

# Warner Memorial Camp

## COVID Response & Preparedness Plan

### Summer Camp 2020

Warner Memorial Camp  
60 55<sup>th</sup> Street  
Grand Junction, MI 49056

### State & Local Reporting Contacts

Allegan County Health Department – Randy Rapp - [Rrapp@allegancounty.org](mailto:Rrapp@allegancounty.org)  
State Licensing – James VandenHeuvel - [VandenHeuvelJ@michigan.gov](mailto:VandenHeuvelJ@michigan.gov)

### Our Commitment to Health & Safety

Warner Camp is committed to protecting the health of our campers, staff, and community. The following policies were designed in response to guidance from the Allegan County Health Department (ACHD), Michigan Departments of Licensing and Regulatory Affairs (LARA), and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, in consultation with David Burkard MD and Attorney Ken Walters and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our Summer 2020 programming that include robust cleaning, disinfecting procedures and minimizing opportunities for person-to-person exposure (IE: an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies Warner Camp will use to protect the health of our campers, staff, and community while at the same time ensuring that campers are experiencing developmentally appropriate and responsive interactions and environments.

### COVID-19 Symptoms

1. Any camper or staff member that exhibits the following symptoms will be moved to a designated room area for isolation and treatment. Symptoms may appear 2-14 days after exposure to the virus. Per the CDC, people with these symptoms may have COVID-19:
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
2. Parents of minors will be contacted to pick-up their children as soon as possible.
3. Camp will request parents get their child tested for COVID-19 and report results to camp as soon as possible.
4. Warner Camp will contact the Allegan County Health Department if a camper is sent home with symptoms and in cooperation with the ACHD will determine if close contacts should also be sent home and for how long.

## Hand Washing

1. Reinforce regular health and safety practices with campers and staff.
2. Wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing; going to the bathroom; and before eating or preparing food. Cabin Leaders will learn and teach campers songs that last for 20 seconds or longer.
3. Camp will implement handwashing guidelines and post signs in restrooms. Wearing gloves does not replace appropriate hand hygiene.
4. **Warner Camp** will also use hand sanitizer as needed, being sure to use alcohol-based hand sanitizer with at least **60%** alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. The hand sanitizer should remain out of the reach of young campers and be used under adult supervision.
5. Campers will be taught and encouraged to cover cough or sneeze with a tissue or sleeve.

## Staff on Arrival and Duration of Employment

1. Perform temperature checks when staff arrive.
2. Ask staff:
  - a. Have you felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
  - b. Are you feeling well today?
  - c. Staff arriving with fever at or above 100.4 degrees or other symptoms must be quarantined immediately and sent home.
3. If staff has any symptoms or has been in contact with a person who has or is suspected to have COVID-19, they should go home and not enter camp.
  - a. Isolate any sick individuals in the **designated** area until they are able to travel home.
4. Staff should report contact with anyone outside of work who has had a documented case of COVID-19. Staff should be instructed to self-quarantine for 14 days if they have been exposed to COVID-19 and contact their doctor if they develop symptoms.
5. After arrival, if staff leave the campsite for any reason (this will be strongly discouraged and limited as much as possible), they must follow the above health screening protocol upon return to the camp.

## Training Staff

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

Our training will begin on July 7 and include information about COVID-19 and our response plan:

1. Workplace infection-control practices and preventative measures to limit the spread of COVID-19.
2. The proper use and reasoning behind personal protective equipment.
3. How to report **unsafe** working conditions.
4. Signs and symptoms of COVID-19.
5. Signs and symptoms to monitor for when an individual is sick with COVID-19.
6. Staff obligation to notify camp administration of exposure or signs/symptoms of COVID19.
7. Camp response plan for suspected or confirmed case of COVID-19.
8. Temperature screening and other expectations.

## Pre-Camp Communication with Parents

Warner Camp will communicate our COVID-19 plans with parents and/or guardians by taking the following steps:

1. Posting information prominently on our website.
2. Including detailed information into our confirmation letters.
3. Encouraging parents to call or write our office with their questions and concerns.

Parents will be encouraged (not required) to do the following before sending their child to Warner Camp:

1. Make all payments, including camp store funds, and other charges, prior to the session check-in date.
2. Monitor a camper's health symptoms prior to arrival at camp. This should include daily temperature checks. Symptoms that indicate possible COVID-19 infection include fevers 100.4 or greater, coughing, shortness of breath, diarrhea, fatigue, headache, muscle or body aches, congestion or runny nose, nausea, loss of taste or smell, sore throat, and vomiting.
3. Review the detailed Warner Camp COVID-19 plan posted to our website.

## Check-In Procedures

1. All staff participating in check-in activities will wear face masks.
2. All staff will have temperature checks prior to starting check-in procedures.
3. Parents will be encouraged to limit drop-offs to one parent and only campers (no siblings).
4. Parents will be encouraged to bring and wear face masks for any person coming to Warner Camp.
5. Parents will be requested to make all payments prior to check-in.
6. Check-in line will be done with social distancing practices.
7. In person health screening checks will include all normal procedures plus the following:
  - a. Temperature checks for all campers and parents while still in the vehicle. Fever is a key indicator for youth. If a camper's temperature is above 100.4 degrees, the child should be excluded from camp. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.
  - b. Ask parents:
    - i. Have you or your child been in contact with a person who has or is suspected to have COVID-19?
    - ii. Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
  - c. Ask campers:
    - i. Have you felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
    - ii. Are you feeling well today?
  - d. If a camper has any symptoms or has been in contact with a person who has or is suspected to have COVID-19, they should go home and not enter camp.
  - e. After campers arrive, continue to observe campers for symptoms throughout the day and monitor temperatures when campers appear ill or "not themselves." If a camper shows symptoms, they should report to the Camp Nurse or H.O.B to see the Health Officer.
8. Visually check the camper for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
9. Perform temperature checks. Have multiple thermometers available for screening. Thermometers should be cleaned and disinfected between uses, following the manufacturer's instructions.

## Check-Out Procedures

1. All staff participating in check-out activities will wear face masks.
2. Parents will be encouraged to limit pick-up to one parent and (no siblings).
3. Parents will be encouraged to bring and wear face masks for any person coming to Warner Camp.
4. Check-out line will be done with social distancing practices.
5. No beverages or snacks will be offered.

## Transportation (For Offsite Medical Needs)

1. For any off-site trips, the designated vehicle will be modified to allow for social distancing between riders (e.g., assigned seating).
2. Prior to loading vehicle, all riders will be required to wash hands.
3. Warner Camp will take the temperature of all campers and staff members prior to entering the vehicle.
4. Face masks should be worn by everyone in the vehicle to the extent possible.
5. Driver will give boarding and travel instructions.
6. All windows shall be opened while riding unless it is raining.
7. When re-boarding the vehicle, riders should sit in the same seat each time.
8. Warner Camp staff will disinfect commonly touched surfaces in the designated vehicle between transporting passengers.
9. Staff will use disposable gloves while performing cleaning and disinfecting and leave doors and windows open for ventilation.

## Cabin Grouping

1. Cabins will be limited to 10 campers.
2. Programming for the summer will heavily lean towards limiting any activities to single cabin groups.
3. Cabin groups will not mix with other groups except for when social distancing is possible or face masks are used.
4. Cabin mates will be instructed on social distancing from each other. When social distancing is not possible due to the activity or location, campers will be requested, but not required, to wear face masks.
5. Campers will be instructed and monitored by Cabin Leaders to keep their luggage, bedding, belongings, etc. separated.
6. Any in-person staff meetings will adhere to social distancing.

## Changes to Our Physical Spaces

We will use the following strategies in our facilities to minimize the spread of illness:

1. Where possible, dividing large group spaces to allow more campers to safely use the space.
2. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
3. Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (e.g., keeping windows and doors open to the extent that this does not pose safety risks).

### Tabernacle:

1. The worship area (Tabernacle) will be used allowing cabin groups to sit socially distanced from other cabin groups.
2. Groups may sit in or outside of the Tabernacle.
3. Window panels on each side of the Tabernacle should remain open all the time.
4. Face mask use will be encouraged during singing.

### Kitchen:

1. All staff and volunteers are required to wear facemasks when social distancing is not possible.
2. Cooks will wear face masks or use a physical barrier, as well as changing gloves regularly, when working with food.

### Cabins:

1. Cabin Leaders will assist campers with daily cabin cleanup.
2. Cabin Leaders will be trained to properly clean and disinfect the restrooms located in the cabins.
3. After each group time in the cabin, Cabin Leaders will sanitize all doorknobs and light switches
4. Overnight campers will sleep in an alternating head to toe, toe to head sequence with bed placement spread as far apart as possible. All campers shall have 6 feet or more of separation from head to head.
5. Campers shall be on beds as much as possible whenever in the cabins.
6. Warner Camp will limit Cabin Leaders moving to different cabins from session to session.

## Dining:

1. Breakfast: All campers and staff will have a temperature check taken (and documented) upon entry into the dining hall.
2. All campers will enter through east door one cabin at a time and wash hands prior to entering dining hall.
3. All campers will exit through west door sending one cabin group out at a time and wash hands prior to entering dining hall.
4. All staff not overseeing cabin groups will have their own mealtime separate from campers.
5. Cabins will have specific scheduled times to eat their meals.
6. Tables can be spaced out through the dining area to isolate cabin groups.
7. Occupancy of the Dining Hall will be reduced to 50% capacity.
8. Additional picnic tables will be available outside to use for dining.
9. Meals will be served cafeteria style.
10. Condiments will be single use packets.
11. Beverages will be served prior to the meal and placed on the tables. During the meal beverages will be served by kitchen staff wearing a face mask.
12. Entire meal will be Plate and Serve.
13. Windows with screens will be opened as much as possible to allow for fresh air flow.

## Camp Store:

1. Cabin groups will be assigned specific times.
2. Prior to entry, a list of store items will be available.
3. Staff serving in the snack shop will need to wear face masks.
4. Campers will be advised to not share their snacks and to throw away all of their trash in proper receptacles.

## Common Restrooms and Showers:

1. Camp housekeeping staff will add to their typical bathroom cleaning times a morning, afternoon, and evening sanitation of all high touch areas including doorknobs, light switches, sink faucets, counters and table surfaces, toilet handles, paper towel and TP dispensers, hand dryers, stall handles, and toilet lids.
2. Cabin Leaders will be responsible for sanitizing high touch areas after a cabin group shower time.

## Drinking Fountains:

1. Campers will be encouraged to use their own water bottles instead of drinking from fountains.
2. Drinking fountains and water coolers around camp will be sanitized on the same schedule as the Restrooms.

## Activities & Equipment

At this time, we will make the following changes for any equipment used by campers:

1. The Cabin Leader or Program Staff will sanitize equipment and high touch areas after each cabin group has completed the activity.
2. Cabins will rotate through different activity areas using preassigned schedules.

## Team Games:

1. Games will be developed to primarily involve cabin groups on their own.
2. Any large group games will utilize social distancing.

## Swimming and Waterfront:

1. The shallow water designated area will be divided into two sections allowing for one cabin group in each section.
2. Deep water swimmers can use the deep end one cabin group at a time.
3. Additional cabin groups will be allowed to use kayaks/canoes. Rowboats are for staff use.

## Daily Temperature Checks

### Temperature Checks

As fever is the key indicator of COVID-19 in children, we will check each camper's temperature daily before breakfast. Program staff and support staff will also be checked daily. Non-program staff like families living on-site will be asked to take their own temperatures at home as needed. The Health Officer will re-check camper's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).

## Responding to Symptoms and Confirmed Cases of COVID-19

### Responding to COVID-19 Symptoms On-Site

If a camper or staff member has a temperature above 100.4 degrees and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

### If a camper develops symptoms while at Warner Camp:

1. Parents will be contacted for prompt pick-up.
2. The child will be isolated from other campers and as many staff as possible.
3. The child will wait with the following designated staff member(s): Health Officer, Program Director or other Admin Staff
4. The child and designated staff will wait in the following safe, isolated location: Health Clinic or Designated Cabin

### If a staff member develops symptoms during care hours:

1. They will be asked to go home immediately.
2. If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: Health Clinic or Designated Cabin

## Reporting Exposure

If a camper, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the virus, we will contact the Allegan County Health Department. Based on the guidance of the ACHD, we will determine whether to close our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

## Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

If a staff member or camper exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:

1. They have been fever-free for at least 72 hours without the use of medicine that reduces fevers
2. AND Other symptoms have improved
3. AND At least 10 days have passed since their symptoms first appeared.

## To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:

1. First preference will be that staff who are qualified will be requested to switch positions.
2. Former staff members that are qualified will be contacted to fill-in as needed.
3. Full-time staff will be requested to fill-in as needed.

## **Cleaning and Disinfecting**

1. Housekeeping and other staff will have daily cleaning/disinfecting schedules for cleaning high-touch surfaces (e.g., sinks, toilets, light switches, doorknobs, paper towel and TP dispensers, hand dryers, counter and tabletops, chairs).
2. Each Cabin Leader will be responsible for daily cleaning of high touch areas within the cabin.
3. Housekeeping staff shall wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
4. Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
5. Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
6. Keeping cleaning products secure and out of reach of campers, avoiding use near campers, and ensuring proper ventilation during use to prevent inhalation of toxic fumes.

## **Safety Equipment**

### **Face Mask/Coverings for Staff**

Given that we are maintaining consistent groups, staff do not need to wear a mask when with their consistent group but should wear their face covering when social distancing is not possible.

### **Face Masks/Coverings for Campers**

Campers will be requested, but not required, to wear a face mask when social distancing is not possible. However, parents / guardians may require their children to wear masks.

### **PPE Needed**

1. **Gloves:** Primarily housekeeping staff and Health Officers. Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.
2. **Face Masks:** All staff for check-in and check-out days and when groups are mixing, and social distancing is not possible.
  - a. Warner Camp will purchase and make available.
3. **Hand Sanitizer:** Provide Cabin Leaders with supply and have stations around camp.
  - a. Warner Camp will purchase and make available.
4. **Bleach wipes:** Health Clinic
  - a. Warner Camp will purchase and make available.
5. **No Contact Forehead Thermometers**
  - a. Warner Camp currently has 6 onsite.

### **Point of Contact Person (PCP)**

1. The person responsible for onsite health related concerns, in order of preference is David Burkard MD, Rita Nicholson RN, and Scot Bale / Camp Director.
2. Person responsible for media management, in order of preference is Scot Bale, Dave Burkard and Gary Banister.