

MYSTIC LAKE YMCA CAMP

COVID-19 PLAYBOOK

For Summer Camp and Group Rentals

This plan is intended to meet the State of Michigan's requirements for licensed camp operation and is based on Michigan camp licensing requirements and guidelines, American Camp Association guidelines, and guidance from the CDC and local health department.

Thank you for choosing Mystic Lake YMCA Camp! The purpose of this manual is to provide our parents, group leaders, staff and volunteers with guidelines based on best practices to help make your stay with us enjoyable and safe. Our staff will continue to monitor Covid-19 best practices and guidelines from national, state and local health authorities to assure the health and safety of our camp community remain our top priority. If you have any questions or would like more information please contact our office at (517)827.9650.

This manual will remain a living document and will be updated as more information about Covid-19 is learned and shared. It will remain accessible on our website at www.mysticlakecamp.org

Pre Camp Communication

-Prior to arrival, all families are asked to check our website for the most up to date Covid Policies and Procedures. www.mysticlakecamp.org

PRE-CAMP HEALTH SCREENING

-Families will be asked to self-monitor and conduct the following pre-screening activities for 14 days prior to your arrival at camp:

- Temperature should be taken daily.

- Self-screen for the presence of Covid-19 symptoms. These symptoms could include fever of 100.4 F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste and/or smell, sore throat, vomiting, etc.

- If a participant has been in close contact with a person who has been diagnosed with, tested for or quarantined as a result of Covid-19, inform Mystic Lake YMCA Camp prior to your arrival. You may be asked to provide proof of a negative Covid-19 test or move your stay to a later date.

- MI Symptoms <https://misymptomapp.state.mi.us> is a tool to help assess your wellness.

-Covid-19 specific testing is not a required part of our on site or pre-camp screening process at this time.

-If you exhibit any of the symptoms listed above you will be asked to stay home and every attempt will be made to place participants in a later session of camp should their symptoms improve.

-Please limit your participation in large group activities (especially indoors) or activities outside your household for 14 days prior to your visit to Mystic Lake YMCA Camp.

-Families with campers that have underlying conditions should consult their child's medical provider to assess risk and determine if participation in camp is appropriate for your child.

-All Mystic Lake YMCA Camp staff and volunteers will undergo daily health screenings/temperature checks.

-Mystic Lake YMCA Camp will be taking the temperature of all staff and participants entering our programs using an infrared forehead thermometer. Under the guidance of the CDC, any person with a forehead temperature of 100.4 F or higher will not be allowed access to camp.

Arriving at Camp

- Vehicles will be greeted near the entrance to camp.
- Staff will welcome families and direct campers and their 1 adult on where to go for next steps.
- 1 adult per family will be asked to help complete the check in/check out process.
- Persons not attending camp may use the bathrooms in the main lodge if needed. We ask that no one enter indoor facilities unless absolutely necessary.

Check In

- Families are asked to only have 1 adult attend the check in process. At the cabin we ask that only the camper enter the building.
- Everyone must wear a face covering.
- Families will be met by staff near their designated check in location. Campers and the accompanying adult will have their temperatures taken. If a camper or adult has a temperature of 100.4 F or above, an administrative member will be called to re-check temperature. If the temperature remains at or above 100.4. F the camper will not be able to remain at camp.
- Additional Covid-19 screening questions will be asked at this time.
- After the health screening, the family will be provided additional information and the camper will move into their cabin. Medication for campers will be turned in as part of the pre-cabin process. Our Health Officer will be available.
- Once your camper has arrived at the cabin we ask that you promptly depart camp.

Check Out (Please note that check out day is Friday)

- Check out will take place at 6:00pm. We have moved check out to Friday evening to allow for a more thorough cleaning and sanitation between sessions of camp.
- Campers will be checked out via a drive thru process in the designated spot on camp. Staff will be positioned strategically to help facilitate this process.
- Photo ID's are required and will be checked in order to pick up a camper. The adult must be listed on the Camper Release Form.
- The Camp Store will not be available during the check out process.

MASKS AND PHYSICAL DISTANCING

- Everyone should wear a mask when indoors and when outdoors within 6 feet of others. Most activities will be scheduled outdoors. Masks do not need to be worn when eating, sleeping, showering or swimming.
- Everyone is advised to practice physical distancing by standing 6 feet or further away from other groups of people not part of their camp group while moving around the camp property.
- Program areas will be arranged and scheduled to ensure appropriate distancing.
- All indoor spaces should comply with state/local mandated occupancy limits.
- Campers in the same cabin will at times be closer than 6 feet from one another. This is inherent in a camp program and precautions will be taken to limit this when possible.
- Some activities that involve high intensity (running, swimming, etc.) may not require participants to wear masks. Participants will be reminded when it is necessary to wear/not wear their mask.

-Cabin groups will be created and will remain in tact during the camp session. These groups will be similar to “families” and at times could be together when not wearing masks or physical distancing depending upon the activity.

HOUSING INFORMATION

-Mystic Lake YMCA Camp staff, in accordance with local/state mandates and/or guidelines, will determine the capacity for overnight sleeping in each facility. Cabins may have lower capacity until further notice.

-The cabin counselor or group leader must ensure that the housing capacity is adhered to throughout the stay.

-To ensure adequate spacing between individual’s faces when sleeping, individuals will be required to alternate the orientation of each bed by sleeping “head to Toe.”

-Cabins, including mattresses, will be sanitized prior to the start of each camp program.

-Please bring freshly cleaned bedding to camp. It is recommended individuals bring a pillow, twin fitted sheet, cover sheet and blanket/sleeping bag.

-Beds will be arranged, when possible, to allow for 6 feet separation between occupants. All occupants will be asked to stagger sleeping orientation in a “head to toe” manner to help with distancing.

-Masks will not be required for sleeping.

CAMP STAFF TRAINING

-All camp staff will be trained in policies and procedures for preventing disease transmission as well as cleaning and sanitation guidelines. Staff will be requested to follow safety protocols when away from camp on their time off, to include physical distancing and mask wearing.

-Staff will receive a health screening upon return to camp before beginning their next shift.

-Staff will be trained in the proper use and importance of PPE.

-Staff will be trained in how to watch for and identify signs and symptoms of Covid-19 and other communicable diseases.

FOOD SERVICE

Staff screening, PPE use and kitchen access

-All kitchen staff will be screened daily before beginning their shift. Any staff displaying symptoms will be asked to leave and self isolate immediately.

-Kitchen staff will wear face coverings and disposable gloves while preparing and serving food. Additionally, staff will be required to wash hands frequently.

-Only camp staff will be permitted in the kitchen. Guests are encouraged to ask a staff member for any special requests (ice, water refill, food storage, ice, etc.)

Routine Cleaning, Disinfection and Dish Washing

-High touch and food preparation surfaces will be cleaned and disinfected at the beginning and end of each shift or when necessary due to food service code. Cleaning may be done with detergent and water. Disinfectant will be done using an EPA-approved disinfectant. Mystic Lake Camp will use Purell Food Service Sanitizer.

-All possible dishware will be put through the dishwashing machine for cleaning and sanitizing. Staff washing and storing dishes will wear masks and gloves. Any item that does not fit into the dishwasher will be cleaned in a 3 part sink using approved procedures and products per health department.

Meal Service

- Mystic Lake YMCA Camp will provide meals for onsite guests.
- Meals will be served several ways depending upon group and program. This could include "Grab and Go", Family Style with adult serving and Cafeteria Style. Our meal service will be dictated by how we feel the best controls are in place. No self serve or buffet service will be provided until further notice- this includes cook outs and salad bar.
- Groups wishing to dine in the dining hall will need to have this prearranged with camp staff and practice strict physical distancing.
- Outdoor dining will take place as much as possible depending upon weather and other factors. The covered front porch and tents will be used to provide shelter from the sun/rain.
- Tables will be assigned to groups at the beginning of their stay and will be their dining spot for the duration.
- Traditionally campers and guests have taken turns "hopping" tables (clean up). We will temporarily pause this and ask that an adult "hop" the table for their group. Adults clearing tables will wear disposable gloves.
- Camp staff will clean and disinfect the dining hall/area after each meal. This will include tables, chairs, high touch surfaces, brooms and garbage cans.
- Plastic shields will be installed in our serving windows to protect kitchen staff and participants.

GENERAL SANITIZING AND CLEANING

- Hand sanitizer will be available in all sleeping areas and program buildings.
 - Note- some buildings may be off limits to help control possible exposure.
- To limit cross contamination, participants are asked to bring their own handwashing soap/shampoo for use in the shower houses and cabin bathrooms when using the facility is planned. Please bring in a re-useable storage container/plastic bag to store for the session.
- Bathrooms in the main lodge and bath houses will have foam soap dispensers for use when visits are not scheduled.
- Each facility and program area will contain sanitizing spray and disposable paper towels so leaders and participants can disinfect high touch surfaces (i.e. light switches, door handles, sinks, counter tops, etc.) during your stay.
- Program areas, facilities and equipment will be sanitized on an ongoing basis and will be done in between group use in "shared" areas (i.e. boating, high adventure, archery, main lodge, etc.)
- High touch surfaces in cabins will be cleaned regularly by guests and staff in cabins.
- Sleeping facilities will be thoroughly sanitized between group use and sessions of summer camp.
- Shared shower houses will be scheduled for use and cleaned in between different cabins using them.
- Bathrooms in cabins will be sanitized by maintenance staff daily, ongoing by those living in the cabin.

- Lodge bathrooms will be sanitized several times daily.
- Facilities closed at night will receive a thorough deep clean and sanitizing prior to the next day. These areas include some buildings and program areas.

VISITORS

- All visitors must check in at the camp office for a health screening upon arrival. Non-essential visits and tours will not be permitted while guests or campers are on site.

PROGRAM ACTIVITIES

- Cabin groups will rotate through camp activities within their cabin group to limit exposure with other groups of participants. Some activities may remain paused for 2021 due to the difficulty of mitigating exposure while offering these activities. These will include areas with extensive sharing of equipment with limited time to clean in between groups, low ratios of staff to campers, participants being in too close proximity to others and limitations of inspections and training due to restrictions brought about by Covid. These activities could change as the year progresses.
- “All Camp” activities or large group activities are discouraged at this time. This would include group games, large group campfires, etc. These activities will be offered in cabin groups until further notice.

RENTAL GROUP INFORMATION

- All Rental Groups will need to agree to our Rental Policies and Procedures, in addition to our Covid-19 Playbook, which will be provided with your Facility Use Agreement.

-Each group must provide a designated camp health officer that meets or exceeds minimum licensing for Michigan Camp Licensing and the American Camp Association. The individual is responsible for:

- Obtaining and managing health records for all participants
- Medication management and distribution (locked cabinets are available for storage)
- Conducting pre-arrival and daily health screenings of all group individuals (with no-contact thermometer and symptom questionnaire)
- Providing basic first aid for group individuals as needed.
- Providing all equipment and supplies

Mystic Lake YMCA Camp staff are trained in first aid and CPR and will assist in the event of an emergency. Additionally, we have a limited number of first aid supplies available. Groups are to provide their own basic inventory of high use items (masks, gloves, thermometers, band aids, over the counter medicine, etc.)

COMMUNICATION FOR RENTAL GROUPS

All group leaders will receive current guidelines at least two weeks prior to their arrival at camp. This should be further communicated and shared with all chaperones, participants, and parents/guardians.

Camp leadership and group leaders will maintain daily communication with any schedule changes, health/safety updates, and concerns to ensure both prompt response and quality customer service is possible. A culture of collaboration amongst camp staff and group leaders will be essential.

COMMUNICABLE DISEASE RESPONSE PLAN

If an individual at camp is suspected of having Covid-19 or any other communicable disease, the following will occur:

1. The individual will be asked to put on a face mask and will be isolated from others. Currently our Health Center, Spikehorn Lodge, has a designated area for isolation.
2. The Health Officer attending to the individual will wear a N95 mask/respirator, eye protection, disposable gloves and gown/apron when in close contact. All PPE is to be single use and disposed of when exiting the treatment area.
3. Camp management, group leaders and parent/guardian will be notified.
4. Further assessment or guidance will be sought from an appropriate healthcare provider should be sought.
5. A plan will be made for the individual with suspected communicable disease to be removed from camp by their parent/guardian/designated adult as soon as possible. They will be isolated from others until pick up.
6. Camp staff/group leaders will gather the participants belongings and then disinfect the individual's cabin, sleeping area and other areas they may have visited. PPE use will be required during this process.
7. Basis contract tracing will be done on camp with the assistance of staff and group leaders for those that may have been in close contact with the individual (within 6 feet for at least 15 minutes in the past 24 hours cumulatively) and will be observed for symptoms. Parents/guardians of those individuals will be notified.

Management of Communicable Disease

If an individual has any of the following signs and/or symptoms of illness they will be immediately isolated and will need to be picked up from camp:

- Diarrhea
- Severe cough
- Difficult or rapid breathing
- Yellowish skin or eyes
- Temperature of 100.4 F or higher (digital forehead)
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool

- Stiff Neck
- Vomiting
- Evidence of lice, scabies or other parasitic infection.
- Severe stomach or head pain

If any of these symptoms are present prior to the start of camp, please do not proceed to camp to ensure the well being of others. If an individual has a communicable disease, a return note from a physician is required for program participation.

If a child, staff member, family member, or visitor to our camp shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close individual cabins or our camp, the duration of the closure, and other needed next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

Returning to Camp

Individuals who are exposed to or tested positive for COVID-19 must follow guidance from their doctor and local health department. CDC guidelines include persons known to have been exposed and considered 'close contact' to quarantine for 10 days after exposure based on the time of exposure, symptoms, or the individuals positive results.

Individuals who exhibit symptoms of COVID-19 and receive a positive test can return to camp under the following conditions:

- At least 10 days since symptoms first appeared AND
- At least 24 hours with no fever without fever-reducing medication AND
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Individuals who tested positive for COVID-19 but had no symptoms and continue to have no symptoms can be around others after 10 days have passed since the date you had your positive test.

Please review the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html> for more information and/or changes

REQUIRED PARTICIPANT INFORMATION

Each participant must complete the following prior to arrival at camp. These will be maintained by the Y or group leader while at camp and copies or originals must be submitted to the camp management for record keeping purposes.

- Participant waiver
- Health History Form
- USDA Summer Food Service Program Family Information Form
- Insurance Information
- Authorization for Photo/Video Release
- Camper Release Form

All required Mystic Lake YMCA Camp forms for summer camp participation are available online at ww.mysticlakecamp.org

General Information

- Hand sanitizer stations will be added to program areas (Climbing Wall, Athletic Field, Arts and Crafts, etc.).
- Hand sanitizer will be available for each sleeping area.
- Hand washing will be done frequently.
- Signage will be posted in high traffic areas to encourage social distancing and the use of facial coverings.
- All water fountains and water stations will be used for filling water bottles directly, or disposable cups will be provided. Please make sure that **all individuals have a reusable water bottle** for this purpose.

DISCLAIMER

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a highly contagious virus that can lead to severe illness and death, and by attending camp participants voluntarily assume all risks related to exposure to COVID-19.

Camp Contact Information

Mystic Lake YMCA Camp	517.827.9650	
Ricky Wright, Executive Director	517.827.9655	rwright@lansingymca.org

Additional Resources

Centers for Disease Control and Prevention
<https://www.cdc.gov>

American Academy of Pediatrics <https://www.aap.org> provides tips for how to support children with their social, emotional and physical needs.