



COVID-19 Resources & Protocol

An organization of BCM International



Procedures and Information
UPDATED: 2/8/2021

Table of Contents

Symptoms	2
Overview of Recommendations	3
Pick-up and Drop-off.....	4
Screening Procedures	5
Sick Staff/Member on Site	6
Cleaning and Disinfecting.....	6
Suspected/Confirmed Case Cleaning and Disinfecting.....	8
Kitchen and Food Service.....	9
Appendix	10

Resources:

[http://naaweb.org/images/Guidance for the Establishment of Emergency Child Care Services.pdf](http://naaweb.org/images/Guidance%20for%20the%20Establishment%20of%20Emergency%20Child%20Care%20Services.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Hand washing posters available from CDC:

<https://www.cdc.gov/handwashing/posters.html>

3-Page how to Clean/Disinfect from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

Symptoms

Children and adults are equally at risk for the Coronavirus, though children that have tested positive have reported milder symptoms. These symptoms may appear 2-14 days after exposure to Coronavirus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Understanding Virus Spread

Current research suggests that the virus is mainly spread through respiratory droplets. However, transmission is also possible by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes. Coronavirus can live on:

- Plastics for 2-3 days
- Glass for up to 96 hours
- Cardboard for up to 24 hours
- Copper for up to 4 hours
- Steel for 2-3 days
- It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious.

Healthy Hand Hygiene Behavior

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the camp facility
- Before and after preparing food or drinks
- Before and after eating meals
- Before and after administering medication or medical ointment
- After using the bathroom
- After coming in contact with bodily fluid
- After playing outdoors (free time)
- After handling garbage
- After blowing one's nose, coughing, or sneezing.

Wash hands with soap and water for at least 20 seconds. Alcohol-based hand sanitizers with at least 70% alcohol can be used if soap and water are not readily available.

Supervise children under age 8 when they use hand sanitizer to prevent ingestion.

Assist children with handwashing, including campers that cannot wash hands alone.

- After assisting campers with handwashing, staff should also wash their hands.

Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC (see resources listed on page 1)

Overview of Recommendations

- Make hand cleaning supplies readily available to staff.
- Encourage members and staff to stay home if sick.
- Plan for digital and distance learning.
- Be prepared to temporarily dismiss or close facilities and cancel events.
 - Short term closures for cleaning and contact tracing if you have a case.
 - Longer closures if you have substantial spread in your area.
- Stagger activities or schedules to reduce large group interaction.
- Work with your local health department for guidance on closures and re-openings.

At Camp Sankanac:

- In addition to all established staff training, staff will also be trained on the specifics of the virus, its spread, preventative steps, personal and cabin hygiene, sanitization and personal/village distancing.
- In addition to our standard camper health orientation, on the first day of camp campers will receive orientation and basic training on how to slow the spread of the virus, personal hygiene and personal distancing.
- Encourage staff and community members to protect their personal health.
- Post the signs and symptoms of COVID-19 according to CDC.
- Post signs for personal care recommendations according to CDC (hand washing, personal distancing, etc)
- Clean surfaces that are frequently touched – things such as countertops, kitchen areas, activity equipment, faucets and doorknobs.
- Stay up to date on developments in our community.
- Create an emergency plan for possible outbreak.
- Assess if community members are at higher risk and plan accordingly.
- Divide camp population into smaller groups that do not exceed government size recommendations.
- Maintain group separation throughout the week.

If there is an Outbreak:

- Inform people who might have been exposed.
- Continue to safely clean and disinfect the person's area.
- Connect with your local health department.
- Cancel group activities.
- Put your infectious disease outbreak plan into action.
 - Including quarantine for staff or camper.

Masks?

Due to the nature of summer camp and the many instances where it is unsafe to wear masks (eating, sleeping, swimming, etc), we will not be requiring our campers or staff to wear masks during the day (however, foodservice and nursing staff will wear masks and will be behind plexiglass barriers for food/medication distribution). We will however, be following the guidelines for cohorting in smaller groups with no intermingling between cohorted groups of campers unless socially distanced. Each village/program will be cohorted together and will have a separate schedule. We will also ask that campers do pack a mask and keep it with them if there comes an instance when social distancing cannot be achieved. If you as a parent prefer that your child wear a mask for the majority of the day they are welcomed to do so if preferred.

Pick-up and Drop-off

Campers should be screened upon arrival and parents should not leave until temperature screening has taken place. Each camper should be accompanied by 1 parent/guardian if possible. Common items, such as pens or pencils should not be used. Where possible, have the staff member conduct the sign in and sign out so parents/guardians are not needlessly touching papers, pens, clipboards, etc. The camp should document the temperature of each child on the check in sheet.

Hand hygiene stations should be set up at the entrance so children can clean their hands before they enter. Ensure all staff and members are washing hands for at least 20 seconds - scrubbing their fingers, under the fingernails and between the fingers. If a sink with soap and water is not available, provide hand sanitizer with at least 70% alcohol next to sign-in. Keep hand sanitizer out of children's reach and supervise use or have a staff member dispense.

If possible, people aged 60+ or those with serious underlying medical conditions should not drop-off or pick up children, because they are more at risk for severe illness from COVID-19.

Upon drop-off, it is important for parents/guardians to identify at least two emergency contact adults that could pick up children should the primary adult be exposed to COVID-19. If a parent/guardian is exposed or is suspected to have been exposed, the parent/guardian should not pick up the child from the program. Instead, one of the emergency contact adults should be used.

How Overnight Camp Drop Off Looks at Camp Sankanac:

- Families will be asked to complete their payment for registration and for camp store prior to their arrival at camp. Both payments can be done online or by calling our office at 610-469-6320.
- Parents/Guardians with campers who have medications, food allergies or special dietary needs will be required to enter their medication/allergy/diet information online prior to arrival at camp.

- As usual, please bring medications in their original as prescribed bottles (not pre-sorted unless pre-sorted by your pharmacist). Please consider leaving non-essential vitamins at home.
- Families will be asked to limit accompanying adults to only one per family. Other than one accompanying adult, only campers will be permitted (no non-camper siblings, adults or friends not attending camp will be permitted on the property). It is strongly recommended that this individual not be at high risk for Covid19. Accompanying adults will be asked to wear a mask when out of their car and interacting with others.
- Parents/Accompanying adult should bring a mask with them and a mask should be worn when in buildings or when social distancing (6ft distance) from others is not possible outside.
- Parents and campers remain in car until initial health screening is complete (Main Parking Lot)
- Initial health survey includes: temperature taken of camper and their accompanying adult, completing attached health survey for each camper, head lice check.
- Campers who do not pass the initial health screening will be asked to leave camp.
- Once initial health screening is complete, families will be directed to appropriate villages for check in, medication or allergy consult/check in with nurse and further instructions from their Village Director in terms of cabin assignment and move into cabin.
- Parents/accompanying adults will not be permitted inside the camper cabin at drop off. Counselors will assist with luggage and help the camper settle in.
- Specified bathrooms in the main camp area will be available for parent/accompanying adult use. Only campers/counselors are allowed in camper bathrooms.
- Swim test will be done by village on Sunday evening after check in.
- Camp Store will remain closed on Sundays.

How Day Camp Drop off will look at Sankanac...

- Extended & Standard stay day campers will be dropped off at 10 Traber Lane, Spring City, PA 19475 (rear entrance)
- Extended stay horse day campers will be dropped off at 10 Traber Lane, Spring City PA 19475 (front entrance)
- Standard Stay horse day campers will be dropped off at 85 Bertolet School Road, Spring City PA 19475 (barn)

- Parents will be asked to check in outside and campers will undergo a health screening on Monday mornings.
- Families will be asked to complete their payment for registration prior to their arrival at camp. Payments can be done online or by calling our office at 610-469-6320.
- Families will be asked to limit accompanying adults to only one per family. Other than one accompanying adult, only campers will be permitted (non-camper siblings, adults or friends not attending camp will not be permitted on the property). It is strongly recommended that this individual not be at high risk for Covid19. Accompanying adults will be asked to wear a mask when out of their car and interacting with others. Social distancing is recommended where possible.

While Campers are at Camp...

- Day camp, horse day camp, overnight horse camp, overnight basketball camp, Creekside, Pinesite and Cliffside Villages will all be considered separate camps and will not interact with one another (this is called “cohorting” by the CDC).
- Meal service and dining will be in different locations for each group listed above.
- During activities, campers will be separated by cohort. Any activities that will be used by all camper groups will be thoroughly sanitized/disinfected between individual group usage. Areas such as this are craft loft, Trading Post (camp store), pool and some elective activities.
- Campers who show signs of illness will be sent home immediately.
- If we will close for the session, send campers home, clean the camp, and decide the appropriate next steps. Please be prepared to transport your camper home in the safest way possible for you and your camper, and self-quarantine. The CDC recommends self-quarantine for 14 days if you think you have been exposed. Authorized Pick Up personnel must remain within a 3 hour distance from the camp, in case there is an immediate need for dismissal.
- Please see mail & nursing procedures below.

How Overnight Camper Pick Up Will Work at Camp Sankanac:

- Families will be asked to limit accompanying adults to only one adult per family for pick up. This individual MUST be listed as an authorized pick up personnel on the camper’s registration form. It is strongly recommended that this individual not be in the high risk category for Covid19.

- Accompanying adult will go directly to the camper's village to pick them up. Trading Post refunds & Cabin Picture will be picked up at the village.
- Families will be asked to limit accompanying adults to only one per family. Other than one accompanying adult, only campers will be permitted (no non-camper siblings, adults or friends not attending camp will be permitted on the property). It is strongly recommended that this individual not be at high risk for Covid19. Accompanying adults will be asked to wear a mask when out of their car and interacting with others.
- Parents/Accompanying adult should bring a mask with them and a mask should be worn when in buildings or when social distancing (6ft distance) from others is not possible outside.
- Parents will not be permitted inside the cabins. Camper will already be packed up and counselor will help to transport luggage.
- Specified bathrooms in the main camp area will be available for parent/accompanying adult use. Only campers/counselors are allowed in camper bathrooms.
- Trading Post will be open for shopping, however social distancing measures will be taken, with only a limited number allowed inside the Trading Post at a time.

How Day Camp Pick Up will work at Sankanac:

- Standard and Extended stay day campers will be picked up at 10 Traber Lane, Spring City PA 19475 at the designated time. Parents/accompanying adult, please use a mask or practice social distancing.
- Horse Camp standard stay day campers will be picked up at the Potts Barn at 85 Bertolet School Road, Spring City PA (please either use a mask or practice social distancing).
- Parents/accompanying adults will not be permitted inside the buildings at Traber Center or the barn.

Screen Staff/Members Upon Arrival

Persons who have a fever of 100.4⁰ or above or do not pass the Pre-Camp Health Screening should not be allowed to stay at camp. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

Ask camper or parent/guardian on behalf of the member if they have experienced any of the COVID-19 symptoms:

- Have you had a fever of 100.4 or above in the last 14 days?

- Have you recently experienced coughing or shortness of breath?
- Have you recently experienced loss of taste or smell?
- Repeat screening daily for day camp check-ins
- Daily temperature checks for all camps and visual check for illness symptoms.

Examples of Screening Methods for Fevers

Reliance on Social Distancing

- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Reliance on Barrier/Partition Controls

- Make a visual inspection for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 70% alcohol.
 - Put on disposable gloves.
 - Check the child's temperature,
- If performing temperature checks on multiple individuals, ensure you use a clean pair of gloves for each person and the thermometer has been thoroughly cleaned in between each check.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- Temperature should not be taken rectally at Sankanac or by a Sankanac staff member.

Sick Camper/Staff

If a person is discovered with signs or symptoms while at camp, they should be sent home as soon as possible. Camper temperature readings of 100.3 or higher are considered feverish. Should a camper show signs of illness, parents will be contacted for immediate pick-up. Isolate the individual to limit exposure to others.

An isolation room should have windows to allow fresh air, have a cot, and have separate access if possible. The isolation room should be staffed by an adult. If possible and available, place a facemask on the sick individual. Coughs and sneezes should be covered.

Ideally, a non-contact thermometer should be used to obtain temperature readings. If not available, other methods are permissible. Single use thermometers or individual plastic covers should be used on oral thermometers with each use or thermometers should be cleaned and sanitized after each use according to the manufacturer's instructions. Temperature should not be taken rectally at Sankanac or by a Sankanac staff member.

Beddings used by sick staff or camper should be washed based in accordance with manufacturer instructions. If possible, use the warmest setting possible and dry completely.

Cleaning and Disinfecting

Cleaning staff should wear disposable gloves and approved PPE for all tasks in the cleaning process, including handling trash. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor. Cleaning staff and others should wash hands often, including immediately after removing gloves and after contact with an ill person following hand washing procedures.

- Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Additional PPE might be required based on biohazards.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands thoroughly after removing gloves.
- Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons.

Cleaning staff should follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Clean

Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc.

Disinfect

Clean the area or item with soap and water or another detergent if it is dirty. Then use EPA-registered household disinfectant. Follow the instructions on the label.

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection. Some bleaches may not be suitable for disinfection.

- Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
 - 1/3rd cup bleach per gallon of water OR 4 teaspoons bleach per quart of water
- Alcohol solutions with at least 70% alcohol may also be used.

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, etc. remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts/baskets for transporting laundry according to guidance above for hard or soft surfaces.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

At a school, daycare center, office, or other facility that does not house people overnight:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

At a facility that does house people overnight:

- Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfections for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

Kitchen and Food Service

Bringing Food from Home

Bringing food from home will not be permitted unless medically necessary in order to limit the number of possible sources of contamination. Feeding children through onsite cooking or through catered foods is preferred.

Utensils and Plates

Do not share dishes, drinking glasses, cups, eating utensils. If possible, use disposable - single use - plates and utensils. If not possible, wash them thoroughly with soap and water using a three-compartment sink and dipping in a bleach solution then air-drying or put in the dishwasher immediately after use.

Food Preparation and Meal Service

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Sinks used for food preparation should not be used for any other purposes.
- Counselors should ensure children wash hands prior to and immediately after eating.
- Counselors should wash their hands before preparing food and after helping children to eat.
- Facilities should follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

Additional Items for Food Safety:

- If queuing for food is necessary, maintain a social distance between persons of at least 6 ft (try marking the floor tiles at 6 ft intervals)
- Stagger lunch periods so all children are not attempting to eat together at once
- Arrange tables and chairs to allow for social distancing.
- Ensure trays, tables, and chairs are washed and sanitized between uses
- Require thorough hand washing (20 seconds with warm water and soap) for children (and adults alike) prior to eating and after eating
- Offer food items that require less handling and preparation such as offering prepackaged foods
- Wipe down exterior surfaces of packaged foods with sanitizing wipes before opening
- Eliminate self-service options and buffet style food offerings – including common serving utensils which everyone must touch
- Pre-package or individually wrap (with clean hands) fruit and vegetable options
- Use disposable tableware or sanitize all washables according to food service standards.
- Ensure your mechanical dishwashers are functional with the appropriate amount of sanitizer or appropriate temperature rinse for sanitizing utensils and food contact surfaces

Infirmary/Nursing Hours

- As always, there will be a nurse on the property 24 hours a day during programming.
- Medications, special dietary needs and health information will be required to be entered in our online forms prior to campers arrival at camp.
- 1 village will visit the nurse at a time
- 1 camper will be permitted in the nurse's office at a time
- Counselor will supervise operation and encourage social distancing and implement order
- One way entry/exit will be established and sneeze guard will be in place
- Nursing staff will wear masks/gloves when interacting with campers
- Campers who show signs of illness will be sent home immediately.
- If we will close for the session, send campers home, clean the camp, and decide the appropriate next steps. Please be prepared to transport your camper home in the safest way possible for you and your camper, and self-quarantine. The CDC recommends self-quarantine for 14 days if you think you think you have been exposed. Authorized Pick Up personnel must remain within a 3 hour distance from the camp, in case there is an immediate need for dismissal

Camper Mail/Packages:

- Parents will have the opportunity to create their own care package and make payment for it through our website, which can include various items, including snacks, candy and drinks.
- If parents would like, they can drop off letters and packages on Sunday to be given to the campers throughout the week, however these packages (or any packages for a camper) may NOT contain homemade food/drink items. If you wish to send food, please do so by purchasing pre-packaged food/drinks. Please label the letter/package with the camper's name and cabin name. If certain food/drink items are medically necessary, they must be checked in with our camp nurse and stored at the infirmary for dispersion.
- We will also accept letters and packages by post mail, but no homemade food or drink items may be included. Please purchase pre-packaged food/drink items for your care packages or purchase a care package through our website.

Place camper label here

Pre- Camp Health Check

Camp Sankanac

Camp Week: _____ Camper: _____

Screener/Staff Member: _____

All members should be screened prior to entering. Ask the following questions regarding each member and take their temperature using appropriate precautions. ***Campers with a fever greater than 100.3 are not allowed in the facility.**

The following must be answered based on the past 14 days

before admittance to camp for the week.

1. Temperature (100.4 or greater?) Yes No What was it? _____
2. Sore Throat? Yes No
3. Vomiting? Yes No
4. Diarrhea? Yes No
5. Cough/Shortness of breath? Yes No
6. Muscle Pain/Headache Yes No
7. New Loss of taste/smell Yes No
8. Open sores or scrapes? Yes No
9. Have you been exposed to someone
who has tested positive to Covid19? Yes No
9. Lice? Yes No

Monday Temp: _____

Tuesday Temp: _____

Wednesday Temp: _____

Thursday Temp: _____

Friday Temp: _____