



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **YMCA STORER CAMPS**

## **POLICIES & PROCEDURES SUMMER 2020**

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# **OVERNIGHT CAMP**

## **POLICIES & PROCEDURES**

# OVERNIGHT CAMP

## PRE CAMP COMMUNICATIONS

- Prior to Check-In, campers and parents/guardians will be invited to join a Zoom call with camp staff.
- During the call, camp staff will go over mail procedures, check-in day procedures, medication drop off and what to expect at YMCA Storer Camps this summer. This may also be a video message ahead of time.
- Families will also be asked to only have one adult attend the check-in process.

## PRE CAMP HEALTH SCREENING

- Families will be asked to self-monitor and conduct the following pre-screening activities for 14 days before arrival to camp
  - Camper's temperature taken daily.
  - Self-screen for the presence of COVID-19 symptoms: fever of at least 100.0°F, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.
  - Inform Storer Camps if the camper has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
  - COVID-19 specific testing is not part of the screening process at this time.
- Campers who exhibit any one of these bullet points will be asked to stay home. Families should contact camp for a system credit or refund.
- Families and campers will be asked to limit large group activities (especially indoors) prior to camp.
- Parents/guardians of campers with underlying medical conditions, we recommend they consult their child's medical provider to assess their risk and determine if camp is an appropriate fit for their child this summer.

## PARKING FOR CHECK-IN AND CHECK-OUT

- YMCA Storer Camps staff will be welcoming camper families in the parking lot and directing campers and their one adult where to go for check-in.
- YMCA Storer Camps staff will be wearing facial covering and gloves or use proper hand hygiene.

## CHECK-IN

- We ask that the adult with the campers and campers wears a facial covering (i.e. buff, bandana, mask).

- Campers will be met by a staff member (in a facial covering and gloves or using proper hand hygiene) on the sidewalk on the East entrance of Malachi Dining Hall. Campers and their guardian will have their temperature checked. If campers' temperature is over 100.0°F (per YMCA Storer Camps Policies and Procedures), staff will call a director to recheck. If, after the second check, their temperature is still over 100.0°F, the camper cannot stay at camp. If the adult/guardian has a temperature over 100.0°F, the camper will need to be checked in by a staff member and the guardian will be asked to wait in their car until the camper is through the check in process.
- If the camper is experiencing ANY symptom associated with COVID-19 (see Pre Camp Health Screening) they cannot stay at camp. Call a medical provider to be evaluated. Campers cannot return to camp until they have been assessed and given guidance by a medical provider.
- Campers will proceed into the dining hall to get their cabin assignment and lice check. The guardian of the camper may drop any mail for them there and ask camp staff additional questions at this point.
- In addition to our Youth Health Form and Camper Release Form, we will also be collecting a COVID-19 waiver this summer. This form can be found on our website. Please bring a copy to check-in. Blank forms will be available to those who need it.
- All medicated substances (prescriptions, over-the-counter, supplements, etc.) must be brought to the health table at check in. Please bring medications in their original containers in a ziploc bag labelled with your camper's full name. In order for our staff to administer, medication cannot be expired and must have age-appropriate dosage instructions on the label.
- The Trading Post will not be open during check-in. Limited Summer 2020 t shirts will be available to purchase.

## WALKING TO CABIN

- Campers will be walked to designated cabin areas by camp staff (wearing face coverings and gloves)
- We ask that family members do not walk past Malachi Dining Hall.

## FACILITY CHANGES

- Increased hand sanitizer stations at activity areas (Climbing tower, basketball courts, gaga courts, agility center, archery and Keri's cove)
- Hand Sanitizer will be available in each sleeping area.
- Hand washing stations added to the exterior of Malachi Dining Hall.
- Signage posted in high traffic areas to encourage distancing and the use of a facial covering where and when appropriate.
- Floor markers in high travel areas to designate a six foot distance.

## VISITORS

- Non-essential visitors to YMCA Storer Camps will not be permitted. This includes parents/guardians.
- Deliveries will be limited and will be made at Malachi Dining Hall or at the North Center Office.

## BATHROOMS AND DRINKING FOUNTAINS

- Campers in lodges will be encouraged to use their cabin bathrooms.
- Counselors will sanitize Malachi or other determined common space bathrooms after their cabin use.
- Garbage can lids will be removed if the lid must be pushed open.
- Bathroom Procedures:
  - Malachi: During meals, a staff member will be stationed at the Malachi bathroom to limit the number of campers in the bathroom at one time. Bathrooms will be sanitized routinely.
  - Explorer bathrooms: each Explorer cabin is assigned a restroom to be used exclusively overnight for bathrooms and showering. The bathrooms will be sanitized by leadership before the evening and after breakfast and can be used by anyone during the day.
  - Frontier Bathrooms: Bathrooms will be sanitized routinely.
  - Health center bathrooms: Will be used by cabins only when necessary. Will be sanitized routinely throughout the day.
  - North Barn & Ranch porta-potty: Bathrooms will be sanitized routinely.
- Drinking fountains: Only allow drinking fountains for filling water bottles or cups. Spigot will be disinfected between each group.

## DAILY CABIN PROCEDURES

- Campers will sanitize their hands upon entering cabin.
- Campers and staff are expected to shower and change clothes daily.

## SANITIZING

- Campers will wipe down their bed, handles (door knobs), sinks in other cabin areas daily.
- Restrooms will be cleaned and sanitized daily from our housekeeping team.
- After each week cabins will be sanitized.

## DINING HALL

- Every Cabin will be assigned their own table for the week.
- Meals times will be split to decrease the number of individuals in the dining hall at any given moment.
- Cabins will have the option to eat their meals at available outdoor tables.
- Main dishes and sides (including salad bar) will be distributed to the individual from the kitchen.
- One cabin at a time will come up to receive their food. Cabin groups will keep a 6ft distance from each other when waiting in line.
- Milk, juice and water will be presented in individual portions or dispensed by one designated staff.

## **SOCIAL DISTANCING**

- Each cabin unit will get one table in Malachi that will be their assigned table for the week.
- Campers will be spaced out in their cabins so that they are not placing their heads next to each other while sleeping.
- Counselors will assign beds to use in that session.
- Campers will only be allowed to enter their own cabin.
- Campers will only be allowed on their own beds.

## **STAFF TRAINING**

- Staff training will be led by camp managers, coordinators and directors.
- Staff will be trained on the appropriate use of PPE as it relates to summer camp.
- Facial coverings will be worn by staff during any indoor training sessions.

## **WEARING FACIAL COVERINGS**

- Campers will be asked to bring at least two face coverings clearly marked with their name.
- Campers will be asked to wear their face covering:
  - At Check-In
  - In indoor areas with multiple cabin groups (i.e. Malachi Dining Hall while waiting for their food, inside due to inclement weather, etc.)
  - When closer than 6 feet to another cabin group outdoors
  - If identified in their health screening that they are not feeling well.
  - Campers are welcome to wear their face covering more often if comfortable.
- Camper will NOT need to wear their face covering:
  - During activities with their cabin family group.
  - While inside their own cabin.
  - While sleeping, eating, swimming, brushing their teeth, etc.
  - While social distancing (more than 6 feet away) from other cabin groups outdoors.
- Cabin counselors will follow the same guidelines with few exceptions.
- Staff that interact with multiple groups will wear face coverings whenever interacting with campers indoors or within 6 feet of a camper outside.

## **CHECK-OUT**

- Campers will be checked out via a Drive-Thru at Malachi Dining Hall.
- Staff (in facial coverings and practicing proper hand hygiene) will retrieve the camper from their designed area and bring them to their parent/guardian.
- Malachi restrooms will be accessible using the side door by the east entrance. Parents/ Guardians will need to have a facial covering on to enter Malachi. A staff will be assigned to sanitize bathrooms during check-out.
- Trading Post will not be open during check-out. Limited Summer 2020 shirts will be available for purchase.



# **HEALTH CENTER**

## **POLICIES & PROCEDURES**



# Health Center

## ONGOING HEALTH SCREENINGS

- Temperature checks will be conducted twice daily, before breakfast and before dinner. The health screening before breakfast will also include a COVID-19 symptoms check.
- Staff will wear facial coverings during screening. They will clean the thermometer (with an alcohol wipe or isopropyl alcohol on a cotton swab) between each individual.
- Individuals will be given a facial covering & follow Suspected COVID-19 Case procedures if:
  - Camper or staff presents with a fever of at least 100.0° or primary symptoms of COVID-19: cough, shortness of breath or difficulty breathing.
  - Additional symptoms associated with COVID-19 will be monitored on a case-by-case basis.

## SUSPECTED AND POSITIVE COVID-19 CASES

If a staff or camper is identified as having a potential or confirmed case of COVID-19, the individual will don a face and isolate in a location identified in camp's Communicable Disease Plan. (CDP)

- Determine if a camper or staff warrants immediate clinical evaluation due to symptoms including but not limited to: trouble breathing, persistent pain or pressure in the chest, confused mental state, inability to wake or stay awake, bluish lips or face (per the Centers for Disease Control & Prevention). If yes, CALL 911.
- If the camper does not require immediate clinical evaluation, individual will be isolated; parents/guardians will be called to make transportation home arrangements.
- If the staff member does not require immediate clinical evaluation, isolate the individual and arrange for the staff member to be tested for COVID-19.
- Make arrangements to have the person's belongings moved.
- Person's sleeping area and lodging unit will be sanitized thoroughly.
- Notify the Jackson County Health Department (517-788-4619) to implement contact tracing.
- Staff will develop a list of individuals the camper/staff has been in contact with.
- Families will be notified if there is a suspected and/or positive COVID-19 case on Storer Camp properties.

## CARE FOR SUSPECTED OR POSITIVE COVID-19 CASES FOR STAFF

- Determine if staff can return home for care.
- If not able to return home:
  - Follow CDC Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>
  - Health staff will wear a face mask, a face shield or other eye protection, disposable gloves, and a disposable gown (if conducting aerosol generating procedures) while working with individuals who have a suspected case of COVID-19.

## RETURN TO CAMP/WORK

Individuals who were exposed to or tested positive for COVID-19 must follow guidance from their doctor and local health department. CDC guidelines include:

- Persons known to have been exposed to an individual with a positive COVID-19 diagnosis should quarantine for 14 days after exposure based on the time it takes to develop illness if infected.
- Campers sent home due to suspected COVID-19 symptoms can return to camp under the following conditions:
  - Temperature below 100.0° for at least 72 hours without the use of fever-reducing medications.
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart, for a total of TWO negative specimens.
  - This will only apply if the camper is enrolled for a longer time than the required timeframe to be determined safe to return.
- Staff isolating due to suspected COVID-19 symptoms or who test positive for COVID-19 can return to work under the following conditions:
  - Temperature below 100.0° for at least 72 hours without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart, for a total of TWO negative specimens.

## EMERGENCIES

- Staff will continue to follow protocols per their CPR training (ASHI, Red Cross, etc.) including using breathing barriers (CPR, BVM) during CPR and rescue breathing.
- If uncomfortable or a breathing barrier is unavailable, staff will provide compression-only CPR until EMS arrives.

## FIRST AID

- The Health Center will operate a mobile first aid golf cart with health staff wearing gloves or using proper hand hygiene and s.
  - Items (e.g. tweezers) will be sanitized between uses.
- Campers will only enter the Health Center when absolutely necessary with one buddy while their counselor and their cabin social distances outside.
- If a camper requires a stay in the health center for a prolonged period of time for non-COVID-19 related symptoms (i.e. migraine, pink eye, lice), they will rest in the bunk room of the Health Center separate from the COVID-19 isolation area.
- If a camper has symptoms of COVID-19, see Suspected COVID-19 Case procedures.
- If a camper needs to go to urgent care for non-COVID-19 symptoms (e.g. potentially broken wrist, wound that needs stitches, etc. ), staff and campers will wear disposable gloves and s in the vehicle and will sit in the same seats to and from urgent care. The vehicle will be sanitized after use.

## MEDICATION ADMINISTRATION

### Camper Medications:

- Medications will continue to be stored and locked in the health center.
  - Campers will line up outside 6 ft apart and will receive their medication through the health center window.
  - The rest of the cabin will wait on the field (staying clear of the Health Center door and keeping at least 6 ft away from other cabin groups)
  - Staff will wear face s and sanitize hands between individuals.

## BORROWED ITEMS & LOST AND FOUND

- Borrowed items will be selected and handed to campers by a staff member wearing gloves or using proper hand hygiene. As soon as an item is returned from a camper, it will be washed (i.e. clothing) or sanitized (i.e. flashlights, shoes) before being put back into circulation.
- Lost and Found items of importance (i.e. sleeping bags, backpacks, etc.) will be held for 1 week after the end of a session after which it will be donated or thrown away.
  - Items such as art projects, undergarments, socks, towels, etc. will be thrown away immediately at the end of a session.

## LAUNDRY

- Staff will avoid handling campers' belongings. If handling campers' belongings gloves or will be worn or staff will perform hand hygiene immediately before and after handling campers' belongings. Face s or safety glasses are recommended when doing laundry.



# **ACTIVITY AREAS**

## **POLICIES & PROCEDURES**

# ACTIVITY AREAS

**Note:** Each activity, gathering place and cabin will have a daily checklist posted of what needs to be cleaned and when. When all has been physically checked off, the staff member will initial with date and time.

## HORSE BARN (NORTH & RANCH)

- Campers will wash hands prior to entering the barn.
- Campers will wear long pants and closed-toe shoes.
- Staff with gloves or using proper hand hygiene and facial coverings will helmet each child.
- Campers will observe pre-riding instructions, sitting at least 6 feet apart.
- No more than 5 campers in an arena.
- Campers will never be closer than 6 feet to each other while riding.
- After each ride, helmets will be sanitized.
- After each ride, reins and saddles will be wiped down with sanitizer.
- Campers will wash hands immediately upon leaving the barn.
- We will NOT be offering horse lessons, both 1 and 2 hour, in 2020 to prevent the mixing of cabin groups.
- End-of-the-day cleaning procedures will include disinfecting all commonly touched surfaces (i.e. door handles), horsemanship equipment (i.e. manure forks, brushes) and tack (i.e. halters, bridles, lead ropes).

## KAYAKING/PADDLING

- Keri's Cove will be equipped with its own checklist of step-by-step cleaning instructions to be checked off by staff. Gloves or staff using proper hand hygiene will disinfect equipment.
- 'USED' equipment will be separated into a separate area for cleaning in between uses. Personal Flotation Devices (PFDs) will be disinfected and dried for at least 10 minutes before moved to the 'CLEAN' area.
- Paddles will be separated into 'USED' and 'CLEAN' bins. 'USED' paddles will be sanitized and dried for at least 10 minutes prior to reuse or movement to the 'CLEAN' bins
- Boats will be sanitized at the end of each activity time
- Boating times will be staggered to give staff time to thoroughly clean equipment.

## HAMMOCKS

- Campers will wash hands before using hammocks.
- Each camper can only use their assigned hammock.
- After a hammock is used, it will be washed with detergent and hung out to line dry before being used again.

## ARTS AND CRAFTS

- Campers will wash their hands in the Studio sink before starting any activities.
- Additional table and seating will be added to the Arts & Crafts area. Seating will be spaced out 6 feet apart.
- Staff will bring materials to campers in gloves or use proper hand hygiene; campers will not be allowed to grab their own supplies. Available supplies will be laid out in a designated area so campers can easily ask for supplies.
- Any tool used must be cleaned between use (example: scissors). Tools will be placed in the 'USED' bin and be transferred to the 'CLEAN' bin after sanitized.
- Tables, chairs and spaces will be wiped down between uses.

## TARGET SPORTS

- Campers will sanitize their hands upon arrival and exit.
- Campers will be spread out at the shooting range benches. Each target will only have one archer shooting at it per round.
- Each camper will be using assigned arrows through the entire activity session. At the end of each session, arrows will be placed in the 'USED' bucket and be sanitized.
- Camp staff will sanitize bows, arrows, atlatls, and pellet guns after use.
- Before equipment is put away for the day, camp staff will do additional sanitation, benches will be wiped down.

## CLIMBING TOWERS

- All participants will wash their hands before activity.
- All staff will sanitize their hands between each participant.
- After equipment is used, it will be placed in a 'USED' bin. The equipment will be sanitized and not used again until dry.
- Staff will single belay all participants (no team belay method).
- All participants wash their hands after the activity.
- Ropes will be sanitized at the end of each day by camp staff.

## OUTDOOR COOKING

- Campers will wash hands before using any equipment.
- Each group will have their own unique meal prepped.
- All equipment used will be washed after the meal.
- Any items coming out of the kitchen will be handled by one staff member or a kitchen staff member to limit access.

## **SPORTS**

- All campers and staff will wash their hands before and after activity sessions.
- Basketball Court and Gaga Pits will have portable hand sanitizer stations.
- Campers will sanitize their hands after each activity.
- All sports will be conducted only between members of each cabin.
- Balls will be sanitized by camp staff after each use.

## **NATURE CENTER**

- Campers will wash hands prior to entering the Nature Center.
- Campers will sit 6 feet apart during instruction.
- If outdoors, cabin groups will social distance and animals in viewing containers will be rotated between groups.
- Staff will place animals in viewing containers. Animals will be placed in both the lower room and upper room in order to keep ensure proper spacing.
- Campers will wash hands prior to leaving the Nature Center.

## **FISHING**

- Campers will sanitize their hands upon arrival.
- Staff will bait hooks (with gloves or using proper hand hygiene).
- Campers will stand 6 feet apart on dock and shore.
- Staff will sanitize poles between uses.

## **AGILITY CENTER**

- Campers will sanitize hands before and after playing on equipment.
- Staff will wipe down swings, climbing equipment and playground tunnel at the end of the day.

## **SMALL ANIMAL LEARNING CENTER**

- Campers will wash hands prior to entering animal enclosures.
- Only staff will open and close animal gates.
- Campers will wash their hands after leaving.

## **COOK OUTS**

- **Camp has multiple outdoor grills and fire pits.**
- **Campers will clean and sanitize their hands prior to the meal**
- **Staff will be wearing masks and gloves and they assist in making the meals**
- **Each camper will have their own cooking utensils.**

## **SWIMMING**

- **Swimming times will be scheduled to limit the number of groups at the waterfront at any time.**
- **Cabin groups will be in an area rotation to allow distancing while still getting to utilize the entirety of the swim dock and area.**
- **Commonly touched surfaces will be sanitized between rotations.**
- **Cabins will utilize separate picnic tables for placement of towels, shoes, clothes, etc.**





# **APPENDICES**

## APPENDIX A: COVID-19 Cleaning/Operating and Program Procedures

ACTIVITY	PRODUCT	COLOR OF RAG
Cleaning/Disinfecting Toilet Seats	NABC	Red Microfiber
Cleaning/Disinfecting Sinks/Counters & Fixtures	HALT	Yellow Microfiber
Cleaning/Disinfecting Door Handles/Doors/Walls/ Rails	HALT	Yellow Microfiber
Cleaning/Disinfecting Light Switches	HALT	Yellow Microfiber
Cleaning/Disinfecting Bunks & Mattresses	HALT	Red Shoprag
Cleaning/Disinfecting Mirrors/Glass Windows		Blue Microfiber
Cleaning/Disinfecting Drinking Fountains & Spigots	HALT	Yellow Microfiber
Cleaning/Disinfecting Showers/Fixtures/Curtains/ Walls	HALT	Yellow Microfiber
Cleaning/Disinfecting Paper Towel Dispensers	HALT	Yellow Microfiber
Cleaning/Disinfecting Soap Dispensers	HALT	Yellow Microfiber
Cleaning/Disinfecting Hand Sanitizer Dispensers	HALT	Yellow Microfiber
Cleaning/Disinfecting Golf Carts & Vehicles	HALT	Yellow Microfiber
Cleaning/Disinfecting Bows & Arrows	Clorox Disinfecting Wipes or HALT	Wipes or Red Shoprags
Cleaning/Disinfecting Paddles/Oars/Boats	Clorox Disinfecting Wipes or HALT	Wipes or Red Shoprags
Cleaning/Disinfecting LifeJackets	HALT	Red Shoprag
Cleaning/Disinfecting Sport Balls	Clorox Disinfecting Wipes or HALT	Wipes or Red Shoprags
Cleaning/Disinfecting Arts & Craft Tables/Chairs/ Spaces	HALT	Red Shoprag
Cleaning/Disinfecting Fishing Poles	Clorox Disinfecting Wipes or HALT	Wipes or Red Shoprags
Cleaning/Disinfecting Agility Center Apparatus	HALT	Red Shoprag
Cleaning/Disinfecting Malachi Dining Tables		Disposable rag

## APPENDIX B: Family Camp Policies

### PRE-CAMP

- Family Camp families will be emailed a tentative schedule prior to camp so that they can see the changes to the program.
- Families will be invited to a Zoom call to discuss the changes to the program this year.
- Families will be sent a program statement waiver along with a COVID-19 specific waiver.

### CHECK-IN

- Families will check in at the North Center Entrance
- Staff wearing facial coverings and gloves or using proper hand hygiene will greet them at the entrance, give them their schedules and cabin assignments.
- Staff will ask COVID-19 Health Screening Questions and take temperatures of participants.

### ACTIVITIES

- During Lunch we will give a brief orientation on how camp is going to run this year-
  - There will be no kids club, we ask that an adult with your group attends activities with kids and that they are not unaccompanied.
  - Activities will follow the policies laid out in our Policies and Procedures packet.
  - We ask that families maintain a social distancing of at least 6ft from each other at all times. Some smaller family groups may be placed together in the dining hall.
  - Activities will run in an open format however staff will be retaining a capacity at that activity and may ask a group to come back at another time. If they can not maintain social distancing.
  - Sign up activities (i.e. horseback rides, climbing tower) will be done digitally.
- Certain Activities will be unavailable due to the COVID-19.

### MEALS

- 
- Each family will be assigned a table that is their table for the week.
- Tables will be spread across the dining hall.
- Meal service will transition to a served cafeteria style.
- Staff will dismiss tables to get meals
- There will be an emphasis on eating outside.
- Malachi Dining Hall will be closed in between meals to allow time for staff to sanitize the facility.
- Staff will eat at a separate time. Staff assigned to work family camp will eat at their own table.
- Families will be assigned doors to enter.

## **FACILITIES**

- Day camp is being run out of the bob of Malachi Dining Hall
- We ask that you continue to social distance at in the common rooms of lodges, Doc Miller will be open for families to use.
- Malachi is closed in between meals.

## **HEALTH**

- Family Camp will follow the all the health related procedures sans medications laid out in the Summer Camp Policies and Procedures.
- Including Check-In Health Screenings and temperature checks.

## **CHECK-OUT**

- We ask that all cabins and lodge units are moved out from by 2:00 pm on Friday-families are allowed to stay on property until 4:00 pm
- Check-Out and final payments will be processed by several staff at different stations around Malachi from 1:30-2:30 pm