



# **MYSTIC LAKE YMCA CAMP**

## **COVID-19 PLAYBOOK**

### **Summer Camp and Group Rentals 2021**

Thank you for choosing Mystic Lake YMCA Camp!

1. We are energized and excited to deliver the “Mystic Experience” to our campers and their families this summer! It is going to be an incredible summer that we are all going to remember!
2. The purpose of this “playbook” 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.
3. Please refer to the table of contents page as that will serve as your guide through this playbook.
4. This playbook 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](http://www.mysticlakecamp.org)
5. Keeping our staff and kids safe in our current environment will remain a top priority and 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.
6. We ask that our parents/guardians help support our efforts by:
  - a. When you arrive at camp, allow our staff to welcome you and to direct your campers and 1 adult on where to go for next steps.
  - b. Persons not attending camp, may use bathrooms in the main lodge if needed. We ask your support in not entering any other indoor facilities unless necessary.
  - c. Any other visitors to camp will require a health screening upon arrival. To help maintain our sanitized environment, non-essential will not be permitted while guests and campers are on site.
  - d. We strongly encourage our staff, campers, and their family and friends to get vaccinated! It is the best way to keep ourselves, our family, our friends and our camp safe!

We are looking forward to another summer that will be filled with great memories!

If you have any questions or would like more information, please contact our office at (517)827.9650.

Ricky Wright  
Executive Director  
Mystic Lake Camp



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## 1. Preparing for Camp

### A. REQUIRED PRE-ARRIVAL TESTING

1. All campers attending camp who are not fully vaccinated against Covid-19 will need to have a test administered within 1-3 days of arrival at camp.
2. Proof of a negative test or full vaccination will be required for check-in. (*Both PCR and Rapid tests are acceptable*).
3. We ask that all campers self-quarantine between their test and arrival for camp.
4. Campers with pending test results **should not** come to camp or the bus pickup location until results arrive.
5. Campers returning to camp for consecutive sessions will need to be tested before returning for their next session. Mystic Lake staff will be able to perform the testing for multi-week campers providing it onsite at check in of the 2nd session.
6. Campers involved in two-week programs (Counselors in Training and Leaders in Training) will be tested onsite before their second week.

### B. REQUIRED PARTICIPANT INFORMATION

1. 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
  - Insurance Information
  - Authorization for Photo/Video Release
  - Camper Release Form
2. All required Mystic Lake YMCA Camp forms for summer camp participation are available online at [www.mysticlakecamp.org](http://www.mysticlakecamp.org).

### C. PRE-CAMP HEALTH SCREENING

1. Families will be asked to self-monitor and conduct the following pre-screening activities for 10 days prior to your arrival at camp:
2. Temperature should be taken daily.
3. 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.
4. If a participant has been in close contact with a person who has been diagnosed with, tested for, or quarantined because of Covid-19, inform Mystic Lake YMCA Camp prior to your arrival. You may be asked to move your stay to a later date.
5. MI Symptoms <https://misymptomapp.state.mi.us> is a tool to help assess your wellness.
6. 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.

7. Campers who are not fully vaccinated should do their best to quarantine for 10 days prior to arrival at camp. This should include physical distancing, mask-wearing when not at home, avoiding unnecessary travel, and refraining from indoor social gatherings with people outside of their households.
8. 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.
9. Mystic Lake YMCA Camp will be taking the temperature of all 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.

## 2. COVID Safety Protocols

### A. MASKS AND PHYSICAL DISTANCING

1. Per CDC recommendations, campers who sleep in the same cabin will be considered a "household cohort." All participants in Teen Nation or Leadership programs will be considered a cohort as multiple cabins will do activities together on a regular basis.
2. Household cohorts are discouraged from being indoors with other household cohorts for program activities.
3. Masks are optional for staff and campers. Although not required, participants choosing to wear a mask will be supported by staff in their choice.
4. All indoor spaces should comply with state/local mandated occupancy limits.

### B. SYMPTOM CHECKS

1. All campers will undergo daily Covid-19 symptom and temperature checks.
2. If unexplainable symptoms of Covid-19 arise, the individual experiencing them will be immediately isolated. See "Communicable Disease Response Plan" for next steps.

### C. GENERAL INFORMATION

1. Hand sanitizer and/or wash stations will be near program areas where feasible (Climbing Wall, Athletic Field, Arts & Crafts, etc.).
2. Hand sanitizer will be available for each sleeping area.
3. Hand washing will be done frequently.
4. Signage will be posted in high traffic areas to encourage mitigation.
5. 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.

## 3. Check In (Sunday)

### A. AT MYSTIC LAKE

1. Check in will be staggered by last name to reduce crowding.
2. Campers with last names beginning in A-L should arrive between 2:00 pm-3:00 pm.
3. Campers with last names beginning in M-Z should arrive between 3:00 pm-4:00 pm.
4. Parking will be in the main parking lot by our Main Lodge and check in will begin on/near the front porch.
5. Families are asked to only have 1 adult attend the check in process.
6. At the cabin we ask that only the camper enter the building.

7. Campers will have their temperature checked. If a camper or has a temperature of 100.4 F we will do a recheck. If the temperature remains at or above 100.4, the camper will not be able to remain at camp.
8. Additional Covid-19 screening questions will be asked at this time.
9. After the health screening, the family will be provided additional information and the camper will move into their cabin.
10. Medication for campers will be turned in as part of the pre-cabin process with our Health Officer.
11. Once your camper has arrived at the cabin, parent/guardian will promptly depart camp.

A. AT BUS STOP AT PARKWOOD YMCA (Sunday)

1. Bus check-in will take place between 11:30am and 12:00pm. The bus is scheduled to leave at 12:00pm.
2. Campers, parents, and guardians should remain physically distant (as space allows) while the bus check in process is underway.
3. Temperature and health checks will be conducted.
4. Per Michigan Camp Licensing, masks are required by passengers on the bus to and from camp.

**4. Check Out (Friday Night)**

A. AT MYSTIC LAKE CAMP (Friday)

1. Check out will take place from 5:30 pm to 6:30 pm for campers being picked up at camp.
2. Campers using the bus transportation will arrive at the Parkwood YMCA at approximately 7:45pm.
3. We have moved check out to Friday evening to allow for a more thorough cleaning and sanitation between sessions of camp and to provide additional rest for the well-being of the staff.
4. Campers will be at/near their cabin for check out. Please sign out your camper near the Main Lodge.
5. Staff will be positioned strategically to help facilitate this process.
6. Photo ID's are required and will be checked to pick up a camper. The adult must be listed on the Camper Release Form.
7. The Camp Store will be available during the check-out process.

B. AT BUS STOP AT PARKWOOD YMCA (Friday)

1. Mystic Lake Camp bus to the Parkwood YMCA will arrive at approximately 8:00pm.
2. Parents and guardians should remain physically distant while the bus check out process is underway.
3. Adults picking up a camper will be required to show a photo ID.

**5. Returning to Camp**

A. RETURNING TO CAMP

1. Individuals who are exposed to or tested positive for COVID-19 must follow guidance from their doctor and local health department. Following CDC guidelines, 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 individual's positive results.

2. 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.
3. 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

## 6. Camp Operations

### A. HOUSING INFORMATION

1. 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.
2. Cabins, including mattresses, will be sanitized prior to the start of each camp program.
3. Please bring freshly cleaned bedding to camp. It is recommended individuals bring a pillow, twin fitted sheet, cover sheet and blanket/sleeping bag.
4. All occupants will be asked to stagger sleeping orientation in a "head to toe" manner.

### B. CAMP STAFF TRAINING

1. All camp staff will be encouraged to vaccinate against Covid-19 and will need to provide proof of full vaccination or a negative Covid-19 test administered before checking in to camp for the summer.
2. All camp staff will be trained in policies and procedures for preventing disease transmission as well as cleaning and sanitation guidelines.
3. Staff will be encouraged to follow safety protocols when away from camp on their time off.
4. Staff will be trained in the proper use and importance of PPE.
5. Staff will be trained in how to watch for and identify signs and symptoms of Covid-19 and other communicable diseases.
6. Staff that are not fully vaccinated will be administered a Covid-19 Rapid Test prior to the beginning of each session.

### C. PROGRAM ACTIVITIES

1. Cabin groups will rotate through camp activities within their cabin group to limit exposure with other groups of participants. Teen Nation and Leadership programs will form a cohort with the other cabins in their program.
2. Some activities may remain paused for 2021 due to the difficulty of mitigating exposure while offering these activities. For example, these include areas with low ratios of staff to campers, and limitations of inspections and training due to restrictions brought about by Covid.
3. Program activities could change as the year progresses.

4. Activities may take place with campers together from other cabins (skill clinics, Village Activities, etc.). When doing so, physical distancing may be required.

## 7. Cleaning and Sanitation

### A. GENERAL SANITIZING AND CLEANING

1. Hand sanitizer will be available in all sleeping areas and program buildings.
2. 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.
3. Bathrooms in the main lodge and bath houses will have foam soap dispensers for use when visits are not scheduled.
4. Each facility and program area will contain sanitation supplies so leaders and participants can disinfect high touch surfaces (i.e., light switches, door handles, sinks, counter tops, etc.) during your stay.
5. Program areas, facilities and equipment will be sanitized as needed.
6. High touch surfaces in cabins will be cleaned regularly by guests and staff in cabins.
7. Sleeping facilities will be thoroughly sanitized between group use and sessions of summer camp.
8. Shared shower houses will be scheduled for use when possible.
9. Bathrooms in cabins will be sanitized by maintenance staff daily.
10. Lodge bathrooms will be sanitized several times daily.

## 8. Managing Communicable Disease

### A. COMMUNICABLE DISEASE RESPONSE PLAN

1. If an individual at camp is suspected of having Covid-19 or any other communicable disease, the following will occur:
  - a. 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.
  - b. The Health Officer attending to the individual will wear a KN95 mask, eye protection and disposable gloves when in close contact. All PPE is to be single use and disposed of when exiting the treatment area.
  - c. Camp management, group leaders and parent/guardian will be notified.
  - d. If an individual is suspected of having Covid-19, a Rapid Test and/or a PCR test will be administered by Mystic Lake YMCA Camp designated staff. We may also randomly test other campers in the same cabin.
  - e. Further assessment or guidance will be sought from an appropriate healthcare provider.
  - f. 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.
  - g. 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.
  - h. Basic contact 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.

- i. If a positive Covid test is returned, the campers and staff in the positive individual's cabin and program (Teen and Leadership), if not fully vaccinated, may no longer be able to stay at camp. Fully vaccinated campers and staff experiencing no symptoms of Covid-19 will be able to remain at camp.

## B. MANAGEMENT OF COMMUNICABLE DISEASE

1. If an individual has any of the following signs and/or symptoms of illness they will be immediately isolated and may 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
2. 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.
3. 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.
4. 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.
5. 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.

## 9. Camp Communications

### A. PRE-CAMP COMMUNICATION

1. Prior to arrival, all families are asked to check our website for the most up to date Covid-19 policies and procedures. [www.mysticlakecamp.org](http://www.mysticlakecamp.org)

## 10. Food Service

### A. STAFF SCREENING, PPE, AND KITCHEN ACCESS

1. Any staff displaying symptoms will be asked to leave and self-isolate immediately.
2. Kitchen staff will wear disposable gloves while preparing and serving food.
3. Staff will be required to wash hands frequently.
4. Only camp staff will be permitted in the kitchen.
5. Guests are encouraged to ask a staff member for any special requests (ice, water refill, food storage, ice, etc.)

### C. ROUTINE CLEANING, DISINFECTION, AND DISH WASHING

1. 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.

2. All dishware will be put through the dishwashing machine for cleaning and sanitizing after each meal. Staff washing and storing dishes will wear 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.

#### D. MEAL SERVICE

1. Mystic Lake YMCA Camp will provide meals for onsite guests.
2. Meals will be served several ways depending upon group and program. This could include "Grab and Go", Family Style 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 (including salad bar.)
3. A mix of indoor and outdoor dining may take place depending upon weather and other factors. The covered front porch and tents will be used to provide shelter from the sun/rain.
4. Tables will be assigned to groups at the beginning of their stay and will be their dining spot for the duration.

### **10. Rental Groups**

#### A. RENTAL GROUP INFORMATION

1. 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.
2. 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:
  - a. Obtaining and managing health records for all participants
  - b. Medication management and distribution (locked cabinets are available for storage)
  - b. Conducting pre-arrival and daily health screenings of all group individuals (with no-contact thermometer and symptom questionnaire)
  - c. Providing basic first aid for group individuals as needed.
  - d. Providing all equipment and supplies
2. Mystic Lake YMCA Camp staff trained in first aid and CPR will assist in the event of an emergency.
3. 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.)

#### B. COMMUNICATION FOR RENTAL GROUPS

1. All group leaders will receive current guidelines prior to their arrival at camp. This should be further communicated and shared with all chaperones, participants, and parents/guardians.
2. 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.
3. A culture of collaboration amongst camp staff and group leaders will be essential.

## 11. Camp Contact Info, Additional Resources and Disclaimer

### Camp Contact Information

Mystic Lake YMCA Camp 517.827.9650  
Ricky Wright, Executive Director 517.827.9655  
[rwright@lansingymca.org](mailto: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.

### **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.