



Camp Fire

Central Oregon

COVID -19 Precautions Handbook

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Thank you for taking the time to stay informed and to read how Camp Fire Central Oregon is addressing health and safety in these unusual times. We do not take the trust of our youth and families lightly and will be following best practices and guidance issued by both our state and local government.

This handbook is intended to help our families understand the precautions we will be taking, the changes to our programs, and what we will be asking from you. This is a live document that will be updated as we receive new information or changes to official guidance and/or best practices as we enter new phases. Any major changes will be communicated.

Summary of Specific Actions for Families and Participants

While this document outlines many of our procedures and protocols, the following bullets are specific actions that we will require from our participants and families.

- We will have staggered pick up and drop off by the first letter of the participant's last name for SummerKids and Tumalo Day Camp.
- We will ask health screening questions at drop off.
- We will record the name of anyone in the vehicle who is dropping off or picking up a participant from the program.
- Youth may not bring special items or toys from home. *Everything* brought from home must fit in one bag or backpack that can close.
- Talk to youth about COVID-19 precautions and practice them so youth are familiar with them when they arrive at a Camp Fire program.

Please carefully read more details in the rest of this document to ensure your family is ready for a safe and successful summer!

Every participant family is required to have a digitally signed confirmation of having reviewed this handbook on file in their online account prior to attending a Camp Fire Central Oregon program.

Health Screening

We are asking staff and participants to monitor their health and stay home if they even suspect there is a chance they could be infected. We ask that participants or staff members do not come to their program if they have or a member of their household has:

- symptoms of COVID-19
- a fever of 100.4°F or higher within the last 72 hours
- traveled nationally or internationally to a COVID-19 hotspot within the last 2 weeks
- had contact with a person with a confirmed COVID-19 infection

Initial Screening for Symptoms

At check in, we will ask about and record answers to the following:

- Daily Temperature: If possible, please take the participant's temperature daily before the program. We will have a thermometer on site if needed.
- Symptoms of COVID-19: such as a new cough (unrelated to pre-existing conditions such as asthma, allergies, etc), shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell.
- Contact with anyone who has COVID-19 or in a household with anyone who exhibits symptoms of COVID-19

On the first day of a program, we will also ask about and record answers to the following:

- A fever within the last 72 hours
- Travel within the last 14 days

Ongoing Health Monitoring or Concerns

- If a participant or staff member develops a cough, fever, shortness of breath, or other symptoms of COVID-19 listed above while at a program, we will separate them from the group immediately and sanitize any surfaces they may have touched and ask them to wear a mask if it is safe to do so.
- Sick participants will have an isolated place to rest while they wait to be picked up. A staff member will stay with the participant, wear a face covering, and maintain as much social distance as possible, preferably at least 6 feet, until they are picked up. Staff attending the youth will fill out a COVID-19 Illness Report Form.
- If a participant repeatedly struggles to abide by the health and safety protocols mandated by the state and implemented in our programs, we will have to ask that participant to leave the program. We cannot compromise on these protocols and risk the health of our other participants. Please talk with your youth before coming to our programs about the importance of following these protocols.

Youth and Staff sent home for COVID-19 Precautions

- If a participant or staff member has been sent home with COVID-19 symptoms we ask that they immediately get tested for COVID-19 and notify us of the result. For a list of local testing sites visit: <https://www.deschutes.org/health/page/covid-19-testing>.
- Participants or staff that have been sent home or stay home because they are sick can come back anytime once they have gotten a negative test result and a note from their doctor certifying they are COVID free. If a participant or staff does not get a test or see a doctor, they should remain home for at

least 10 days after illness onset and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and diarrhea) are gone.

- Participants will not receive a refund for the current program session they are in when they fall ill, but may receive a refund for subsequent weeks that they are excluded from based on the 10-day policy, if applicable.
- Read more about how we will consult with Deschutes County Health Department in our [Communicable Disease Response Plan](#).

Strategies to Limit Exposure

Drop Off and Pick Up

We will ask parents to **stay in their vehicles during drop off and pick up** to limit the number of people in our space. We will be implementing touchless check in. All participants will be checked in at their vehicle and directed to their group (if applicable) after the health screening. At the end of the day, we will direct participants to their vehicle when their pick up has arrived.

*If you need to drop off later or pick up earlier than the designated windows, please notify the program director.

SummerKids: 541-728-3336

Tumalo Day Camp: 541-419-2277

Customer Service: 541-382-4682

For all other programs, you can find the appropriate number for the program leader in your welcome email.

For SummerKids and Tumalo Day Camp, we will be asking parents to stagger their pick up and drop off times according to the first letter of the last name of the participant to help expedite the process and avoid long lines of waiting. Please refer to the welcome email the week before for specifics on the timing of your 10 minute window.

Contact Records

In order to help our local health authority and to be in compliance with state mandates, we will collect and maintain records of all youth and adults who interact with our program space. Records of stable groups, their assigned counselor, and any other relief or leadership staff that interact with groups will be recorded. **We will also record the name of the adult dropping off and picking up.**

Groups and Interacting

- Youth will be placed in a **stable group of 10 participants plus staff** that does not change for the entire week of a program. Stable groups may be different week to week in SummerKids.
- Stable groups will have a designated home base that is only used by their group and will not intermingle with other stable groups at sites that have more than 1 group of 10.
- Planned activities will not require contact and will support the ability to physically distance, striving to maintain 6 feet of personal distance. *Note: we cannot guarantee that youth within a stable group will maintain 6 feet of distance between other youth or staff at ALL times. Think of each stable group as a "household."
- Youth will regularly be reminded to practice extra vigilant hand hygiene, such as washing their hands for 20 seconds with soap and water, and proper respiratory etiquette to cover a cough or sneeze. Hand sanitizer will also be available.
- Staff and youth will have access to gloves as needed.

Facial Coverings

Face coverings, including masks and face shields, are a way of reducing exposure and transmission especially where it is possible that physical distancing cannot be fully maintained.

- **Youth may wear facial coverings, but are not required to do so.**
- Staff that interact with only their stable group may wear facial coverings, but are not required to do so.
- Staff that interact with more than one stable group to provide breaks and support will be required to wear a face covering and wash hands thoroughly when transitioning from one group to the next.
- When treating a person for injury or illness, staff will be required to wear a face covering and wash hands thoroughly before and after treatment.
- Generally, visitors (parents, guardians, or special guests included) are asked to remain out of the program space. However, if necessary or as part of a special event, visitors will be asked to wear face coverings, observe social distancing of 6 feet from others, and sanitize their hands when they enter. The name and contact for anyone entering the site will be recorded.

Food

Participants will need to bring their own food, lunch and/or snacks, from home and will be asked not to share food or drinks with others. Participants will be asked to wash hands before and after eating.

Personal Belongings

All participants should have **one backpack or closeable bag that fits all of their belongings**, including layers, food, water bottle, sunscreen, etc. Please **leave special toys or other unnecessary belongings at home**.

Participants will be asked to keep all of their belongings together in their own bag any time they are not using them.

Facilities, Supplies and Equipment

Programs will be set up intentionally to limit the sharing of supplies, equipment and space.

- Where possible, facilities will have posted signage with basic hygiene reminders and physical distancing reminders.
- When possible and relevant, facilities will be marked to direct flow of people and to encourage and support social distancing.
- Stable groups that are in a large shared space with another stable group (such as a gym) will have physical cues to create separate spaces within that room.
- Shared restrooms, playgrounds, and high touch surfaces in walkways, entrances, etc. will be sanitized hourly and, as applicable, between use by separate stable groups.
- Stable groups will have their own basic supplies and will limit sharing between youth within the stable group.
- All programs will be outside as much as possible. When inside, doors and/or windows will be open as much as possible to promote ventilation.
- Facilities will have accessible garbage cans.

Enhanced Cleaning and Sanitizing

- We will have extra hand washing stations and ample hand sanitizer available.
- In addition to personal hygiene, we will implement enhanced cleaning and disinfecting protocols. Frequently touched surfaces will be wiped down regularly. For programs that last more than a few hours, extra staff are scheduled to complete hourly sanitizing routines.

- All staff and groups will have access to gloves, trash cans, and their own group cleaning supplies and hand sanitizer.

Field Trips

Transportation

- In a vehicle, spacing must allow for 3 feet of physical distance between all people.
- Groups in a vehicle will not include persons outside the stable group of youth and staff.
- As much as possible, the windows of the vehicle will be open to increase air flow.
- Youth will be encouraged to choose to wear a face covering inside the vehicle.
- Vehicles will be sanitized after use.

Visiting partner or other sites and facilities

- We will consult with other sites to make sure physical distancing of at least 6 feet can be maintained. If indoors or any where physical distancing is hard to maintain at a field trip site, staff and youth will be asked to wear face coverings.
- We may share participant information including names of youth and time at the site to comply with site contract tracing requirements. To protect youth's privacy, Camp Fire will provide our office phone number as contact information and will then relay personal contact information to the county only if necessary.
- Staff will regularly ask the entire group to wash their hands.
- Staff will carry cleaning supplies and, as appropriate, wipe down high touch surfaces if the site does not already have scheduled enhanced cleaning.

Training

All staff will be trained in:

- our COVID-19 policies
- how to recognize the symptoms of COVID-19
- how to sanitize surfaces and perform cleaning routines
- how to practice proper hygiene related to COVID-19 precautions

Preparing youth for COVID-19 Precautions

Our goal is for youth to have fun and to use low or no contact games and activities in a way that youth will barely notice the difference. We will need cooperation from everyone to keep the focus on what we can do rather than constantly monitoring what we cannot do.

How to Practice and Prepare for Group Programs

Please teach and practice proper hygiene with your youth. This includes talking with them about how to thoroughly wash their hands for 20 seconds, how to cover coughs and sneezes with their elbow or a tissue, and avoiding touching their face. Also include strategies of how to limit touching "high touch" surfaces and the need to wipe any shared items down before and after touching them.

We also highly recommend talking with your youth about the need for social distancing and limited sharing. These concepts are contradictory to many of the values we often teach, and so it is helpful for them to get a sense of why we are changing the message. **Consider arranging a social distanced playdate** with a trusted friend to help your child practice and learn these new skills.

Staff that interact with more than one group will be wearing masks. This can be intimidating to some youth and removes some of the visual cues we rely on for communication, such as smiles. Preparing your youth by talking to them or modeling wearing facial coverings may help them to feel more comfortable with this.

Medical/Communicable Disease Response Plan

If a participant becomes sick during their program, refer to the section on [Ongoing Health Monitoring](#) for the immediate measures taken during the program.

We will work closely with Deschutes County Health Department to report and respond to any potential exposure occurring in one of our programs.

- We will promptly report to Deschutes County Public Health officials if we are informed of anyone who has interacted with our program that is diagnosed with COVID-19.
- We will promptly report to Deschutes County Public Health officials if we are aware of any cluster of illness among program participants or staff.
- We will cooperate fully in any investigation by the Deschutes County Public Health officials, including providing information for contract tracing.
- We will consult with Deschutes County Public Health officials regarding any special cleaning requirements, potential facility or program closures or other mitigation measures as recommended.
- Communications and next steps regarding potential exposure or cases will be coordinated by Camp Fire in partnership with the Deschutes County Health Department.

ACKNOWLEDGEMENT

PARTICIPANT

I confirm, as a legal guardian of participant(s), that I have read and understand the *Camp Fire Central Oregon COVID-19 Precautions Handbook*. I will discuss Camp Fire's precautions with the youth participating so the youth are familiar with the practices and precautions when they arrive at a Camp Fire program. I understand that despite all precautions that my family, other families, and staff might take, participation in programs such as these have inherent risks of exposing participants to COVID-19.

For the safety of our community, we agree to not attend a program if our participating child has had recent contact with:

- anyone who has been diagnosed with COVID-19
- anyone who has been asked to self-quarantine due to exposure to COVID-19
- a household member who has exhibited symptoms of COVID-19, which include: fever, shortness of breath, cough, or loss of ability to smell.

**Please [LOG IN](#) and digitally sign the [COVID-19 Precautions Handbook Acknowledgement](#) in your Camp Fire online account.

STAFF

I confirm that I have read and understand the *Camp Fire Central Oregon COVID-19 Precautions Handbook*. I understand that despite all precautions that participants, participant families and other staff might take, programs such as these have inherent risks of contracting COVID-19. For the safety of our community, I agree to not come to work at a program if I have had contact with anyone who has COVID-19 or live in a household with anyone who exhibits symptoms of COVID-19.

PRINT NAME

Signature

Date