



Roadmap to Summer Camp 2021

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Roadmap to Summer Camp 2021

Safety Guidelines for Campers, Staff and Volunteers

April 7th, 2021

After many months of planning, we are excited to return to in-person programs and welcome back our campers and volunteers to Lake Geneva. Our primary goal this summer is to provide fun-filled activities in an environment that promotes the highest level of safety. Although extensive, our multi-layered approach to keeping our community safe incorporates many strategies aimed at minimizing exposure to COVID-19.

We know that camp will look different this year, but our entire team is confident that we will bring excitement, joy, and happiness to our campers. It is a year to reconnect and to make new memories together. Nobody knows for sure what this summer will look like, but what we do know is that we are ready, stronger than ever, and can do this by working together.

It is important that you review this document carefully before applying to Summer Camp. Campers, staff, and volunteers must be able and willing to comply with these guidelines in order to attend in-person programming as our goal is safety for all. If you do not feel that in-person camp is right for you at this time, we hope that you will consider joining us for our Summer Camp virtual program.

Using the Experts

Throughout the past year, Camp One Step has continued to place safety as our top priority and have partnered with a variety of agencies and associations to ensure the safest plans for our community. As we look forward to returning to in-person programs, we have continued to strengthen these partnerships as we strive to build the safest environment possible. Our reopening plans and protocols carefully consider guidance from the Center for Disease Control (CDC), the Wisconsin Department of Health, local health departments, American Camp Association (ACA) and the Association for Camp Nurses (ACN). The [Field Guide for Camps | American Camp Association \(acacamps.org\)](https://www.acacamps.org), based on CDC recommendations, has provided the foundation for the strategies discussed below. We have learned about best practices through other organizations and are implementing the many strategies that kept their communities safe. As we move forward with our planning, we are monitoring closely COVID-19 infection and vaccination rates. We remain hopeful that infection rates will continue to decrease as more people become vaccinated.

Our reopening guidelines were developed by our COVID-19 Task Force, approved by our Medical Advisory Committee, with support from the Board of Directors. The successful implementation of these policies will largely depend on the partnership between our staff, volunteers, and you, our campers and parents.

Preparation for Camp

It is important to remember that a [healthy camp begins at home](#). We are asking our camp families and volunteers to work together with us to start each camp session healthy. What you do before coming to camp will contribute to our success this summer. Prior to camp, please ensure that your camper understands the importance of good handwashing and utilizes handwashing techniques consistent with the recommendations from the CDC. For all campers, it is important that they can “cover their cough and sneezes” as COVID-19 and other viruses are transmitted to others through secretions.

[Stop the Spread of Germs \(COVID-19\) \(cdc.gov\)](#)

High Risk Individuals

Some individuals are at higher risk of developing complications from COVID-19. Keeping you healthy and safe is especially important to us. We understand this might not be the right summer for certain individuals to attend in-person camp. If a camper, staff, or volunteer is at higher risk for COVID-19 complications, we highly recommend that you consult your health care team and balance the risks and benefits of attending in-person camp. We have prepared a [letter](#) for your health care team informing them of the safety strategies that Camp One Step is implementing. We would encourage you to print a copy of this letter and take it with you to your next appointment.

[Certain Medical Conditions and Risk for Severe COVID-19 Illness | CDC](#)

Screening

At-Home Pre-Screening & Activities Prior to Camp

All campers, staff, and volunteers are required to screen for COVID-19 symptoms daily for ten days prior to camp. Completing the daily screening is a requirement to attend in-person Summer Camp. Each day, you will receive an email with an attached link instructing you to record screening information. Even though the screening tool is designed to be completed online, individuals can request a paper copy of the tool from a Programs or Medical team member. Camper families will be sent a thermometer for temperature checks. The screening information will include:

- Temperature
- Symptoms concerning for COVID-19 infection for you or other household members (fever, cough, and/or shortness of breath, etc.)
- Close contact with anyone diagnosed with COVID-19 in the past 14 days.
- Recent travel

A medical staff member will be reviewing the pre-camp screening information for each individual. If any screening is flagged for review during the process, a medical team member will contact you to obtain additional information if needed and based on that information, they will determine your eligibility to attend the in-person program. A positive screening may mean continuing with virtual programming this summer with plans to return to in-person Summer Camp next year.

Screening on Arrival to Camp

All campers, staff and volunteers will be screened upon arrival to camp for symptoms consistent with COVID-19. Symptomatic individuals will not be allowed to enter camp.

Screening During Camp

All campers, staff and volunteers will be screened for COVID-19 symptoms every morning prior to breakfast. If any concerns arise, the individual will be immediately isolated in the medical office and a medical evaluation performed.

Screening Post Camp

All participants attending in-person Summer Camp will be asked to monitor for COVID-19 symptoms for three days post camp. If at any time symptoms develop, we would ask that you contact Camp One Step's Medical Director immediately. On day three post camp, we will send you an electronic screening tool for completion. If concerning symptoms are noted during this time period, we will request that COVID-19 testing is performed. If the test is positive, contact tracing will be conducted and exposed individuals will be notified.

COVID-19 Testing

COVID-19 testing helps us identify individuals who may have the virus but do not have any symptoms. All testing costs will be covered through grants or by Camp One Step. There will be no costs to the individual for testing.

Prior to Camp

All campers, staff, and volunteers will be required to have a COVID-19 PCR test performed three to five days prior to camp. We are in the process of finalizing our pre-camp testing plan and will provide more specific details when the plan is available. Our goal for testing is to seek a test that is accurate, convenient, and easy to perform. A negative test is required to come to camp.

Arrival to Camp

Upon arrival to camp, a rapid antigen COVID-19 test will be done. Campers, staff, and volunteers will have a nasal swab obtained while remaining in their car. They will stay in their car while the test is being run. Test results will be available in 20-30 minutes. A negative test is required to proceed with admission to camp. If the test is positive or inconclusive, the individual will be sent home.

During Camp

Additional testing will be performed if an individual presents to the medical office with symptoms concerning for COVID-19. The individual will be immediately isolated from their group and further medical evaluation performed.

Pre-Camp Home Activities

All campers, staff, volunteers, and family members are encouraged to avoid high risk activities for ten days prior to camp. Campers will be asked to avoid large gatherings where wearing masks and social

distancing are not enforced. A list of low, medium, and high-risk behaviors is attached and should help to guide your decision-making.

<https://www.idsociety.org/globalassets/idsa/public-health/covid-19/activity-risk.pdf>

Vaccinations

All staff and volunteers are required to be fully vaccinated against COVID-19 prior to the start of camp. It is recommended that vaccination begins by May 15th but no later than June 1st. Verification of completion of vaccination must be received in the camp office by July 1st to attend in-person summer camp. Vaccinations are being opened to residents 16 years or older in early April in both Illinois and Wisconsin. In addition, recent changes to CDC vaccination guidelines prioritizes camp personnel in Phase 1b of the vaccination plan. If you are having difficulty scheduling a vaccine, you may want to inform the scheduler of your involvement with camp and provide the provided supporting document. Click [HERE](#) for the letter.

Campers who are 16 years or older are eligible to receive the Pfizer vaccine. While this is **NOT** a requirement to attend camp, we would ask that camper families consider this as a possibility. We would also encourage other members of the camper's family to seek vaccination. By doing so, community immunity against COVID-19 will be achieved quicker leading us closer to a return to normalcy.

Recent testing shows that the Pfizer-BioNTech vaccine was found to be safe and highly effective in adolescents ages 12 to 15 years. It is anticipated that this group of children could become eligible for the vaccine in the near future. While the vaccine is **NOT** required to attend in-person Summer Camp, we encourage you to consider vaccination for campers in this age group.

Travel to Camp

Currently, there are no plans to offer bus transportation to camp due to the need for COVID-19 testing on arrival and our desire to prevent any cross-mingling of individuals in the buses. Bus transportation from camp to home is currently under discussion. At this time, individuals will need to arrange for transportation via family car or a personal vehicle. Due to the importance of reducing exposure risk prior to camp, we are not encouraging the use of shared rides or carpooling.

Transportation should not be a reason to stay home from camp. If you need assistance with transportation, please reach out to the COS Programs Team for assistance.

Airline travel has been deemed an acceptable mode of transportation to and from camp. Wearing a face covering consistent with CDC guidelines and maintaining physical distancing in the airport and on the plane is necessary and required to attend in-person Summer Camp.

Arrival to Camp

Opening day will look different as we strive to maintain a safe in-camp community. Opening day is always an exciting time at camp, and we plan to make it just as fun this year.

Arrival times will be staggered over several hours to avoid large groups from coming together in one location. You will receive your drop off time a few weeks prior to camp. It is important that you stick closely to the arrival schedule. Arrival times will be scheduled by cohorts. Early arrivals will be asked to wait until their assigned check-in times and late arrivals will be required to wait until a time slot opens.

We are finalizing the procedure for camper and volunteer arrival, but the initial processing will most likely occur at a location away from Conference Point Center (CPC) but within a close distance. The check-in process will consist of drive-through stations which include camper check-in, screening, COVID-19 testing, and medical review. Once the individual has processed through these stations and they have a confirmed negative COVID-19 test, they will then be instructed to proceed to CPC where they will be directed to their housing location.

Family members will be asked to remain in their cars throughout the entire check-in procedure, and when at CPC. When the camper arrives at their housing location, they will be greeted by one of their counselors who will assist with unloading camper belongings and getting the campers settled into their housing. We would encourage you to give your great big hugs before leaving home as we are not allowing visitors on campus this year. We would ask that all families use the restroom prior to arriving at the camp location as public restrooms will be closed to visitors.

Departure from Camp

Pick-up times will be staggered to avoid large groups from coming together in one location. Similar to arrival, you will be provided an assigned time for pick-up. More details will be provided to you prior to camp.

Non-Pharmaceutical Interventions (NPIs)

Safety plans this summer rely on many non-pharmaceutical interventions (NPIs) such as handwashing, physical distancing, masking, and cohorting. Each of these NPIs add a layer of protection against COVID-19 exposure and spread, but none of them work alone. By layering these strategies (using many of them together), we can significantly increase the likelihood of keeping our community healthy during camp.

A relatively closed community is also an important layer. To keep everyone safe, we will not have any visitors on campus, and we will not be taking trips off campus this summer. Exceptions to this rule will include the CPC staff, professional cleaning crew, and delivery staff. These individuals will be requested to utilize good handwashing, wear a mask, maintain a 6-foot physical distance from us, and will be asked to stay home if ill. The staff at CPC have already implemented many of these strategies into their daily routine.

Limited Capacity

To allow for physical distancing in the cabins, we will need to limit the number of campers for each in-person session. We encourage you to submit all paperwork as soon as possible, including a physical exam. All campers will need a new physical exam this year. An application is not considered complete until all forms have been submitted. Our hope is that any camper interested in attending in-person Summer Camp will be able to do so, however if necessary, a waitlist will be initiated.

Hand Washing and Hand Sanitizing

Campers, staff, and volunteers will be instructed on proper hand washing techniques and will be required to wash their hands regularly throughout the day. Alcohol-based sanitizer will be used during times that hand washing is not available or easily accessible. Additional handwashing/hand sanitation

stations will be set up throughout campus. Hand washing/hand sanitation will occur at the following times:

- Before and after meals
- Upon entering your cabin
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, craft supplies, etc.
- After coughing, sneezing, or blowing your nose
- Any time hands are dirty

[WASH YOUR HANDS! \(cdc.gov\)](https://www.cdc.gov/handwashing/when-how-handwashing.html)

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Face Coverings/Face Masks

Face coverings/face masks will be worn by campers when indoors, except when eating and drinking, or when campers are in their assigned sleeping space. Campers will be asked to wear their mask outdoors if unable to maintain a 6-foot physical distance or when singing. Although this may be difficult for some campers, it is essential for preventing and reducing the spread of COVID-19.

Staff and volunteers will be asked to wear a face covering at all times except when eating, drinking, swimming, or when they are in their assigned sleeping space.

Disposable face masks will be provided for all campers, staff, and volunteers. To ensure consistency with face coverings, Camp One Step will be providing these for you. If there is some reason that you are unable to wear a disposable mask, please contact a Camp One Step staff member for further guidance.

Cohorting

All campers, staff, and volunteers will be assigned to a cohort (household, pod, team). Cohorts will consist of small groups of campers (5-8) and staff (2-3). Campers will eat together, participate in activities together, and are assigned to the same housing space. Cohorts may come together for group activities in the outdoor setting as long as physical distancing can be maintained. An example of this would be the 7-10 year-old group doing an Arts and Crafts project together - each cohort will have assigned tables and all tables would be spaced at least 6 feet apart. Another example would be the teenage group watching a movie "under the stars". Each cohort would have their own set of blankets on the grass and the blankets would be spaced out across the open area. There will be no mixing of cohorts in indoor spaces.

Physical distancing

Maintaining a physical distance between individuals is an important strategy to slow the spread of COVID-19. We are creating fun reminders to ensure that our community maintains a 6 foot physical distance. If this distance is unable to be maintained at any time, then both the camper and staff member must wear a face mask. An example of this would be the medical staff member examining the camper OR a counselor who is assisting a camper with getting dressed in the morning.

Housing

Face coverings are required in all indoor common areas and physical distancing is recommended, when possible. Doors and/or windows will remain open when feasible. Building capacity will be limited to < 50% of its maximum capacity.

The following guidelines will be used in each cabin:

- Cabin access will be restricted to individuals residing in that cabin. A roster of cabin members will be maintained to assist with contact tracing if needed.
- Cabins will be cleaned and disinfected at least daily.
- Personal belongings will be limited to essential items plus a limited number of non-essential items. Items should be organized and kept separate from other campers' belongings.
- Cabin mates should not share any common items (hairbrush, toothpaste, etc.) and will need to store all items in their rooms. Storage in the restrooms will not be allowed.
- Staff will organize a staggered showering schedule, limiting the number of people using the shower or restroom facilities at one time.
- Campers will sleep head-to-toe with a minimum of four feet between beds. For bunk beds, the head of the camper in the top bunk will be opposite the head of the camper in the bottom bunk.
- Items that are difficult to clean, sanitize or disinfect (i.e., soft or plush toys) should be kept at home.

Programming/Activities

Community at camp will continue to be at the core of everything we do. Group interactions will look a little different this year. In order to promote the safest environment, large group activities will be reset into smaller groups so we can still provide a fun camp experience while meeting our safety guidelines. Programs are being planned that will include many of the activities that your camper looks forward to at camp. There will be plenty of games, waterfront time, arts and crafts, and time to connect with peers. Planning of activities is on-going – watch for further updates when more details are available.

Activities will be held outside as much as possible, weather permitting. We will be setting up tents throughout campus to provide shade and will incorporate cooling activities, such as waterfront time, into the daily activities. Water stations will be set up throughout campus to support hydration. All equipment will be cleaned, disinfected, and air-dried after use, or single use items will be available.

Dining/Meals

The dining plan is under discussion. Current plans include a combination of meals in the dining hall with meals served outdoors. Outdoor meals may be served on picnic tables, in the open-air chapel, around the campfire, or under a tent.

Some general guidelines that will be implemented include:

- Mealtimes will be staggered to reduce numbers and physical distancing will be maintained in the serving line and at tables.
- Campers, staff, and volunteers will be required to wash their hands before and after meals. Hand sanitizer will also be available in the dining areas.

- There will be no self-serve areas like salad bars or drink stations.
- Staff members will be serving all food. Staff serving food will wear a face covering and gloves.
- Face coverings will be worn when in the dining hall, except when eating or drinking.
- Diners will have assigned seats for dining and will always eat with members of their cohorts.
- Surfaces will be cleaned and sanitized between each meal service.

Facilities & Cleaning Procedures

Ventilation

We continue to work closely with Conference Point Center to ensure that all housing and common spaces have adequate ventilation. Portable air purifiers with HEPA filtration will be placed in all sleeping rooms to ensure the cleanest air possible for our campers, staff, and volunteers. Windows and doors will remain open to allow for additional airflow where appropriate. Supplementary fans will be placed in common areas and meeting spaces to promote air circulation.

Cleaning/Disinfecting Procedures

A robust cleaning plan is being established. We will be working with a professional cleaning company to provide deep cleaning and disinfecting prior to the start of camp and between camp sessions. In addition, the cleaning company will be on campus daily to assist with cleaning. Additional cleaning throughout the day will be performed by the camp team. All cleaning and disinfecting products will meet recommended industrial standards.

General cleaning guidelines include:

- **Communal (shared) Spaces:** Cleaning and disinfecting of communal spaces will occur daily and between each use.
- **Frequently touched surfaces:** Cleaning and disinfecting of frequently touched surfaces will occur at least twice daily.
- **Restrooms:** Showers and high touch surfaces in cabin restrooms (sinks, faucets, knobs) will be cleaned and disinfected at least twice daily. Public restrooms will be cleaned and disinfected at least twice daily – the use of public restrooms will be discouraged except in an emergency, and restroom breaks in the cabins will be incorporated throughout the day.
- **Shared Objects:** Shared objects (i.e., sports equipment) will be cleaned and disinfected between each use. In situations where cleaning may be difficult (i.e., arts and craft supplies), each camper will receive a set of materials to use during their camp session.
- **Miscellaneous Cleaning:** Keyboards, laptops, and electronic equipment will be cleaned multiple times per day and should not be shared.

Management of a Suspected Case of COVID-19

In the event someone becomes ill at camp, the individual will be immediately isolated in the medical office until further evaluation is completed. Individuals with symptoms concerning for COVID-19 will remain in isolation and monitored closely for progression of symptoms. Parents will be notified that their camper is ill and will be requested to pick up their camper within 4-6 hours. All parents should have a transportation plan in place in the event that your child needs to be picked up from camp. If the

ill individual drove themselves to camp, we will assess their ability to drive home safely prior to releasing them.

Other campers and staff who were exposed to the ill individual will be required to stay in or around their cabin for all activities and meals. They will need to avoid activities with other cohorts. In order to prevent further spread, these individuals will be sent home, preferably leaving within 12 hours of the exposure but no later than 24 hours post exposure. Parents will be provided information on quarantine at home, follow-up testing, and symptoms to watch for.

Parent Communication

Camp One Step is committed to thoughtful and transparent communication. Knowing the importance of communication especially this summer, we are committed to open dialogue and communication with families every step of the way. We will communicate with you on a regular basis prior to camp to ensure that you are well prepared for what to expect this year. We are also planning to send daily updates to you via email during our camp sessions. We are doing everything possible to prevent COVID-19 at camp but in the event that a case is identified, you will be notified and informed of the measures that we are taking to prevent further spread.

Pivoting from In-Person Programming to All Virtual Programming

Keeping in mind that safety is of utmost importance to us, the Medical Advisory Committee continues to follow COVID-19 infection rates and vaccination rates, as well as recommendations from the CDC, and local and state authorities. We will remain vigilant and responsive to the evolving state and local guidelines and will adapt as needed. If camp is unable to open due to government regulations or increasing infection rates, we will let you know right away.

Additional Information/Questions

We continue to monitor the science surrounding COVID-19. These guidelines are based on what we know today and are subject to change based on new findings or recommendations. This document will be updated regularly as we finalize our plans. Keeping our community safe is at the forefront of every decision we make.

If you have any questions about the Summer Camp program, we hope that you will reach out to us. For any medical questions or concerns, please contact Susie Burke at Sburke@camponestep.org. For any programmatic questions or concerns, please contact Devin Ryan at dryan@camponestep.org.