OVERVIEW

Purpose:

The purpose of this manual is to provide our communities with an overview of the YMCA of Northern Utah’s summer operating protocols and policies in consideration of COVID-19 (Coronavirus). Please keep in mind that these procedures are in addition to all policies and procedures outlined in the Parent Handbook, liability releases, and waivers.

The objective of the operations plan is to reduce potential exposures to and spread of the severe acute respiratory syndromes that cause COVID-19 in our summer camp operations. This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by our local health department and the U.S. Centers for Disease Control and Prevention (CDC) in determining whether to open and operate camp during the COVID-19 pandemic.

The Operating Plan is created based on the Field Guide that was written by the Environmental Health and Engineering (inc) for the American Camp Association and the YMCA of USA to be implemented for various types of camps (e.g. day, overnight, wilderness/adventure, etc.) for Phase 2 and 3 as noted in the published Federal guidance in the White House/CDC Guidelines for Opening Up America Again. We recognize that the YMCA of Northern Utah are not the experts in determining safe camp operations. We have relied HEAVILY on the sources noted above and on our board members with expertise in the medical fields.

Why:

The mission of the YMCA of Northern Utah is “to provide our communities with experiences that enhance mind, body, and spirit while building strong kids, strong families, and strong communities.” As we seek to serve the community in unprecedented times, we have found it vital to alter our normal operating procedures for Summer Day Camp and Summer Residential Camp programs. The safety of our staff and participants remains our highest priority.

Our organization values of respect, responsibility, caring, and honesty are at the forefront of why we are making changes. To respect the concern of our staff, board and community-at-large, we have outlined ways in which we plan to keep them safe during this pandemic. As responsible leaders in the community, our goal is to help prevent the spread of COVID-19 (and other illnesses) by altering our operating procedures in ways that are influenced by local health departments and the Center for Disease Control (CDC). We hope that this information will show our care for our YMCA community as we navigate uncertain times together. And lastly, we are striving to be honest and transparent about our plans moving forward.

In all things, our YMCA remains hopeful, determined, nurturing, genuine, and welcoming to all.
Evolving Document:

As things are rapidly changing, this document may as well. These procedures will serve as a guide for the YMCA of Northern Utah, and could change at any time. As new information, recommendations and/or policies arise, we will update this manual and communicate changes to you in a timely manner.

Helpful Terminology

- Camp Families - The group of bodies that will be together for the day
- PPE - Personal Protective Equipment

SUMMER DAY CAMPS

PREVENTATIVE MEASURES / RESPONSE

- Anyone entering the building (school facility or YMCA Community Family Center) MUST follow the procedures below:
  
  - Wash your hands often with soap and water for at least 20 seconds (if soap and water is not available, please utilize hand sanitizer and wash hands as soon as soap and water is available).
  - Avoid touching your eyes, nose, and mouth
  - Clean AND disinfect frequently touched objects and surfaces
  - Only YMCA staff and children will be allowed admittance into the building unless there is an emergency.

FACE MASKS

- Staff will wear face masks during check-in and check-out. Children are encouraged to wear their face masks from the time they leave their care until the time they reach their camp families.
- Children and staff in camp families will not be required to wear a mask when they are with JUST their groups.
- Children and staff are encouraged to wear face masks during transitions and larger (socially distanced) group assemblies.
- Children and staff are welcome to bring their own masks if desired. If not, the YMCA will provide one.

PROBABLE EXPOSURE

In the event of probable exposure, our staff are prepared to separate the child in a designated space while we wait for a parent to arrive. Probable or possible exposure to COVID-19 at camp will not necessarily warrant a camp closure. We will immediately contact our local health department for guidance on next steps including communication, closures, and contact tracing. Please know that we will do everything it takes to keep our campers and staff safe.

HEALTH SCREENINGS

- Temperatures will be taken daily and written down for each child. Your child’s health information will not be shared with anyone other than YMCA Staff (and the Health Department if contact tracing is needed in the event of a COVID-19 exposure).

- **Health Screening questions:**
  - Do you have a cough, difficulty breathing, sore throat, sudden change in taste or smell, and any unusual muscle aches and pains?
  - Have you or anyone in your home returned from another country in the last 14 days? Have you traveled out of state within the last 7 days? (if so, where)
    - Please note: Out-of-state travel IS NOT a condition for camp admittance.
  - Have you been in contact with someone with a suspected or confirmed case of COVID-19?
  - Have you or a family member been instructed to self quarantine?

- If the answer is yes for any of the questions above, campers or staff may not be able to return to the program until one of the following occurs: Be cleared by a health professional for COVID-19 or they quarantine for 2 weeks.

- If any symptoms are present, one of the following must occur: Campers or staff must wait 3 days without symptoms before returning to the program or be cleared by a health professional for COVID-19.
○ Symptoms include: 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) within the past two weeks.

○ The only thing that permits non admittance to camp is a fever of greater than 100.4 degrees. All other symptoms will be monitored by throughout the day,

- Once the child/staff has passed the health screen, they will sanitize before going into the building.

- Once in the building, they will put their belongings in their personalized cubby or locker, wash their hands or use hand sanitizer and then send to their group of no more than 20 people.

**GROUP SIZES**

Please keep in mind that this is a revolving document and subject to change at any time. Group sizes/households and procedures may change if local health department restrictions are lifted or tightened.

- **Size**
  - Maintaining small group sizes, limiting mixing of groups, and restricting large gatherings at camps are recommended.
  - Limiting mixing of groups can be combined with a public health approach of establishing and maintaining “concentric group circles” for infection prevention and control.
  - As per Phase 2 of the COVID-19 health and recovery plan by Child Care Licensing, groups are limited to **20 people**, including caregivers - 18 youth and 2 adults with a 1 adult for every 9 children ratio.
  - Groups MUST be in separate spaces indoors. If groups are outdoors, camp families must maintain at least 6 feet between the two closest individuals. The recommendation is to remain at least 12 feet apart.

- **Camp Families**
  - Within camp, we will identify the smallest practicable group of campers based on the local health department’s current guidelines and treat this group as a “camp families” These “camp families” could be an age group or a pre-assigned program group. These will be kept as consistent as possible throughout the program.
  - “Camp Families” may join together with other “camp families” for larger group activities; however, camp directors should realize that larger gatherings, especially inside buildings, increase the potential of communicable disease spread.
When possible, participants that live in the same household will be grouped within the same camp family.

Holding activities outdoors as much as possible is recommended. There is insufficient evidence to suggest a maximum group size that best balances the need to minimize risk of disease transmission with camp operational capacity.

Additionally, the maximum group size will be different depending on type of camp, duration of camp session, the ability of the camp to test staff and campers for COVID-19 prior to arrival, and the camp’s ability to separate campers and staffers from the wider community.

To the extent possible, minimize mixing between groups. If groups must mix, consider other mitigation methods such as outdoor activities, increased ventilation in buildings, physical distancing between groups.

Note: Camp Family sizes must still comply with state and/or local requirements.

Proper staff to camper ratios and minimum staffing requirements must be maintained.

Campers and staff should wear cloth face coverings during indoor activities when maintaining physical distancing is not feasible due to area limitations.

- Essentially, when groups are not with JUST their family groups, all campers and staff should wear a face mask.

CHECK IN

Health Screenings

- At check in there will be one staff member conducting health screenings (asking questions) and recording the information and a second will be conducting temperature checks.

- If a child does NOT pass the health screening, they will not be allowed to attend camp that day.

- Children will need to be screened prior to entering the facility

- No parents can enter the facility at any point unless conditions warrant. (i.e. In case of an emergency or injured child)

- Please refer to your camps specific check-in procedures (i.e. drive-up, line, etc…) in your weekly newsletter.
Please see your camp’s Welcome Packet to determine drop-off and additional check-in instructions:

- **Park City Day Camp**
- **Taylorsville YMCA Community Family Center Day Camp** (5-12 years old)
- **STEM Camp - Ogden**
- **STEM Camp - Davis**
- **Ogden Day Camp** (Ogden Preparatory Academy Campus)
- **Ogden Day Camp** (Larry H. & Gail Miller Family Foundation YMCA Community Family Center Campus)
- **Ogden Preschool Camp**

**CHECK OUT**

The YMCA of Northern Utah holds the safety of our campers as a top priority. At every check-out, an authorized individual will be required to show a picture ID to pick up your child. Previously, once we were familiar with you, we no longer needed to see ID. In strengthening our child abuse policies, our organization has decided that a photo ID will be required for check-out for the duration of your child’s attendance at camp. Thank you for your cooperation in keeping your children safe!

- Parents will not be permitted inside of the building.

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**SUMMER RESIDENTIAL CAMP OPERATING PROCEDURES**

A prime consideration for the YMCA of Northern Utah’s decision making process is whether our resident camp’s opening will be consistent with state and local regulations and requirements. The team has communicated with the Wasatch Health Department to establish working relationships and to learn of any special requirements for opening and operating camp.

As previously stated, the Operating Plan is created based on the Field Guide that was written by the Environmental Health and Engineering (inc) for the American Camp Association and the YMCA of USA to be implemented for various types of camps (e.g. day, overnight, wilderness/adventure, etc.) for Phase 2 and 3 as noted in the published Federal guidance in the White House/CDC Guidelines for Opening Up America Again.

Camp administration is and will be in regular contact with campers, parents/legal guardians, staff, and vendors. Many of these communications may be time sensitive and may contain confidential health information. The Director of Camping is seeking guidance from and working with the Wasatch County Health Department to develop standard communication.
The following is the suggested communication guidelines for camp administrations to follow prior to, during, and after camp openings.

**PRE-SCREENING**

All Resident Camps with the YMCA of Northern Utah will offer pre-screening before campers and staff head to camp. As part of the process to protect each individual, camp administration staff will communicate to staff and parents requesting:

- 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.
  - The only condition for non admittance to camp is that a child or staff member presents with a fever of greater than 100.4 degrees. All other symptoms should be monitored throughout the week by the camp nurse.
- Disclose to the YMCA whether 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.

If a camper or staff member is flagged during the pre-screening process, the relevant camp will follow the YMCA of Northern Utah’s communicable disease plan (CDP) and connect with the Wasatch Health Department for advice on how to proceed.

**PEOPLE AT HIGH RISK OF SEVERE ILLNESS FROM COVID-19**

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility.

Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions.
- People who are immunocompromised
Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Please communicate with the Camp Director and Camp Nurse if your child is experiencing any of these conditions.

**ONGOING SCREENING**

Ongoing screening will be conducted by each camp on a daily basis. Increased screening frequency could increase during initial days of camp, when there is turnover of camp sessions/staff, when monitoring for potential exposures.

If your child begins to experience COVID-19 symptoms, the camp team will inform parents/guardians and you may be asked to pick up your child early.

Children that present with a fever of greater than 100.4 degrees will be monitored by the camp nurse until they are able to be picked up.

**TRANSPORTATION TO AND/OR FROM CAMP**

**Drop Off**

- A schedule will be created in which groups of campers are to be dropped off at camp during staggered timeframes.

- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of campers and configuration of the drop off area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.

- Communications to parents/guardians that assign each camper their drop off time window.
Minimize the time they take saying goodbye to allow for the continual flow of traffic
Say goodbye close to or inside their vehicles
Maintain physical distance with other parents/guardians and campers
Wear a cloth face mask when exiting the vehicle

- Prepare relevant posters and signage from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other health agencies and post them at the drop off location.
- Campers who are having trouble carrying items will receive assistance from cabin counselors.

**CAMPER AND STAFF INTAKE**

- Allow for campers and staff to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% ethanol or greater than 70% isopropanol alcohol upon entry to the drop off area.
- If campers are being dropped off at central meeting locations and transported to camp, perform initial health screening of campers at the drop off location, **before** they board buses or vans.
- If campers are being dropped off directly at camp, perform initial health screening of campers upon arrival.

**Camper and Staff Pick Up**

- Create a pickup schedule in which groups of campers and staff are to be picked up from camp during staggered timeframes.
- The specific length and number of timeframes and numbers of pickups per timeframe will vary based on the number of campers and configuration of the pickup area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Send communications to parents/guardians that assign each camper their pick up time window and encourage them to:
  - Minimize the time they take to pick up campers to allow for the continual flow of traffic.
○ Stay close to or inside their vehicles, if possible.

○ Maintain physical distance with other parents/guardians and campers. –Wear a cloth face covering when exiting the vehicle.

● Ensure campers are escorted to their parent’s/guardian’s vehicle

**Campers**

● Be ready early to ensure you meet your scheduled drop off time.

● When being dropped off, don’t take too long to say goodbye. Other campers will be waiting to be dropped off.

● Say goodbye close to or inside the vehicle if possible.
  ○ Parents will have a set amount of time to help their camper get to their cabin and say goodbye to campers who may need some additional time to transition to camp.

● Maintain physical distance with other parents/guardians and campers.

● Upon arrival to camp, disinfect your baggage using wipes or wait until a staff member does so, giving special attention to the handles and other non-porous portions.

**Parents & Guardians**

● Abide by the drop off and pick up schedule by dropping off and picking up campers during their assigned drop off timeframe. If a scheduling conflict makes this difficult, reach out to camp administration to find a more convenient time.

● Minimize the amount of time used for saying goodbye to campers to allow for the continual flow of traffic.
  ○ Parents will have a set amount of time to help their camper get to their cabin and say goodbye to campers who may need some additional time to transition to camp.

● When possible, say goodbye close to or inside your vehicle.

● Maintain physical distance with other parents/guardians and campers.

● Wear a cloth face covering when exiting the vehicle.

● Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
• Allow for campers to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% ethanol or greater than 70% isopropanol alcohol upon return home.

• Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

PHYSICAL DISTANCING

For camps, CDC encourages physical distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible. The YMCA of Northern Utah’s resident camps will operate in groups of up to 8 campers and 2 staff. Due to the cabin size, physical distancing will not be possible during the night. Cabin groups will stay separate from each other as much as possible for the duration of each session.

HOUSING/FACILITIES

General Policy

• Staff members will be assigned to a cabin throughout the program; we will not rotate staff between cabins unless this is not feasible.

• Maintain the roster of cabin-members throughout the program; do not rotate campers between cabins.

• Limit cabin access to only individuals who reside in that cabin.

• All cabin residents should use hand sanitizer containing at least 60% ethanol or greater than 70% isopropanol or wash their hands with soap and water, for at least 20 seconds, upon entry to their cabin.

• Avoid sharing common items (cups, bedding, etc.) as well as the sharing of individuals’ items with cabin mates.

• Cabins should be cleaned routinely.

• Personal belongings should be limited to essential items plus a limited number of non-essential items.

• Campers should keep personal belongings organized and separate from other campers’ belongings.
• Campers should be provided a personal storage space (i.e., cubby, footlocker, etc.) for their personal belongings.

**BATHROOM**

• Avoid sharing common bathroom supplies (towels, soap, toothpaste, etc.). Instruct campers to bring their own bathroom supplies and a container for toiletries to be stored in for the duration of camp (for example, a bathroom tote or a 1-quart clear plastic bag labeled with their name).

• Campers should keep personal items in their bag or tote and store their bag or tote in a designated area.

• Create a staggered bathing schedule and limit the number of people using the facilities at one time.

• Post the Handwashing sign from the CDC in the bathroom to remind campers and staff when and how to properly wash hands.

**SLEEPING**

• Position sleepers head-to-toe or toe-to-toe to maximize distance between heads/faces:
  
  ○ Position the head of the camper in the top bunk opposite the position of the camper in the bottom bunk.

• Place a label with each camper’s name on their bed.
  
  ○ Mattresses will be covered with a plastic lining and sanitized between camp weeks **OR** in the event that a camper or staff member becomes symptomatic.

• Store extra bedding in individually
  
  ○ Labeled bins, cubbies, or bags.

**VENTILATION**

• Increase ventilation:
  
  ○ Naturally by keeping windows open if weather permits

  ○ During occupied periods for sleeping areas, optimize outdoor air ventilation by increasing outdoor air rates (i.e., increase the percentage of outdoor air).
FOOD SERVICE

- To prevent animal traffic near cabins, camper meals will be served in the dining hall when possible. Tables will be placed 6 feet (recommended 12 feet) apart and windows will be open during meal times. We may choose to stagger meal times to prevent large gatherings.

- In the event of bad weather, or if needed, multiple meal times could be used in an expanded window. Clean and disinfect the dining area between meal times.

- Prioritize, encourage, and make available outdoor seating areas (when possible and safe)

- Assign seats to diners so they occupy the same seat at each meal for the duration of their time at camp.

- 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% ethanol or greater than 70% isopropanol alcohol at the entrance of the dining facility.

- An individual’s personal water bottle should not be refilled in the kitchen area. Diners should use camp-supplied glasses/cups for beverages and receive a new glass/cup for water if a refill is desired.

- Discontinue use of condiment dispensers. Offer condiment packets or small containers alongside the prepared meal.

- Discontinue the use of beverage dispensers (e.g., fountain drink dispensers, common milk pitcher, etc.). Arrange bottles of beverage choices along a table or counter for diners to retrieve.

ACTIVITIES

- Campers and staff should wear cloth face coverings during indoor activities when maintaining physical distancing is not feasible due to area limitations.
• Holding activities outdoors as much as possible is recommended.

• All shared items and equipment (e.g., bows and arrows, tennis rackets, oars, art supplies) should be properly cleaned and disinfected between use.

**Sports and Range Activities**

• Limit shared high-touch equipment and designate equipment to campers or groups, if feasible, for the duration of camp.

• All outdoor equipment and facilities should be routinely cleaned.

**Equestrian Activities**

• Campers and staff participating in equestrian activities should follow physical distancing and good hand hygiene practices (e.g., washing hands pre/post activity).

• Consider keeping activities together to include the same group of campers each day and consider keeping the same instructors per group.

• Tack (saddles, reins, etc.) are made from hide/leather and can be properly cleaned between riders using mild soap and water. Helmets can be cleaned and disinfected using the appropriate cleaning products for nonporous and porous surfaces. All other shared and used equipment should be cleaned and disinfected between each use.

**Wilderness Activities**

• Wilderness activities with anticipated contact with persons outside camp should be postponed or canceled. Group travel by camper groups should be undertaken only to access recreational areas off-camp for day trips (e.g., canoe trips, mountain biking, etc.)

• Campers and instructors should practice physical distancing or wear masks, if feasible and safe, during wilderness activities.

• Ensure campers and staff practice hand hygiene prior to/following any wilderness activities. If clean, running water is not available, ensure hand sanitizer is available for use.

• Consider keeping groups small and include the same campers and instructors each day.

• All shared and used equipment (e.g., maps, binoculars, hiking poles, etc.) should be cleaned and disinfected in accordance with proper cleaning procedures.

• Designate certain equipment to individuals for the duration of camp, to decrease the number of shared items.
Overnight stays and camping in tents must be able to maintain proper physical distancing practices, where practical.

**General Guidance for Indoor Activities**

- Ensure enough space to accommodate staff and campers while practicing safe physical distancing.
- Staff members and campers should wear cloth face coverings during activities indoors when physical distancing is not maintained.
- Ensure that there is proper ventilation within the space by maximizing fresh air intake or natural ventilation via screened windows and doors.

**USING CAMP FAMILIES AT CAMP TO REDUCE DISEASE TRANSMISSION RISK**

- Campers and staff will stay within their cabin group of up to 10 people for the duration of their stay at Resident camp. This will include meal and program activities times.
- Operations will endeavour to maintain consistent counselor assignments for groups aka as “households” and activities. That will to the extent possible, minimize mixing between groups.
- If groups must mix, Camp Management will implement other mitigation methods such as outdoor activities, increased ventilation in buildings, physical distancing between groups, or the use of facial coverings if age and developmentally appropriate.
- Note that group size will comply with state and/or the Wasatch County Health Departments requirements. Proper staff to camper ratios and minimum staffing requirements must be maintained.
- Administration staff will communicate with parents the importance of limiting parents, guardians, and other non-essential visitors into camp as much as possible.

**IN CASE OF A CONFIRMED OR SUSPECTED CASE**

- If campers have a persistent fever of greater than 100.4 degrees or a persistent cough, we should consider them a suspected case. They should go to the nurses station immediately to report symptoms.
- The local health department will be contacted immediately regarding next steps.
• A counselor (wearing PPE) will support the child or family in gathering the campers belongings if they are sent home early.

**During Camp**

• The YMCA of Northern Utah’s camps will keep parents/legal guardians up to date on COVID-19 as it relates to the camp.

• Regular communications regarding camp and the prevention efforts will be made to parents during sessions.

• The YMCA of Northern Utah’s camp management will contact the Health Department if there is a suspected and/or a confirmed case (if any), as well as the camp’s responses.

• If the YMCA of Northern Utah decides to dismiss or end camp early, Camp management will communicate these plans immediately to all relevant stakeholders.

**In the Event of a Potential Exposure**

• The YMCA of Northern Utah’s camp management will Immediately inform parents/legal guardians about any potential contact their children may have had with suspected or confirmed cases.

• Immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.

• Camp management will follow the organizations Communicable Disease Plan (CDP) and Wasatch Health Department for guidance.