



2020 PROPOSED OPERATING PROCEDURES

The purpose of this document is to outline the proposed changes to Camp Bur-Mil operation procedures based on the [Interim Coronavirus Disease 2019 \(COVID-19\) Guidance for Day Camp or Program Settings Serving Children and Teens](#) as provided by the NC Department of Health & Human Services on May 22nd, 2020.

OVERVIEW OF CAMP STRUCTURE CHANGES:

CAMP SIZE & SEPARATION: The total capacity of the camp will be reduced to meet group size and gathering requirements. The camp groups would continue to be subdivided into 4 tracks, each with their defined homeroom space not to be shared with any other track. Capacity is based on the room size and ability for kids to be stationed using proper social distancing when at their assigned seat.

Track	Ages	Room	Capacity
Owls	5-7	Cedar Room	22
Hawks	8-9	Training Room	16
Eagles	10-13	Guilford Room	20
Lifetime Sports	7-12	Back Porch	10

USE OF SHELTERS: To increase the time spent outside the clubhouse, the camp will additionally utilize Shelters 3, 4 & 6 as available to promote more outdoor time and proper social distancing. Lunch and other activities will be guided towards these outdoor spaces as much as possible.

COMMUNAL ACTIVITIES/LUNCH: Communal lunch and movies of the entire camp will not be permitted. Each group will stay within their homeroom for these activities.

FIELD TRIPS: All fieldtrips for the Eagles group will be cancelled and the weekly rate of the Eagles Track has been adjusted to \$149.

POOL VISITS: If pool is open and available, the camp will plan to visit based on the guidelines set forth by Bur-Mil Park. No expectation is made about the availability of the aquatic center for the camp this summer.

SANITATION & HYGIENE SUPPLIES: The camp will procure hand sanitizer, masks, and gloves for counselors to use as directed in the protocols below. Each counselor will always have a bottle of hand sanitizer to assist campers. Bur-Mil Park will provide surface cleaner and bathroom supplies to properly sanitize camp rooms and common areas including the bathrooms.

CAMP COUNSELOR SCREENING & TRAINING: Conduct a pre-summer health screening on all counselors to identify any at-risk individuals to appropriately prepare.

IMPLEMENTATION OF THE FOLLOWING PROCEDURES PER PROTOCOLS:

Communication to parents, campers, and staff prior to camp start:

- Communicate to parents/families COVID-19 related instructions in preparation for camp opening (for example staying home if symptomatic).
- Provide education and training on COVID-19 strategies for camp staff using videos, webinars, and FAQs.

Prevent virus that causes COVID-19 from entering the building:

- Parents should be on the alert for any symptoms of COVID-19 within members living in their dwelling and to keep the child(ren) home if any member of the group is showing any signs of illness.
- Counselors will be assigned to one track for the entire day to reduce the number of people coming in and out of rooms.
- Public access to the camp portion of the clubhouse will not be allowed. Only staff and campers will have access to the rooms.

Drop-off/arrival procedure:

- Camp Bur-Mil will conduct a daily health screening on all individuals who are entering the camp area. The camp will exclude children and staff who share a home or who have been in close contact with anyone in these four categories.
 1. Person is showing any of the symptoms of COVID-19
 2. Person thinks they could have COVID-19
 3. Person has tested positive for COVID-19
 4. Person is awaiting the results of testing for COVID-19
- Before arrival:
 - Parents **should take their child's temperature** to make sure they are below 100.4 before leaving for camp each morning.
 - * Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.
 - Additionally, parents should be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness.
- The drop off window will be available from **8 – 9 AM**.
- We will use the covered entrance for poor weather mornings and alternate drop off points by track for sunny days. Specific drop off points will be provided each week for your child's track.
- We will utilize the following protocols at drop-off:
 - Staff member will communicate with parent while still in car with daily health screening questions (Attachment A below). Parents will not get out of their cars to bring their children into the camp space to reduce exposure.
 - Staff member will execute a visual screening of the child per guidelines.
 - Provided affirmative answers to both screenings, the child will then be permitted to enter the building.
 - The child will be asked to wash their hands and will be guided to their groups room.

Pick-up/departure procedure:

- At end of day, parents will pull into same driveway as for drop off and a staff member will be onsite to bring their camper to them.
- A number system, like used at many secondary schools, will be used to expediate the process. Each family will be provided (2) labeled sheets for use during the summer.
- Prior to your week, parents should update the online Sawyer account to confirm authorized individuals for picking up children

Preventing the spread of the virus in the camp facility:

SOCIAL DISTANCING:

- As much as possible, have campers stay 6 feet apart.
- We will have signage and other messaging to remind campers and staff of physical distancing.
- Camp room will be structured with table and chairs setup with no more than 4 kids per table. Chairs will be space out to provide maximum social distance.
- Campers will be provided a storage bin labeled with their name and in a safe distance to store belongings during the week.
- Campers will have an assigned seat inside each day in their track homeroom where they will sit when inside and keep their labeled bin.
- Campers will not be permitted to switch tracks within a week.
- Outdoor activities using common areas as available (playgrounds, trails, etc...) will be staggered to keep track groups separate.
- Lunch and movie activities will be done in each room. No communal events will happen indoors.
- Outdoor activities will be chosen to those where participants can maintain social distancing
- Parents/Guardians may watch outdoor camp activities as long as they are maintaining social distancing of at least 6' apart.

HAND HYGIENE:

- Campers will be asked to **bring a bottle of hand sanitizer in addition to sunscreen labeled with their child's name**. Counselors will assist administration using same protocols as sunscreen. These will be assigned in their personalized labeled bin.
- Camp will follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice). In addition to usual handwashing, make sure to wash hands:
 - upon arrival in the morning
 - before and after eating meals and snacks
 - after blowing noses, coughing, or sneezing or when in contact with body fluids
 - after toileting
- For food service, we will distribute all items individually with the counselor wearing gloves.
- For water stations, only counselors will have access and will refill water bottles using gloves.
- Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors.

INDOOR ENVIRONMENT:

- Bur-Mil Park installed a new air & ventilation system last year. Even so, camp will aim to keep campers outside as much as possible utilizing porches, shelters, and other outside areas.

FACE COVERINGS:

- When feasible, staff members will wear cloth face coverings when inside the day camp facility and when unable to maintain at least six feet distance outdoors.
- Campers will be requested to wear face coverings indoors if it is determined by their parent/guardian that they can reliably wear, remove, and handle masks following CDC guidance throughout the day.
- Camp will provide information on proper use, removal, and washing of cloth face coverings to staff and campers as part of the weekly orientation with campers.

FACILITY SANITATION & HYGIENE PRACTICES:

- Camp will follow [NC DHHS Environmental Health guidance](#) for cleaning and disinfection recommendations.
- Camp will use an [EPA-registered disinfectant that is active against coronaviruses and follow manufacturer's instructions for use and contact time](#). Clean and disinfect frequently touched surfaces throughout the day and at night. Daily cleaning includes doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- Toys and other items will be limited to their specific room and cleaned after use.
- Camp will clean and disinfect shared tools, supplies, and equipment used by staff after use.

Children or staff who develop symptoms during the day:

- **If a child or staff member develops any symptoms of COVID-19, they along with any family members at the camp will be sent home as soon as possible.**
- While waiting for a sick child to be picked up, staff should stay with the child in a room isolated from others. If the child has symptoms of COVID-19, staff should remain as far away as safely possible from the child (preferably, 6 feet) while maintaining visual supervision. Staff should wear a cloth face covering. If tolerated, the child should wear a cloth face covering also.

Advise those who have been excluded from camp due to potential exposure:

- For people who think they might have COVID-19 or have mild symptoms, the Centers for Disease Control and Prevention recommends they stay home and call their doctor for medical advice and if it is recommended they get tested. Learn more in this NCDHHS fact sheet in [English](#) and [Spanish](#).
- Anyone with more serious symptoms should seek medical attention immediately, by calling their doctor or 911 right away. More serious symptoms can include trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face.

Staff informed:

- Stay informed about the COVID-19 outbreak:
 - [North Carolina DHHS](#)
 - [North Carolina Governor's Office](#)
 - [Centers for Disease Control](#)

ATTACHMENT A

Daily Health Screening of Staff and Children for COVID-19

Below is the enhanced screening criteria for use during the COVID-19 outbreak which differs from standard exclusion criteria. However, standard exclusion criteria must still be followed as applicable.

The person doing screenings should maintain a six-foot distance while asking questions. Ask each staff person and person dropping off children the following questions before they enter the facility. Exclude anyone who answers YES to the following questions:

Ask everyone who enters the building:

- Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only)?
- Have you or any of the children you are dropping off:
 - Had any of these symptoms since last time you were last here?
 - Been in contact with anyone with fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only) since the last time you were here?
 - Potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19?

* Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

** Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID 19.

Ask staff members:

- Are you concerned about being at higher risk for severe illness from COVID-19?

Staff who are over 65 years of age, have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Staff who are pregnant are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk. Speak to your supervisor if you are concerned. Talk with your medical provider to assess your risk and determine if you should work.

Screen children and staff by:

- Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or irritability.
- Optionally, choosing to conduct temperature screening if visual inspection warrants.

Health screenings should be repeated periodically throughout the day on staff and children to check for new symptoms developing.