

Organized Retreat Group/3rd Party Retreats COVID Guidelines and Protocols

Reservations will be made via CampBrain as usual. Retreat leaders will be informed of COVID specific policies and procedures, including up-to-date information about the capacity that camp can accommodate. Group leaders must also sign a covid user group addendum. (See addendum)

Transportation: Due to the realities of Contact Tracing, Desert Southwest Conference Camping Ministries recommends that you schedule arrival times for your retreat participants. Furthermore, we recommend that the safest way to travel is with their immediate family.

Retreat leaders should ALWAYS be the first to arrive at the time designated with/by camp staff. Leaders will be subject to the same rules and expectations as detailed below.

For guests traveling with immediate family:

- Before departure, Parents/Guardians should ask their camper the following:
 - Have you been in contact with a communicable illness (COVID-19, Flu, Chicken Pox, etc.) in the past 72 hours?
 - Have you had a fever at or above 100 degrees in the last 72 hours? (Use this time to complete a temperature check)
 - Do you currently have symptoms such as coughing, chest congestion, and/or shortness of breath?
- If the camper answers yes to any of the above they should stay home and Parents/Guardians should contact the designated retreat leader to let you know they won't be attending. NOTE: Desert Southwest Conference Camps will be lenient with minimum guarantee policies to make allowances for this type of absence.
- When the traveling party arrives on the camp property they will be asked to stay in the car until a temperature check is completed by camp staff on each person in the vehicle. If the camper or any person in the traveling party has a temperature of 100 or greater, the camper will be required to return home with their traveling party.
- The attending participant will be asked the 3 questions above, using a form provided by the American Camp Association and if they answer yes to any of them they will be required to return home with their traveling party.

For participants traveling in mixed groups (i.e. not immediate family):

- We recommend that all drivers ask parents/guardians/responsible adult for temperature checks upon pick up/drop off of all campers or travelers prior to

loading gear and boarding the vehicle. If any traveler presents a 100+ degree temperature they should not board the vehicle. The driver should document all temperatures on the driver's chart provided by the camp.

- All travelers must wear a mask and it's recommended that the driver wear an N95 mask.
- The driver, upon drop off, should inform the camp staff about any camper who was unable to board.
- Upon arrival at camp, all persons in the vehicle will be checked for a fever. If anyone presents with a fever at this time, all persons in the vehicle will be required to return home.

For groups traveling by bus:

(NOTE: Due to ACA recommended practices we're not recommending travel by bus at this time). Should your group decide to use bus transportation the following practices are encouraged by the American Camp Association and CDC.

If campers are being dropped off at central meeting locations and transported collectively to camp, follow these guidelines.

- Use buses and vans that have cargo storage separate from the passenger cabins, if possible
- Identify a retreat leadership member to receive luggage from passengers, place it in the storage area, then later unload all luggage. The person who does this should wear a cloth face covering and gloves.

ADMINISTRATION

- Maintain a roster of qualified, trained, and licensed staff to fill critical transportation positions.
- Vehicle operators should wear N95 respirators while carrying passengers. Employees must be medically cleared, fit-tested and trained to wear N95 respirators on an annual basis.
- If possible, use larger vehicles or a greater number of vehicles in order to allow passengers to maintain greater physical distance.
- Reduce the number of available seats in order to increase the physical distance between passengers. Mark restricted seats using signage, decals, colored string, tape, etc.
- Best practice: Leave several front rows of seating unavailable to maintain social distance for the driver/operator.
- If the same vehicle will be used multiple times, assign seats to participants so they occupy the same space each time. Clean and disinfect the vehicle between uses.
- If possible, seek vehicles with clear, impermeable barriers between operators and the rest of the cabin. Options include plexiglass or flexible plastic sheeting. This equipment must be used only according to manufacturer and vehicle safety guidelines.

- Communicate with everyone: Do not board if you are sick or experiencing any flu-like symptoms.
- Wash or sanitize hands before boarding the bus, van, or vehicle.
- Maintain physical distance by maximizing the distance between passengers.
- Wear a facemask while riding in the vehicle.
- If re-boarding the vehicle, sit in the same seat, or your assigned seat, each time.
- When exiting, remove all belongings and discard all waste.

VEHICLE OPERATORS

- Wear appropriate gloves. Ensure gloves do not impact the ability to operate the vehicle safely.
- Wear an N95 respirator. Employees must be medically cleared, fit-tested and trained to wear N95 respirator annually. Ensure respirator does not impact vision or the ability to operate the vehicle safely.
- Maintain physical distance by limiting interactions with passengers.
- When possible and safe to do so, operators should open windows prior to campers boarding. If not possible nor comfortable to open windows, set ventilation systems to high. Do not recirculate conditioned air.

PARTICIPANTS AND STAFF

- Be ready early to ensure you meet your scheduled drop off time.
- When being dropped off, don't take too long to say goodbye. Others will be waiting to be dropped off.
- Say goodbye close to or inside the vehicle.
- Maintain physical distance with other parents/guardians and participants.
- Upon arrival at camp, disinfect your baggage using sanitizing wipes giving special attention to the handles and other non-porous portions.

PARENTS/GUARDIANS

- Abide by the drop off and pick up schedule by dropping off and picking up participants during their assigned drop off timeframe. If a scheduling conflict makes this difficult, reach out to retreat leadership to find a more convenient time.
- Minimize the amount of time used for saying goodbye to children/youth to allow for the continual flow of traffic.
- Say goodbye inside, or close to, your vehicle.
- Maintain physical distance with other parents/guardians and campers.
- Wear a cloth face covering when outside the vehicle.
- Allow for participants to wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol upon return home.

Retreat Check-In

- Guests and those traveling with them will have their temperature taken. If the participant or any person in the traveling party has a temperature of 100 or greater, the participant will be required to return home with their traveling party.
- You must provide a form with the following questions for each participant, adult or minor.

- Have you been in contact with a communicable illness (COVID-19, Flu, Chicken Pox, etc.) in the past 72 hours?
- Have you had a fever at or above 100 degrees in the last 72 hours?
- Do you currently have symptoms such as coughing, chest congestion, and/or shortness of breath?

If any of the above 3 are answered “yes” then they will not be allowed to stay.

- Have you traveled to any place with a current high transmission of COVID-19 in the last two weeks?
- The campsite will be flexible in regard to minimum #s because of this requirement.
- It is recommended that participants be grouped for check-in in accordance with their small group for the session. (See the section titled cohorting below). It is advised that you give Parents/Guardians a window of arrival times for drop off. The campsite can work with you to develop the times for this.
- Should parents or church groups be transporting children/youth from different cohorts they will be asked to wait in or near their vehicles in a designated spot and will be asked to keep a 6-foot distance as well as wear a mask if/when they encounter others waiting.
- The anticipated arrival procedure is: a campsite staff person will greet the traveling party at a designated check-in location where they will provide temp checks to all in the vehicles while a retreat leadership member finalizes paperwork including the health check questions listed above.
- Parents, and others traveling with the participant, may walk with their participant to the cabin porch where they will be greeted by your retreat leadership They are asked NOT to enter the cabin and stay no longer than 15 minutes for goodbyes.
- Participants will be instructed to clean gear with sanitizing wipes/sprays, stow their gear, make their bed, and then wash hands.

COHORTING

It is highly recommended that you set up your retreat group in cohorts, consisting of up-to-10 children/youth and no more than 2 leaders. They should do everything together: assigned together in sleeping areas, as activity groups, take their meals together, etc.

It is highly encouraged that all guests remain masked while in cohorts. Cohorted retreat guests will have access to the various recreation opportunities at the campsite.

It is essential to remember that when/if you bring cohorts together they remain at social distance (6 foot from the other cohorts) i.e. cohorts should never mix.

Non-cohorted retreats will have little-to-no access to items such as the gaga pit, volleyball court, basketball, etc. Choosing not to cohort makes mask-wearing an absolute requirement.

For ideas on how to cohort most effectively please contact the Center Director.

Regardless of cohorting, all guests are required to wear masks inside of buildings other than when sleeping, showering, and actively eating.

LODGING

- Cabin access throughout retreat sessions will be limited to only those cohorts or individuals who are housed in the cabin and daily housekeeping staff who will be wearing a mask, a gown, and gloves while in the cabin.
- When entering the cabin, all residents/housekeeping staff will sanitize their hands.
- Participants should be instructed to avoid sharing items, this includes brushes, clothing, make-up, health & hygiene items, toys, and books.
- Participants should be instructed to bring ONLY essential items for the duration of the event with no more than 3 non-essential items (i.e. stuffed animal, journal and hand-held device or toy)
- Participants should be assigned beds 6 feet apart and should be instructed to sleep head-to-toe. Participants should never sit on a bed that isn't theirs.
- Physical barriers will be erected between sleeping spaces.
- Guests should make a nametag for their bed and hang it in an easily recognizable spot at the beginning of the retreat session.
- Windows should be kept open as much as possible to allow for increased ventilation.
- Belongings should be stored in the designated storage containers at all times. Participants should be encouraged to bring their items in hard, plastic tubs with a top.
- For safe/best practices it is recommended that for showering and hygiene needs participants should be assigned a bathroom/shower/sink for the duration of your retreat.
- After using the shower/sink/stall guests should use the provided alcohol wipes or sanitizing spray and towels to sanitize all the areas they used.
- When available guests will be given guidance on which doors to enter and exit from in all buildings.
- Staff should hold open doors whenever possible.

HEALTH CARE

- It is highly recommended that all retreat groups recruit and bring along a certified health professional at the RN or higher level.
- In the event you do not bring a Nurse you must still designate an adult, with AT LEAST CPR/First Aid certifications to serve as your health care staff. We will need the name and copies of those serving as health care staff relevant certifications one week prior to your retreat.
- Health care staff are required to maintain confidentiality and they should be trained on how and what to share in the event someone does manifest symptoms.

- The health care center will be made available to your designated health care staff.
- Health care staff should hold an active knowledge and awareness of the Communicable Disease Plan and pertinent health care protocols for the camp setting.
- Health care staff are responsible for performing daily temperature checks on all of your participants, including adults and minors.
- Routine health care (daily medications and first aid) should be provided outside of the health center.
- Health care staff are encouraged to wear a surgical face mask while providing care of any kind. Health care staff must wear a face covering when around others and should social distance as much as humanly possible. You must bring your own surgical face masks, face shields and N-95 masks. If camp provides them for your group you will be charged the cost of the masks.
- Any individual presenting with a fever of 100 or higher will prompt the COVID-19 procedures seen below.
- Upon news that someone is presenting with a 100 or higher fever, the health care staff should don an N-95 mask. If an N-95 mask is unavailable they should wear a surgical face mask and face shield. In either instance, they should employ extreme caution. In the event that there are two or more health care staff, one person should be designated to work with suspected cases of COVID.
- After the suspected or confirmed case is no longer present, the health care staff should work alongside the dedicated housekeeping staff to clean and sanitize the room the patient was isolated in, following all pertinent cleaning & sanitizing guidelines.

WHEN SYMPTOMS ARISE DURING YOUR RETREAT

- Any person presenting with a fever of 100 or higher will be isolated for one hour and if the fever hasn't reduced that person will be sent home.
- Contact tracing will commence immediately. Guests who were cohorted with the individual who is a confirmed or suspected case will be informed. You should inform their P/G and they will be sent home as soon as possible with instruction to voluntarily self-quarantine for 14 days. COVID testing is recommended at this juncture.
- The Health Department will be alerted.
- We will work alongside you to follow up with the confirmed/suspected case every other day and will follow up with those with whom they were assigned every 3-4 days for 14 days. If anyone of these guests tests negative for COVID we will cease the regular contact.
- Anyone who exhibits symptoms will be contacted again at 21 days and 28 days.
- The Nurse/Health Care Staff and any other staff caring for an individual presenting with fever or COVID-like symptoms are expected to use the best available PPE.

- When possible, the cabin where the suspected/confirmed patient lodged should be left empty and no staff should enter for at least 24 hours.
- Additionally, the cabin will be deeply cleaned and sanitized by trained staff donning the appropriate PPE.

Cleaning & Sanitizing:

- Any staff/volunteers that participate in cleaning should wear disposable gloves and approved PPE for all tasks in the cleaning process.
- All breaches in PPE such as a tear in gloves or any other potential exposures should be reported to their supervisor.
- Staff/volunteers and others should wash hands often, including immediately after removing gloves.
- The maintenance staff, housekeeping staff, and/or volunteers will sanitize the bathrooms and other surface areas in all meeting areas and cabins twice daily.
- Lysol wipes, or a similar EPA approved product, will be provided in all bathrooms, and campers and staff will be instructed to wipe down surfaces they used while in the facility and after each use.
- The maintenance staff/housekeeping staff will deep clean each building with EPA approved products after each departure of the session.
- UV Light sanitizers will be used on high touch places; i.e. doorknobs, countertops, cabinet hooks
- Sanitizing solutions will be used in all cabins and gathering areas at the close of each week prior to the arrival of those scheduled for the upcoming week.

Retreat Guest Cleaning responsibilities include:

- The adult leaders assigned to cabins will lead your participants in daily clean up that includes sanitizing surfaces in the bathrooms and other frequently touched areas like doorknobs, light switches, countertops, etc.
- All guests, adults & minors, will wipe down their mattress coverings with sanitizing wipes when arriving and after they've packed their gear for departure.

Food Service:

Food Service preparation has been changed to provide for a safer experience for the kitchen staff and our guests. Those details can be found(maybe here we link it to a webpage with bigger details)

Details important for dining:

- Meals will be served "grab and go" or assembled on a tray or plate for diners to retrieve.
- We will not serve anything from a buffet-style, salad bar, or a self-service station.

- Diners will maintain physical distancing between themselves and others while in line for their meals. Follow the decals on floors six feet apart to denote where to stand in line.
- It is required that cohorts or individuals should be assigned a dining table/area and will eat there at each meal. Groups may need to stagger meal times depending on the size of the group.
- Whenever possible we will provide outside seating space.