

AMNICON COVID-19 POLICIES

Phase 1 Policy: Staff Arrival and Training Only

PRE-ARRIVAL PREPARATIONS

- All directors will acquire and maintain a general knowledge of the novel Coronavirus SARS-CoV-2 as it pertains to Amnicon Operations including:
 - Medical matters relating to SARS-CoV-2
 - Administrative, engineering, and personal protective equipment (PPE) controls Amnicon has implemented in response to the COVID-19 pandemic designed to reduce risk.
 - Current Events related to the COVID-19 pandemic
 - Policies and procedures the camp has implemented related to the COVID-19 pandemic.
- Jesse/Brad - Inform relevant local public health authorities of planned camp operations schedule.
- Brad/Mikaela - Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material before they travel to camp.
- Hannah/Mikaela - Prepare and post relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other accredited health agencies and post in appropriate places where intended audiences can be reached. Examples include:
 - COVID-19 information
 - Handwashing
 - Cough etiquette
 - Symptoms associated with COVID-19
 - Stop the spread of germs
 - Physical distancing
- Jesse/Hannah - Prepare and publicize communication platforms such as website pages, social media pages/posts, communications through CampWise, telephone hotline, and/or automated text messaging.

DIRECT STAFF COMMUNICATION

Prior to Camp, Amnicon will:

- Request that staff undergo two weeks of self-isolation before traveling to camp.
- Provide training and educational material, including this guide, to staff. Include information on:
 - The camp administration's responsibilities as they relate to COVID-19
 - Workplace controls, including the use of PPE
 - Their individual roles and responsibilities as they relate to COVID-19
- Ascertain which staff members are at higher risk for complications related to COVID-19:

- Work with camp administration and camp health staff to determine if these staff members should not work as counselors or have prolonged direct contact with campers.
- Identify alternative job duties for these staff members, if warranted.
- Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any.
- Maintain flexible leave policies:
 - Do not require a healthcare provider's note for leave from work or return to work.
 - Permit employees to take leave to care for a sick family member.
 - Communicate strategies for administrative staff to telework from home if possible.

During Camp, Amnicon will:

- Continue to provide educational material, including this guide, to staff and enforce training requirements.
- Include information on workplace controls, including the use of PPE.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues related to COVID-19.
- Make directors available to hear concerns and answer questions related to these issues.

In the event of a suspected case, Amnicon will:

- Refer to the camp's Communicable Disease Plan (CDP) or applicable healthcare standards for full guidance.
- Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and state health resources, as warranted.
- Maintain confidentiality; do not provide the name or any potentially identifying information of the confirmed or suspected case.

HEALTH SCREENING

Before Arrival at Camp:

Staff members should self-monitor for 14 days and conduct pre-screening activities such as:

- Taking and recording their own temperature for 14 days before camp (refer to the individual instructions provided with the thermometer).
- Self-screening for the presence of symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
- Determining if, within the past two weeks, the individual has traveled nationally or internationally.
- Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

Screening at Arrival:

- Immediately upon arrival staff will be greeted in the parking lot by the designated screener
- Screener will be wearing appropriate PPE including mask, eye protection, and gloves
- An initial health screen will be conducted in accordance with current camp policies, as well as include additional screening for COVID-19 related symptoms

Ongoing Screening:

- Staff will be asked to self-evaluate themselves on an ongoing basis for possible symptoms
- All possible symptoms will be reported to a director for further evaluation and implementation of a suspected COVID-19 case protocols

RESPONSE AND MANAGEMENT OF CASE(S) OR PROBABLE CASE(S)

If a staff member is identified as having a potential or confirmed case of COVID-19, isolate the individual in a location previously identified as part of the camp's communicable disease plan (CDP).

Follow protocols outlined in the CDP and consider the following:

- Consider if a staff member warrants further clinical evaluation, and if so, make arrangements to do so, either in-person or via telehealth.
- If staff member does not require immediate clinical evaluation, and if CDP calls for the individual to return home, isolate the individual until appropriate return to home transportation can be arranged.
- If staff member does not require immediate clinical evaluation, and if CDP calls for isolation of individual within the camp facility:
 - Follow CDC Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 (COVID-19)
 - Make arrangements to have the person's belongings moved
 - Clean the person's sleeping areas according to CDP.
 - Consider testing options and notification of State and local officials.
 - It is crucial to carry out "contact tracing" immediately to determine the potential or confirmed case's contacts with other campers or staff members over the previous two or more days.

VISITOR POLICIES

General Policies:

- Signage placed in the parking lot and
- All guests and visitors should be greeted outside if possible; visitor access to indoor common spaces (Dining Hall, Lodge, Office) should be limited to only if necessary; if a visitor must go indoors, a face mask is required

Staff who commute into work will:

- Self-assess for possible symptoms each day before coming to work, including taking their temperature; staff showing signs of symptoms will be asked to stay home
- Limit the amount of time spent indoors with resident staff to time only as absolutely necessary; commuting staff should not eat indoors with resident staff
- Wear masks when entering any common indoor space
- May utilize Lodge restrooms but should minimize time spent in the Lodge.

FOOD SERVICE PROTOCOLS:

With regard to kitchen staff, Amnicon will:

- Require employees to wear a facemask & apron any time they are preparing, handling, or serving food.
- Request kitchen staff self assess for possible symptoms prior to starting work each day, including taking temperature.
- Instruct employees to report any COVID-19 symptoms to their supervisors. Actively encourage sick employees to stay home.
- If an employee reports symptoms during work, send them home immediately. Clean and disinfect their workstation (which may include the entire kitchen), and consider employees within their vicinity potentially exposed. Implement next steps from the camp's communicable disease plan (CDP).
- If an employee is confirmed to have COVID-19, inform employees of their potential exposure, while maintaining confidentiality. Implement next steps from the camp's CDP.
- Maintain an inventory of qualified and licensed staff to fill critical food service positions.
- Stock disposable gloves, facemasks, and cleaning supplies. Enact a plan for the distribution and resupply of these items.
- Provide staff with access to soap and clean running water, disposable gloves, and facemasks. If soap and water are not available to wash hands, use an alcohol-based hand sanitizer.
- Train staff on proper hand washing and control procedures implemented by the camp.
 - When to wash hands:
 - Before and after using gloves
 - Before, during, and after preparing any food.
 - After handling raw meat, poultry, seafood, and eggs
 - After touching garbage.

- After using the restroom
 - After wiping counters or cleaning other surfaces with chemicals
 - After coughing, sneezing, or blowing your nose
 - Before and after breaks
- How to Wash Hands
 1. Wet your hands with clean, running water. Turn off the tap and apply soap.
 2. Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
 4. Rinse your hands well under clean, running water.
 5. Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.
- Provide hospitality staff with U.S. Environmental Protection Agency (EPA) approved disinfectants (sodium hypochlorite diluted to 100 ppm)

Kitchen Protocols

- Any non-kitchen staff members entering the kitchen will be required to wear a mask, regardless of length of time in kitchen or purpose
- Service door to the Dining Area will remain closed at all times
- All meals will be plated by kitchen staff and served from the service counter with plexiglass covering the service window, with only a space left open at the bottom to slide plated meals through.
- In order to increase ventilation, while food service personnel working/preparing food:
 - All windows and doors with screens will be open
 - Fans will be placed in front of windows
 - The range hood will be turned on

With Regard to Meal Times, Amnicon will:

- Remove excess chairs and spread out seating throughout the dining area.
- Assign seats to staff so they occupy the same seat at each meal. Prioritize, encourage, and make available outdoor seating areas. Clean and disinfect the dining area between meal times.
- Have kitchen staff serve and assemble all food items onto plate from behind a plexiglass barrier and hand to staff member
- Staff must wear gloves & face coverings when serving food.
- Encourage diners to maintain physical distancing between themselves and others while in line for their meals.
- Make stations available for diners to wash their hands with soap and water prior to eating. Station dispensers of alcohol-based hand sanitizer containing at least 60% alcohol at the entrance of the dining facility.

- Leave garbage can lids open in both the kitchen and dining area unless they are equipped with foot-actuated lids. Lids will be replaced at the end of the day, and removed at the beginning of the day.
- An individual's personal water bottle should not be refilled in the kitchen area. While refilling, do not allow the lip of the bottle to touch anything else.
- Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc. Provide these resources in additional languages and in illustrations as needed.
- Remove decorative objects, flyers, and materials from tables and counters to allow for effective cleaning and sanitation.
- Discontinue use of condiment dispensers. Offer condiment packets or small containers alongside the prepared meal.
- Discontinue the use of common beverage dispensers set out tables. A beverage station will be set up by the coffee pot area. Beverages will be provided by a designated staff person who will be the only person handling all pitchers, pots, and dispensers. The staff person will avoid touching the campers' mugs, cups, and bottles, instead preferring to ask the individual to steady them or move them if necessary.

COMMON INDOOR SPACE CONSIDERATIONS

Lodge - Fellowship Hall

- Windows should remain open (including ceiling windows) as long as air temp is above 60 degrees (fire can be lit to provide heat if necessary)
- Floor fans should be strategically located to promote circulation and should remain on while space is occupied
- All non-resident staff should wear face coverings when occupying the lodge

Lodge – Bathrooms

- Windows should remain open as long as air temp is above 60 degrees
- Vent fans should remain on throughout the day
- Floor fans should be strategically placed to promote circulation and should remain on while space is occupied
- Use is limited to resident staff

Dining Hall

- Windows should remain open as long as air temp is above 60 degrees
- Dining hall ceiling fans should remain on while room is occupied
- Floor fans should be strategically placed to promote circulation and should remain on while room is occupied
- All non-resident staff are discouraged from eating in the Dining Hall

Office

- Windows should remain open as long as air temp is above 60 degrees
- Floor fans should be strategically placed to promote circulation and should remain on while room is occupied
- Staff access should be limited as much as possible to Directors, Assistant Director, Retreat Coordinator (as needed), and Bookkeeper
- All relevant guest/visitor info should be posted outside the office in order to limit access

Trails Room

- Windows should remain open as long as air temp is above 60 degrees
- Floor fans should be strategically placed to promote circulation and should remain on while room is occupied
- Access should be limited as much as possible to staff with a necessary reason for being in the room

NOTE ABOUT CONFLICTING POLICIES:

These standards will supersede all previous Trail Standards that may apply to similar situations. When in doubt about conflicting policies during the summer of 2020, the one that promotes less contact between people is to be preferred due to the risk of spreading COVID-19, except where risk of life or limb is apparent. If a risk to life or limb exists, staff should prefer the policy that is most likely to preserve life and limb.