

**Camp Ocean Pines
COVID-19 Prevention Plan
Effective September 17, 2021**

Introduction

The mission of Camp Ocean Pines is to foster an appreciation for the natural world among people of all ages through creative activities in a residential camp setting. Part and parcel to this mission is to ensure the safety and health of our employees and guests. During this ongoing COVID-19 pandemic, we are implementing enhancements to our regular health and safety practices. These enhanced procedures depend upon the judgement and compliance from all employees, thoughtful oversight and enforcement from supervisors, and shared commitment to health and safety from everyone connected to Camp.

For the purposes of this Coronavirus/COVID-19 Prevention Plan (CPP or Prevention Plan), “employees” will include paid staff as well as volunteers, ie. those persons responsible to the organization to deliver our mission. “Supervisors” includes any employee who is also responsible to monitor the actions of one or more other employees. “Guests” will include anyone visiting the facility to benefit from our mission, such day-visitors, family groups, etc. “Vendors” includes independent contractors, suppliers and others providing goods and/or services to Camp.

The Executive Director, Andrew Boyd-Goodrich, is responsible for implementing and enforcing the CPP. This CPP will be distributed to and must be read by every employee. A signed confirmation of them having read the CPP will be required. Supervisors will then ensure compliance with the CPP.

Site Assessment

Regarding this Prevention Plan, the site and facilities of Camp are organized into groups that have particular needs, characteristics, and use patterns in relation to this Prevention Plan.

- Guest cabins: 10 cabins and 2 apartments, with attached bathrooms.
- Common bathrooms: 4 bathrooms at Pines Lodge, 5 bathrooms at Crafts Lodge, the Office bathroom, and Dining Hall bathroom.
- Indoor assembly places: Pines Lodge, Crafts Lodge, Nature Center, and Cameron Hall. Note that Cameron Hall also serves as the Dining Hall.
- Camp Store
- Food service: Kitchen and Dining Hall. This includes the office and bathroom within the Kitchen.
- Grounds, outdoor assembly, activities areas: Amphitheater, fire circles, target sports, trails/paths, Pines deck, Dining Hall steps, Hammock village, various picnic benches, Crafts patio, Nature Center patio and deck, and Challenge Course area.
- Offices and other workspaces: areas where guests are not typically permitted, including private offices, maintenance buildings, the Library, underneath the Amphitheater, and various storage sheds.
- Staff housing: three rooms in Pines Lodge, 2 trailers, and 1 room attached to the maintenance building.

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COVID-19 Symptoms and Transmission

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4° F [38.0° C] or greater) 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
- Diarrhea

The virus spreads mainly from person-to-person, including between people who are in close contact with one another (within about 6 feet); and, through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

People are most contagious when they are symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread is possible before people show symptoms through asymptomatic transmission.

Control Measures and Screening

A variety of controls are practiced to lessen the risk of spread. Appropriate signage is prominently displayed outlining transmission, proper face covering usage and physical distancing practices in use throughout the Camp. All employees, guests, and vendors acknowledge their individual responsibility to prevent the spread of communicable diseases. Guests waive any liability to Camp for potential exposure while on the property.

Employee Screening

Beginning August 15, 2021, employees are required to have the COVID-19 vaccine. Exemptions and reasonable accommodations, as required by law, are allowed.

Employees must monitor themselves for the above symptoms prior to arriving for work, and must notify their supervisor and stay home if they are sick. Employees who are well but who have a sick family member at home with COVID-19 symptoms should notify their supervisor and stay home.

Every employee must take their temperature with a thermometer prior to beginning work, and must be lower than 100.4° F (38.0° C) in order to start. A thermometer will be available in the front office at the time-clock, and in the kitchen.

Employees who appear to have symptoms upon arrival to work or become sick during the day should be separated from other people and be sent home immediately.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until:

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- They've had no fever for at least three (3) days without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Any respiratory symptoms (cough and shortness of breath) have improved; and
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

Guest and Vendor Screening

Guests and vendors are notified of Camp's COVID policies and procedures prior to their arrival. Camp has the right to cancel reservations or services for symptomatic guests or vendors. Guests and vendors are informed in advance not to arrive at Camp if experiencing any COVID-19 symptoms, or if they have been exposed to others with COVID-19 symptoms. Guests are screened upon arrival and asked to use hand sanitizer and to wear a face cover. Face covers are provided to guests and vendors who arrive without them, if feasible.

Beginning August 20, 2021, all adult guests participating in a residential program at Camp Ocean Pines are required to show proof of either (a) a completed vaccination more than two weeks prior to visit, or (b) a negative COVID-19 diagnostic lab test with results within 72 hours prior to visit. This includes guests who may not be staying onsite, but are visiting Camp as a part of a residential program (e.g. a multi-day workshop wherein most participants stay on-site in cabins, but some choose to stay off-site for sleeping). Guests visiting Camp as a part of a non-residential program must still abide by all other policies and procedures contained in this document.

Screening for groups is handled as follows:

- Each group receives a rental confirmation requesting the following information for each group member be completed and returned prior to arrival:
 - Questionnaire about COVID-19 vaccinations and/or negative test results
 - Time of arrival
 - Release of liability
- Each group receives the following check-in information:
 - Orientation information letting them know our expectations for safety while at camp (temperature will be taken, mask requirements, social distancing, locations they can use and which one need a reservation time, sanitizing, etc.) as well as our standard orientation information
 - Outline of what is available for their use at Camp and procedures to reserve activity areas
 - Location of check in and staff member they are meeting
 - Coming and going from the Camp requirements

Physical Distancing

Physical distancing between employees, guests, and vendors must be supported. While at Camp, wherever possible employees should maintain at least six feet between other people.

As work responsibilities allow, employees are encouraged to work from home. Supervisors should stagger employee shifts, arrival and departure times, breaks, etc., and reorganize assignments and workspaces to accommodate physical distance. Employees should avoid handshakes, bumping fists or elbows, and other physical contact. Employees should not congregate in high traffic areas such as meeting areas, lobby, restrooms, etc.

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Shared offices are organized to accommodate physical distance. If six or more feet is not possible between employees, work-station relocation is the preferred method.

Guests are advised to stay within their group and maintain physical distance from employees and from guests outside their group. Advance reservations are required to use assembly areas. Each cabin has its own assigned picnic table for use by people in that cabin.

Vendors must make advance arrangements with their Camp employee for the delivery of services or goods. Whenever possible, contactless interaction should be maintained with all vendors. Vendors are not allowed to enter Camp buildings without proper PPE.

Masks and PPE

Camp provides employees with face covers and encourages employees to use their own face covers. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19. Face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

Employees must wear masks covering both the mouth and nose in the following instances:

- When working with guests or other employees that are or may be within six feet of the employee.
- Inside the kitchen at all times.
- When working in a food service capacity (e.g. food handling, doing dishes, serving food from a buffet).
- When entering a guest cabin during its rental term (but never with the guest present absent an emergency).

Employees should wash hands or sanitize hands before and after using or adjusting face coverings. All face coverings worn by employees must be clean and presentable. Face coverings are not to be shared. It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle.

Employees must wear disposable gloves in the following instances:

- When working in a food service capacity (e.g. food handling, doing dishes, serving food).
- When cleaning and/or sanitizing.

Guests and vendors will be advised to wear face covers in accordance with CDC guidelines. Face covers will be provided to guests and vendors who arrive without them, if feasible.

Cleaning and Sanitation

Camp Ocean Pines will continue its high standards of cleanliness and sanitation, while enhancing its procedures in certain ways.

Hand sanitizer dispensers are located at employee and guest entrances and contact areas such as building entrances, restrooms, dining hall, meeting and assembly areas, workstations, and cabins. Camp ensures there are adequate supplies to support cleaning and disinfection practices, including EPA approved products.

Facility-Specific Guidelines and Practices

Guest Cabins: All cabins are thoroughly cleaned and sanitized after it is vacated. Whenever possible, the cabin will sit empty for 24 to 72 hours after it is vacated before cleaning and sanitizing it for the next set

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of guests. In the event of a presumptive case of COVID-19, the guest's cabin and all contact areas used by the guest will be removed from service and quarantined. The guest cabin and contact areas will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the cabin and contact areas will be returned to service after undergoing an enhanced sanitization protocol.

Common Restrooms: Common restrooms will be cleaned and sanitized daily. Individual restrooms can be designated as "closed" and would not require cleaning and sanitizing on the above schedule; any such restroom must be cleaned and sanitized before it can be reopened for regular use.

Indoor assembly areas: Indoor assembly areas must be reserved by guests. Depending upon the space and the nature of the activity, multiple groups may be able to use an indoor area at the same time. Indoor areas will be organized to ensure social distancing, and may include floor markings to direct guests. That area will be cleaned and sanitized before another group may use the area.

Camp Store: A plexiglass barrier is installed at the cash register, to maintain separation between staff and guests. A maximum of 6 guests will be allowed in the store at one time.

Food Service: The kitchen will be maintained to commercial standards of cleanliness and sanitation. The Dining Hall will fall under the guidelines for indoor assembly areas.

When food is served, the following procedures are followed:

- All standard food safety procedures and practices continue.
- Masks and gloves are worn by staff whenever they are working in any capacity regarding the preparation or distribution of food, or cleaning up of food service areas.
- Masks are worn in the kitchen at all times.
- Anyone going through the buffet line will wear disposable gloves to ensure that bare hands do not touch food, serving spoons, etc.
- Masks must be worn at all times during food service, except for when someone is directly consuming food or drinks.

Grounds, outdoor assembly areas: Certain areas may be posted as "off limits" or with posted restrictions. Restrictions may include maximum capacity, required reservations, spaced seating, and others as appropriate.

Offices/work spaces: Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never share PPE. Any shared tools and equipment should be cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, walkie talkies, computers and other communication devices, payment terminals, kitchen implements, tools, cleaning equipment, keys, time clocks, and all other direct contact items.

Staff Housing: Staff housing will be cleaned and sanitized prior to occupancy. Occupants are then responsible to clean and sanitize their own space; materials and training will be provided.

Exposure Response Plan

In the event that an employee, guest or vendor is diagnosed with COVID-19 and may have exposed others while at Camp, a variety of actions will be taken depending on the circumstances.

- Contact tracing will be used to identify people who may have been exposed while on Camp property. Communications informing individuals of potential exposure will be handled on a confidential basis

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- Individuals determined to be symptomatic or diagnosed with COVID-19 while presently on Camp property will be isolated from all others until it is safe and possible for them to leave. A cabin will be designated as the isolation area and no one will be allowed to enter without proper PPE, and only as needed for the care and safety of the infected person.
- The general area(s) where the infected person was located at Camp will be temporarily closed until deep cleaning is completed. This could include restrooms, meeting areas, workstations, cabins depending on the activities of the infected person.
- All cleaning will be conducted with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- In the case of an infected employee, they will be required to remain home.

Employee Training Plan

All employees are provided the following training in support of reducing the spread of COVID-19 and communicable diseases in general:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and Camp's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - CDC guidelines that everyone should use cloth face covers when around other persons.
 - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects. Employees working in the kitchen must wash their hands every 30 minutes and additionally, as needed.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., electronic devices, dishes, cups, utensils, towels.)
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Employees are advised to avoid non-essential travel.

Employees are provided reference information from the Center for Disease Control for continuing updates to recommended best practices.

CPP History:

Issued July 7, 2020, Revised September 2020, Revised May 2021, Revised September 2021