

Camp Ho Mita Koda

COVID-19 Staff Policies and Procedures

PRIOR TO CAMP

Dates that have been set for this summer and that will be specified in your contract are our planned dates for 2021, taking into account the current state of the pandemic and how we believe it will evolve. We acknowledge that there are many factors that are out of our control and those factors may force us to alter our dates. Those factors may include but are not limited to state and local restrictions, changes to school calendars and other factors that lead us to decide that our existing dates need to be altered to serve the best interest of our campers and staff. Any changes to dates may impact the dates of your employment. Those changes will be communicated to staff as we know them. Changes to staff contract dates may result in staff salary being prorated to reflect the change in employment term.

Pre-camp training begins on **June 7th**. We ask that you take some additional precautions at home to lower the risk that COVID-19 enters camp.

At Home Quarantine

- Begin a quarantine at home on May 24 (two weeks prior to camp)
 - COVID-19 has an incubation period of 4-14 days, so limiting in-person interactions to only those who you live with significantly lowers the risk of exposure
 - As you pack, if you are looking to order equipment (sunscreen, bug spray, flashlights, etc.), consider ordering online on Amazon, Walmart, Target to avoid make trips to an actual store. Don't forget to use Amazon Smile and choose CHMK as your organization choice
 - If you must go out, always wear a mask and practice social distancing
 - Avoid going *into* places if possible, as the virus spreads best in enclosed spaces (bars, restaurants, etc)
 - Utilize curbside and drive thru services
 - We ask that members of your household also practice responsible behaviors (social distancing, wearing masks, etc.)
 - If family members or roommates are unwilling or unable to limit their interactions outside of your home, please contact Camp Ho Mita Koda to discuss the situation, including alternative housing arrangements

Testing

- Approximately 2-5 days before traveling to camp, each staff member must arrange for a COVID-19 PCR test
 - Negative test results must be uploaded into CampSite prior to arrival
 - Anyone with a positive COVID-19 test will not be allowed onto camp property
 - Upfront cost of test is the responsibility of the staff member
 - Check your insurance, as many insurance companies cover the cost
 - If you need help locating a free COVID-19 testing resource, please let us know. Walgreens is a great option
 - If a free test is not possible, Camp Ho Mita Koda will reimburse the staff member upon completion of a full term of employment
- After the pre-camp test is administered, all staff members should observe a **strict** Quarantine
 - There should be absolutely no interactions with anyone outside of your household during this time

Travel To Camp

Travel via Car

- Get a good night's sleep the night before your trip to camp begins
- Staff members should make minimal stops while traveling to camp
 - Acceptable reasons to stop: bathroom breaks, to refill gas, or to stretch
 - Visiting friends/family should be avoided
- If stopping for gas, staff members should avoid going into the gas station
 - If necessary to go inside, face coverings are required
 - Wash hands thoroughly and sanitize hands upon returning to the car
- Rest stops are recommended to use for bathroom breaks
 - Males should consider using the wilderness as a bathroom (this includes at gas stations) to avoid going indoors
 - If entering the restroom at a rest stop, face coverings are required
 - Wash hands thoroughly and sanitize hands upon returning to the car
- Food, snacks and beverages should be packed ahead of time for the trip
 - If you need to stop for a meal, drive thru or curbside restaurants are appropriate
 - Do not utilize sit-down, indoor restaurants

Travel via Airplane

- If traveling to the airport with someone other than a household member (i.e. in a taxi, Uber, or Lyft), a face covering must be worn at all times
- Face covering must be worn at all times while in the airport terminal and on the airplane
- In order to keep interaction with the public to a minimum, we recommend that you pack food, snacks and a refillable water bottle for your travel
 - If you need to utilize walk-up restaurants in the terminal, please keep appropriate

- distance from others
- When eating, it will obviously be necessary to remove face coverings, so please make sure that you are an appropriate distance from others (at least 6ft, preferably further)
- Wash hands and sanitize whenever possible

Overnight Stays (if needed)

- If your trip requires an overnight stay because it cannot be done in one day, please email Eb Brown, Operations Manager, to coordinate hotel arrangements.
 - Staying at the residence of a friend or family member should be avoided to limit potential exposure

AT CAMP

In order to help mitigate the potential risk of COVID-19 at camp, our 2021 staff will be asked to adhere to the following policies and procedures.

Outside, Masked, & Distanced

- The most important philosophy that we have adopted to mitigate the potential spread of COVID-19 at camp is to be two of three: Outside, Masked & Distanced
 - For any cross-cohort interactions, campers and staff should aim to observe at least two of the three following rules: wear a mask, be outdoors, be socially distanced (at least 6 feet apart)
 - There will be moments when doing all three is not possible -- but in that event, it is critically important that the other two options are observed
- Not all three options are created equal. Being outdoors is the most important if possible and we will try to be outdoors as much as possible

Masking

- All campers and staff will be required to wear face coverings at times during the summer. This includes but is not limited to:
 - When campers and staff are inside camp buildings other than their living quarters, with the exception of while they are eating
 - When outside, in shared airspace of those not in their "cohort"
 - When engaging in certain activities that are thought to increase droplets into the air, including singing and cheering
 - When in vehicles with those outside of their cohort

Sanitizing & Staying Healthy

- Besides masking, we will take additional precautions to sanitize frequently throughout the summer to stay healthy. These include:

- Washing our hands a lot
 - Every camper and staff will wash their hands before and after every meal
- Sanitizing our hands a lot
 - Before and after activities
 - During meals
- Sanitizing equipment and surfaces
 - Commonly shared equipment like life jackets, canoe paddles, fishing poles, etc.
- Temperature and symptom checks every morning
- Not sharing food, water bottles, cups, utensils, and other personal items that may transfer bodily fluids

Cohorting

- Even with all of our additional precautions, it is possible that COVID-19 could still enter camp. Therefore, in order to limit any potential outbreak from affecting the entire camp, we will start our pre-camp orientation and the beginning of our camp sessions in “cohorts” or cohorts.
- When you arrive at camp for orientation, you will be assigned a cabin. That cabin will be your “cohort”
 - When you are in your cabin or near others in your cohort, face coverings are not required
 - When you are near other cohorts and unable to distance, face coverings are required
- At some point during orientation, we will announce counseling teams and cabin assignments for the summer. At this time, your “cohort” will change to your new summer “cohort”
- When the campers arrive, we will spend our first two weeks in a cabin-based “cohort” quarantine. Cabins will travel to activities together and eat all meals together.
 - Be prepared to spend a lot of time, more than usual, with your campers during this first two-week quarantine period
 - Essentially, the same rules from pre-camp orientation abide: when you are with your cabin “cohort”, no masks are required. When near other cabin cohorts, masks are required
- After the two week cabin-based “cohort” quarantine is over (pending all of camp tests negative for COVID-19), we will very likely expand our cohorts to be village-based cohorts
 - It is unlikely that we go to a full camp cohort, because in the event that COVID-19 sneaks into camp after we have all tested negative, there would be no way to contain an outbreak if we had no cohort system in place

- There will be limitations to how you can socialize with others
 - One-on-One and group hangouts will require outdoor, distancing and masking protocols.
 - While socializing with friends and other staff will be an important part of the summer, COVID protocols will apply regardless of whether it's your best friend and how long it's been since you've seen each other.
 - Cross Cohortation: There can be no intimate relations between members of different cohorts
 - If this occurs, the staff member(s) may be dismissed at the discretion of the camp director
- We are currently operating under protocols that cohort quarantine periods will last 14 days, however any adjustments to CDC recommended quarantine periods may result in those periods being shortened

Testing

- During the summer, we may include COVID-19 tests as recommended by the Medical Committee
 - We will test all staff members during pre-camp approximately 5 days and 14 days into pre-camp
 - We will test all staff members and campers during camp approximately 5 days and 14 days into the session
 - Cost of the test will be submitted through each staff member's health insurance

Potential Or Suspected Cases of COVID-19

- If a camper or staff member is exhibiting COVID-19 symptoms or does not feel well, they should head to the health center immediately
- If a camper or staff member is symptomatic for COVID-19, Camp Ho Mita Koda's health center staff will determine the need for testing
 - If testing is necessary, the individual will be quarantined away from others
 - Contract tracing will begin and anyone who that individual may have been in close contact with may also need to quarantine, pending a negative COVID-19 test
 - If a camper or staff member is tested for COVID-19 and their test comes back positive, those that were in close contact with them will be tested and may be quarantined either in the camp health center or a separate quarantine cabin until it is determined that they are not a risk to spread COVID-19 to others
 - The COVID-19 positive individual will remain in quarantine in the health center to have their symptoms monitored
 - Quarantine will last for 10 days after symptoms first appeared, 24 hours have elapsed without a fever (and without using fever-reducing medications), and all other symptoms have improved
 - Should our Health Center staff determine that further care is needed for anyone

exhibiting COVID-19 symptoms, such as difficulty breathing, we will transport the affected camper or staff member to a local hospital for further treatment

Time Off

Time off is vital to keeping refreshed and being able to perform your best. Every staff member will receive one day off per week (except for the first and last weeks) and one night off per week. This is the same as our non-COVID summers.

That said, COVID-19 doesn't care if you're on time off! Camp cohorting and masking protocols will carry over onto time off. During the initial quarantine period at the start of the session, there may be additional restrictions, including not allowing trips off of camp property, limiting the distance staff are driven in vehicles, etc.

The changes to time off this year are to make sure we are keeping our camp "bubble" intact and not exposing anyone to the virus in public. Therefore, these additional precautions will be taken:

- Time off will be chaperoned by a staff member chosen by the camp leadership team to help ensure camp protocols are maintained
- Time off will be allowed in camp, utilizing camp facilities and equipment that are not being occupied by the program at that time
- There will be very limited destinations for time off out of camp but our Manager of Staff Experience will come up with fun time off plans for our staff
 - Once the two-week quarantine period is over, staff time off may go to location destinations outdoors where they can be distanced from the general public. This may include but not be limited to state parks, beaches, and other outdoor places
 - Staff members will *not* be allowed to go into local towns or cities and visit bars, restaurants, stores, casinos, laundromats, or any other indoor areas where potential exposure could take place
 - Breaking this rule will result in dismissal
 - Staff members will be allowed to use their own vehicles for time off
 - COVID-19 Outbreaks/hotspots may cause Camp Ho Mita Koda to restrict out of camp trips or specific time off destinations
- On time off, staff may pick up food from restaurants that have drive-thrus and curbside pick-ups. Outside of this, the "Stump" is to be utilized.
- Alcohol will be provided free of charge for any staff members above the age of 21 who would like beer, hard seltzers, or ciders on their time off
 - Limits per person: 2 per night off, 3 per day off

Protecting The Camp Bubble

- To maintain the health and safety of all campers and staff, everyone must remain in the camp bubble
 - Under no circumstances should staff members be entering any bars, restaurants,

casinos, stores, or other public places

- Breaking this rule will result in dismissal
- Staff will not have the opportunity to leave camp to attend family/friend celebrations, school orientation, or other social gatherings.
- It is unlikely that staff who depart for family emergencies or other issues will be able to return to camp.
- The primary reason that staff may have to leave the camp bubble is for a medical emergency or medical appointments
 - For these visits, Camp Ho Mita Koda will coordinate and provide guidance for PPE that must be worn and other protocols that need to be maintained

No Visitors

- In order to keep our camp bubble intact, there will be no visitors allowed in camp this summer. This includes significant others, friends, and family members
 - Staff will also not be able to use their time off to visit significant others, friends, or family members, including those who are visiting the area

Additional Staff Responsibilities

- Throughout the summer, there may be times when you may be asked to do something that is possibly outside your normal job responsibilities (which happens frequently at camp!). With regards to COVID-19 procedures, that may include:
 - Serving food during meals
 - Each meal, to help out our kitchen staff, we assign kitchen assistant to help serve food to campers and staff
 - Sanitizing
 - Equipment at project areas
 - Cabins
 - Before/during/after meals
 - Assisting support areas like kitchen and maintenance as needed

All Hands On Deck

- These protocols only work if everyone is on board and is helping to enforce them. Our leadership team will help ensure the protocols are being followed, but we need everyone to step up and help make sure other staff and campers are following the protocols as well. They were designed with the safety of our camp community in mind
- Nobody is allowed to be offended
 - There may be times when someone accidentally forgets to wear a mask or forgets to be distanced
 - If that occurs and someone kindly reminds that person to wear a mask or stand

further away, remember it is for the health and safety of the camp community. Nobody is allowed to be offended by being reminded to be concerned for the health and well being of the entire community

One Last Thing

- We realize there are a lot of sacrifices being made this summer to keep camp safe. But camp is needed more than ever these days and the reward of making an impact on your campers' lives and being a positive role model will make all the sacrifice worth it. We also believe that these protocols give every staff member an increased sense of safety and security that is not currently present in everyday life