopies with picnic tables will be set up along with use of picnic tables on deck. One cabin will utilize each space, leaving two cabins to sit with spacing inside cafeteria. Campers will be encouraged to carry their own tray and to not exchange food items or utensils. All tables and benches will be cleaned and then sanitized after each use. In order to limit campers and staff from coming back inside the cafeteria, a trash can will be placed outside the cafeteria with the lids off during meal time to minimize touching, composting buckets will be placed by trash cans during meals and a designated place will be established for tray return.

Seating during Temporary Residence - Family units will sit together and 6 feet from other family units. They are encouraged to sit at the same seats every meal. Family units will be discouraged from carrying trays or items of other family units. In order to limit the coming back into the cafeteria for those sitting outside, trash cans will be placed outside the cafeteria with lids off during the meal. There will be a designated place for tray return.

Clean Up during Children's Camps - After eating, cabins will clean their tables. Staff will then sanitize tables and benches. In the kitchen, after food prep or meals, counters will be washed, then sanitized with bleach water only. No other type of sanitizer is to be used on food surface areas. The mix in the spray bottles is 10% bleach/90% water. Other sanitizer will be used on doors, handles and all other touched surfaces.

Clean Up during Temporary Residence - After all family units are finished, staff will clean tables and then sanitize all tables and benches. In the kitchen, after food prep or meals, counters will be washed, then sanitized with bleach water only. No other type of sanitizer is to be used on food surface areas. The mix in the spray bottles is 10% bleach/90% water. Other sanitizer will be used on doors, handles and all other touched surfaces.

7. Visitors, Vendor/Essential Visitor Screening

Visitors - Visitors are discouraged from coming into camp. If someone comes, a staff member will direct them to stay with their vehicle and will radio the office. If they are deemed Vendor/Essential Visitor, we will follow the procedure below:

Vendor/Essential Visitor - Vendors will be notified that they should wear a face covering, should stay with their vehicle or only drop items off at the office porch. Sysco will be instructed to stay with the truck and that we will

bring food from truck to the cafeteria. Essential Visitors are to make appointments, wear face covering, submit to temperature check and questions about symptoms of COVID-19 and exposure to anyone who is positive. A log of Vendor/Essential Visitors will be kept and what company they are with, temperature and answers to questions. This log will be kept in the COVID-19 notebook.

8. Facilities Management

Disinfectant spray bottles and paper towels will be stationed in every bathroom, cabin, building used and at every activity sight. At least twice a day, all touched surfaces like door knobs will be cleaned. Bathroom handles on toilets and sinks should be cleaned after each use.

Tables in the eating areas should be cleaned and then sanitized after each use. The disinfectant spray needs to remain on surface for three minutes.

Trash can lids in bathrooms should remain off to minimize touching of lids.

Worship - In order to allow for distancing, the fire bowl will be used. If weather does not allow this, we will use the pavilion and space chairs for distancing. Campers are encouraged to sit in the same location each time. During Temporary Residence, if the number of family units allow, we may use the chapel. Sitting in the same location is encouraged. Chairs will be disinfected after each use.

Camp Store during Children's Camp - Only 1 cabin at a time will go to the camp store. The number inside will be limited to three, while the rest of the cabin will wait their turn distancing on the chapel porch. Touching of items is discouraged unless buying them. All surfaces will be disinfected between use.

Camp Store during Temporary Resident - Only 1 family unit will be allowed in the camp store at a time. Others will need to wait distancing outside the store. Touching of items is discouraged unless buying them. All surfaces will be disinfected between use.

9. Activities

Campers will be encouraged to use the restroom before each class and wash their hands, before going to their activity.

Archery -

Campers are to proceed to archery as a unit but keep distance from each other while walking. Face coverings should be worn during this activity. Equipment is to be laid out ahead of time so that there is not a group at the equipment room.

At the sight, cones should be placed to show distances campers should be while waiting their turn. Lysol spray should be used to sanitize bows and arrows between use and at the end of class.

While at the firing line, campers should be 6 feet apart. Campers are to retrieve only their arrows. Campers should have one turn during period to minimize change of equipment.

Staff are to sanitize, then return equipment to the equipment room. Arm guards (socks) are to be distributed to each camper at the beginning of class. There should be a bag to collect them at the end of class and then to see they are brought down to the nurse to be washed after each class and then returned to the equipment room.

Crafts -

Crafts will use the tables under the canopy to space out campers during class. Staff will distribute hand sanitizer before beginning. Staff will assign tools to each camper that they will use during class. Campers are not to touch supplies, staff will distribute paint or supplies. Campers are not to exchange tools.

All tools are to be washed with soap and water after class. All tables and benches are to be cleaned and then disinfected after each class.

Horses -

Staff will meet campers at flagpole and have them stand at a distance from each other. After attendance, will walk them to the horse barn. Using cones to keep distance in seating area, the campers will wait their turn to be given equipment and to go to the horses.

Only staff will be allowed in the equipment room to get and return helmets and boots. Staff will distribute hand sanitizer, by squirting into Campers' hands, before equipment is given and after their ride.

Campers will remove equipment used and place on bench for staff to spray disinfectant on before it is returned to the equipment area. Equipment will not be re-used during same class period to allow disinfectant time to work. Reins and saddles will be disinfected between each use.

Pool -

Benches will be removed. Chairs will be placed 6 feet apart. Campers will use the same chair during the period. Toys that cannot be disinfected will be removed as well as the "toy box". The slide will not be used. A staff member is the only one who will move buddy board tags during Children's Camps. Spacing, while in the pool, will continue.

Staff will disinfect all chairs, gate, and any toys used between periods. Campers will wear face covering while out of the water. Spacing will be encouraged in the pool.

Rock Climbing -

Staff will meet Campers at the flagpole and encouraging distance as they travel up to rock wall. At the rock wall, cones will be placed at 6 foot intervals for campers to stay at until it is their turn. Campers and staff will wear masks while doing the activity. They will use hand sanitizer before and after their turn. Equipment will be used once and then sanitized after each class.

Sports -

Sports will be selected that will allow distance between campers and minimal touching of same item.

If strenuous physical exercise is anticipated, distance should be enforced so face coverings do not need to be worn. If face covering is worn, watch for signs of trouble breathing during strenuous exercise.

Pickleball, Frisbee Golf Discs, Ping Pong, etc. should be used by one person at a time and be sanitized between people.

Waterfront -

Life Jackets - Life jackets are to be worn for all waterfront activities. After use, staff will use disinfectant on the life jackets and hang them up to dry.

Exposure to sun after drying should be limited as this is harmful for the life jackets.

Speed Boats - Campers and staff are to wear face coverings while waiting for activity, on the dock, while fitting of life jacket and while entering and exiting the boats. Staff will wear face coverings until everyone is seated at least 6 feet away from staff (only back seat and front is to be used for customers, no customers are to sit with spotter in the middle seats). Face coverings will not be worn in the water. 6 foot spacing is ideal while waiting to receive a life jacket or to enter a boat and cones will be set out to designate spacing.

While the boat is moving, there is a chance of losing face covering so should not be worn and especially while in the water. Staff will not wear face covering while driving and spotting. Staff will put on face covering if they need to assist customers in the water or in the boat. Sea Sled will not be used since campers will not be able to wear face covering during ride and closeness of spots on Sea sled.

Equipment and boats should be disinfected after each use.

Canoeing - Only 2 should be in a canoe. While waiting, campers and staff should wear face coverings, but while out in the canoe, campers and staff should not in case campers tip or staff have to do a rescue. All equipment and canoes will be disinfected after each use.

Paddle Boards, Barracudas - Because there will be only 1 per board/ Barracuda, face coverings will not be required while out. All equipment will be disinfected after each use.

Paddle boats - Because 2 campers are sitting close and the very small chance of falling in to the lake, face coverings should be worn. All equipment will be disinfected after each use.