



2021 PROPOSED OPERATING PROCEDURES

The purpose of this document is to outline the Camp Bur-Mil operation procedures based on the [Interim Coronavirus Disease \(COVID-19\) Guidance for Day Camp or Program Settings Serving Children and Teens](#) as amended by the NC Department of Health & Human Services on April 30th, 2021. As guidance is edited, Camp Bur-Mil reserves the right to update these policies during the summer.

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. Capacity is based on the room size and ability for kids to be stationed using proper 3 feet social distancing when at their assigned seat.

Track	Ages	Room	Capacity
Owls	5-7	Cedar Room	25
Hawks	8-9	Training Room	20
Eagles	10-13	Guilford Room	20
Lifetime Sports	7-12	Back Porch	16

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 indoor activities of the entire camp will not be permitted unless 3 feet social distancing can be maintained. Each group will stay within their homeroom for lunch.

FIELD TRIPS: There will be no field trips off-campus as part of the camp. Special guests and speakers will be brought in to enhance the camp experience.

POOL VISITS: Campers will go swimming daily in the 9 – 11 AM camp swimming window. The pool is not open to the public during camp swim. Campers will be swim tested by trained lifeguards to access the diving boards & deep ends. Families can restrict this access for their child is requested.

SANITATION & HYGIENE SUPPLIES: The camp will provide 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 per specifications.

CAMP COUNSELOR SCREENING & TRAINING: Conduct a pre-summer health screening on all counselors to identify any at-risk individuals to appropriately prepare. We anticipate a majority of the camp staff to be fully vaccinated prior to camp.

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/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 a track for the entire day to reduce the individuals in each room.
- 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. Person is showing any of the symptoms, thinks they could have, has tested positive or is awaiting results of a test for COVID-19.
- Before arrival:
 - Parents must monitor for symptoms of their camper and make sure they do not have a temperature above 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 – 8:45 AM**. Campers will begin leaving for the pool at 8:45 AM each day. Campers should come to camp dressed ready for the pool each morning.
- 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 receive child from parent at the specified drop-off area. 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.

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 3 feet apart at all times.
- 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 5 kids per table. Chairs will be spaced 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.
- Lunch will be done within each track.
- 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 in 2019. Even so, camp will aim to keep campers outside as much as possible utilizing porches, shelters, and other outside areas.

FACE COVERINGS:

- 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 **required** to wear a face covering indoors unless the child has an exception that applies.

FACILITY SANITATION & HYGIENE PRACTICES:

- 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.

Additional Resources:

- [North Carolina DHHS](#)
- [North Carolina Governor's Office](#)
- [Centers for Disease Control](#)