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Arizona 4-H COVID-19 Camping Risk Management Plan  
Summer 2021



Cooperative Extension

## Introduction

The goal of this document is to outline the policies and procedures for effective and safe 4-H programming for overnight camping programs within Arizona 4-H, the majority of which occurs at James 4-H Camp during the summer months of April-August 2021. This guide is for both internal and external groups that will conduct programming at an Arizona 4-H facility (i.e. James 4-H Camp) or hold overnight 4-H programming.

We are taking additional steps this summer to protect our campers, volunteers, Extension staff, and Camp staff. Our operations plan is designed to address COVID-19 and includes virus prevention methods, supply and resource procurement, communication and training, cabin-centric programming, and increased cleaning and sanitizing procedures.

We are basing this resource on The American Camp Associations’ [“Field Guide for camps”](#) and the [Arizona Cooperative Extension Phased Operational Plan](#). This plan will be revised in accordance with future public health guidance and University of Arizona policies and procedures.

The following checklist and subsequent information outline the “check list” that both 4-H programs and external groups will need to follow to use the camp space.

### ☐ Training on Camp Safety and COVID-19 Prevention Methods

All Camp Staff and outside group adults will complete an on-site COVID-19 Prevention training in their areas of focus (healthcare, program, maintenance, housekeeping, and foodservice). On the first day of each camp session, extension staff, volunteers, and campers will participate in a safety orientation led by Camp Administration and Program Staff that includes COVID-19 prevention training. Signage will be posted in various areas around camp promoting hygiene and COVID-19 prevention methods. Daily updates pertaining to camp safety protocols will be provided to Extension Agents and Volunteers at lunchtime announcements.

### ☐ Capacity Modification

We will operate at a reduced capacity, allowing us to provide appropriate physical distance in our cabins, during mealtimes, and during planned activities.

People at camp	Total Capacity	Notes
Minors (Youth, younger than 18)	70	Campers or Youth Campers
Adult staff	7-8	County faculty, staff, AmeriCorps
Support teams: Kitchen (3-4) Nurse (2) Maintenance/cleaning (2) Director (1)	8-9	Site director, auxiliary people at location supporting programming
Total	85-87	This is reduced from previous years

## Cabins-Upper Camp

### Cook's Cabin (6 Beds) \*

<u>New Director</u>		

\*We aren't sure how the new director will use this facility.

### Mohave (10 Beds)

<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

### Hopi (13 Beds)

<u>Counselor</u>	<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

### Yavapai (13 Beds)

<u>Counselor</u>	<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Pima (13 Beds)

<u>Counselor</u>	<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Papago (13 Beds)

<u>Counselor</u>	<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Upper Camp Bed Capacity: 32 Campers, 8 Junior Counselors

### Cabins– Lower camp

Navajo (10 Beds)

<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Apache (10 Beds)

<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Zuni (10 Beds)

<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>
<u>Counselor</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>	<u>Camper</u>

Havasu Canyon-Female (4 Beds)

<u>COVID-19 Quarantine Room</u>	<u>COVID-19 Quarantine Room</u>
<u>COVID-19 Quarantine Room</u>	<u>COVID-19 Quarantine Room</u>

Havasu Creek (5 Beds)

<u>Male Staff</u>	<u>Male Staff</u>	<u>Male Staff</u>
<u>Male Staff</u>	<u>Male Staff</u>	

Havasu Falls -Male (4 Beds)

<u>COVID-19 Quarantine Room</u>	<u>COVID-19 Quarantine Room</u>
<u>COVID-19 Quarantine Room</u>	<u>COVID-19 Quarantine Room</u>

Anasazi Health Cottage (10 Beds)\*

Nurse	Nurse	Dispensary Bed
Female Staff	Female Staff	Female Staff
Female Staff	Female Staff	

Lower Camp Bed Capacity: 24 campers, 6 counselors

## Prior to Arrival

### ☐ Prior to Camp Arrival 14 Day Self-Check

- The Arizona 4-H Overnight Program COVID-19 Checklist will be distributed to all campers, volunteers, and employees, along with the (American Camp Association Field Guide for Camps, 2020, p. 16). There are two versions of this form. Version A is for minors. Version B is for adult volunteers and Extension staff.
- Prior to the arrival/check-in of a camp session, all campers, volunteers, and Extension staff will be required to complete a provided 14-day Pre-Camp Health Screen form (American Camp Association Field Guide for Camps, 2020, p. 16). There are two versions of this form. Version A is for minors. Version B is for adult volunteers and Extension staff.
- This form will require participants and camper parents to check their temperature each of the 14 days leading up to arrival day, self-screen for symptoms, and to answer five questions:
- The pre-screening questions will determine if:
  1. The individual has not had a fever of 100.4 or higher, or a sense of having a fever in the last 14 days.
  2. The individual has not developed any of the listed symptoms in the last 14 days that cannot be attributed to another health condition.
  3. In the last 14 days, the individual has not been in contact with an individual who has been ill with respiratory complaints or fever, or who has tested positive for COVID-19.
  4. No one in the individual's household has tested positive for COVID-19 in the last 14 days.
  5. No one in the individual's household is currently waiting on COVID-19 test results.

#### ☐ **Prior to Camp Arrival Negative COVID-19 Test & Vaccination**

Campers will arrive to camp with a negative COVID-19 test that was taken within 48 hours. If campers do not arrive with this, they will not be permitted to stay at camp. A list of places to get free tests will be provided to campers with their registration information.

☐ Campers and families will be asked to comply with similar requirements as the staff. Prior to their arrival at camp, families will submit a medical history and specific COVID-19 checklist (Appendix A) to camp before their arrival (to the group organizer). Campers with underlying medical conditions listed under 'high risk for complications associated with COVID-19 on the CDC website will be asked to consider opting out of participation in camp this year.

☐ All individuals who are eligible for the [COVID-19 vaccine](#) are strongly encouraged to complete vaccination at least two weeks prior to arrival at Camp to ensure their body has had time to build immunity.

#### ☐ **Packing List**

Changes will be made to the standard packing list that is provided to camper families by County Extension Offices. These changes will include masks and personal hand sanitizer. Campers should maintain their belongings and help cabin leaders identify misplaced items during the camp session. Parents will be reminded not to send their camper with anything that is irreplaceable and to label all items with their camper's name

#### ☐ **Masks**

Masks or face coverings should

- 1) cover mouth and nose,
- 2) fit snugly but comfortably,
- 3) be secured with ties or ear loops,
- 4) be made of multiple layers of fabric,
- 5) allow for breathing without restriction.

·Campers, volunteers, and staff will be required to masks (except when sleeping, eating, or walking outdoors with guaranteed physical distance).

·During meals, masks may be removed only after seated in a designated area and while 6ft from others.

·During shower time, masks must be worn while waiting in line. Masks may be removed only after entering the shower stall.

·In cabins, masks must be worn unless laying in your bed and while 6ft from others.

#### ☐ **Daily Cleaning and Sanitizing (See American Camp Association - Field Guide for Camps)**

- High touch surfaces will be cleaned and sanitized continuously throughout the day. (American Camp Association Field Guide for Camps, 2020, p. 112) This includes railings, doorknobs, bathrooms, etc. We will limit the use of shared equipment to the extent possible based on the activity. For example, bows and arrows will be sanitized after each use.
- Restrooms, dining hall, classrooms, and other areas of congregation are scheduled to be cleaned multiple times per day. (American Camp Association Field Guide for Camps, 2020, p. 114)

## COVID-19 Screening

- ☐ Every morning an assigned person will complete a “Wildcat Wellness Check” which includes a temperature check and verbal completion of the following self-assessment based on the following questions:

Since your yesterday, have you had any of the following:

- A new fever (100.4 or higher, or a sense of having a fever) or chills?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle or body aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Headache?
- New loss of taste or smell?
- Fatigue?
- Nausea, vomiting, or diarrhea?
- Congestion or a runny nose?

If a camper/staff/volunteer answers yes to any of the screening questions, the screener will immediately activate the emergency protocol for COVID-19 by following these steps:

- Remove the person from the area and isolate them from others.
- Notify the parent-guardian by phone that the youth is experiencing COVID-19 symptoms to get consent for testing -or- establish a plan for departure.
- Take this person to the nearest rapid testing facility.
- The nearest rapid testing site is Care Urgent Care 450 South Willard Street, Cottonwood, AZ 86326, USA.

- If they test positive for COVID-19:



- If it is a volunteer and have their own transportation and capable of driving, they must leave camp by driving themselves.
- If it is a camper, staff will call their parent/guardian and they would be picked up at the expense of the parent (within 24 hours).
- If it is a junior counselor or a staff person who can't drive then their emergency contact would be called. This would be a person that each person at camp had pre-identified as a person who would come get them if they are sick.

## 2021 Schedule

All Arrival (start) times are scheduled to occur between 10:30 and 12:00pm on Mondays. Departure (end) times are scheduled to occur between 10:30 and 12:00pm on Fridays. We will be able to accommodate 56 campers and 16 Junior Counselors. Junior Counselors will be assigned to one specific group and will stay consistent and only change if medically necessary. 7-8 adults should accompany the camp. This is consistent with ACA's 9-14 year old ratio of 1-8.

### Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9		Breakfast on Field	Breakfast on Field	Breakfast on Field	Breakfast on Field
10-12		Leadership Rotations	STEM Rotations	Outdoor Leadership Rotations	Pack
10:30-12:00	Arrival				Departure
12:00	Lunch on Field	Lunch on Field	Lunch on Field	Lunch on Field	
1:00	Tours with Pods	Activity Rotations	Activity Rotations	Activity Rotations	
2:30-4:30	Activity Rotations				
5:00-6:00	Dinner	Dinner	Dinner	Dinner	
6:30-9:00	Night Activities	Night Activities	Night Activities	Final Night	

Junior Counselors assigned to each cabin will give instruction on where and how to maintain proper personal hygiene this includes:

- Handwashing with soap and water for at least 20 seconds

- Use of hand sanitizer with at least 60% alcohol
- The cleaning and disinfecting of frequently touched surfaces
- Appropriate covering of coughs and sneezes
- Proper use of cloth face coverings

## Arriving to Camp

### Private Vehicle travel To/From Camp:

Campers are encouraged to travel by private vehicle to camp. It is highly recommended that families prepare for the journey ahead of time and bring any needed supplies with them as possible; ideally this will cut down on unnecessary stops along the way. Campers and families should also plan on bringing hand sanitizer and cleaning wipes for use during travel. We also encourage only one family member to drop off campers.

Prior to departure all participants should ask “Since yesterday, have you had any of the following:

- A new fever (100.4 or higher, or a sense of having a fever) or chills?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle or body aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Headache?
- New loss of taste or smell?
- Fatigue?
- Nausea, vomiting, or diarrhea?
- Congestion or a runny nose?

Prior to departure a negative [viral test](#) is strongly encouraged. Tests only indicate infection at the time of testing and not exposures that happen prior.

All individuals who are eligible for the [COVID-19 vaccine](#) are strongly encouraged to complete vaccination at least two weeks prior to arrival at Camp to ensure their body has had time to build immunity.

## Check in Procedures

All check in procedures will take place on Mondays 10:30-12:00. It will be vital that parents ensure they are on time (not early or late) to check in. Check in will occur at the basketball court. Campers will exit their vehicles wearing masks, they will wash their hands with a portable hand washing station set up on the basketball court.

They will place their belongings in a designated spot on the basketball court. Their Junior Counselors will take them to their cabins. Parents will not be allowed to go to cabins.

The nurse will check the camper's temperatures and ask about COVID-19 signs and symptoms.

## Arrival at Camp/ In the Cabin

Once at camp, campers will meet up with their "cabin group" and stay socially distant from the other groups in camp. Groups will be assigned a cabin and campers can settle into their cabin. Campers and staff will be required to wash their hands or use hand sanitizer every time they enter their cabin. Campers will not be allowed to wander around camp, and must stay together with their cohort. There will be no rotating staff in and out of the cabins. Also, there will be no rotating campers. Once the "cohorts at camp" are formed, they will remain consistent. In the cabin, campers must be placed in bunks "head to toe" with as much spacing between each other as possible. Camper's names should be labelled on each bunk prior to the beginning of camp. Bedding, blankets and pillows should not be shared between campers. Also, no other camper should be on a bunk that is not their own. Windows in the cabins should be open to allow maximum airflow through the cabin whenever possible. Fans can be used to blow air out of the cabin to increase airflow. Beds will be kept at least six feet apart.

**Best Practice:** A blanket, curtain or sheet barrier will be placed between bunks if they cannot be six feet apart. The bathroom will be stocked with plenty of supplies so as to never run out. Trash will be kept close to the door of the bathroom without a lid. Bathroom and shower use will be staggered to keep kids from congregating together in this space. Hand Washing signs will be placed around the sink. Campers will keep all their toiletries in a caddy or a bag and will not share any personal items with anyone. Individual cubbies will be labeled and provided for each camper to store their personal items and toiletries to keep these items separated.

## **Foodservice on Camp/Dining Facility**

There will be no eating in the Dining Hall. Meals will be staggered and will take place under a large tent in the field near the fire pit.

Campers will proceed by cabin group to the dining hall and everyone in the group will wash their hands with soap and running water for 20 seconds. They will go into the buffet line where kitchen staff will serve the campers behind plexiglass partitions. Campers will exit the dining hall and head to the field. Drinks will be individual packages or pre-poured and will be served on the field. Salt and pepper will be individual servings.

Plates and cups will be returned to the "dish pit" where kitchen staff will be able to wash the dishes. Bleach buckets will be stationed around the tables so Junior Counselors can sanitize areas after use.

- Teams will have preset times to eat, as well as designated seating. Eating outdoors, physically distanced from others, is the preferred method, however it may be necessary to eat indoors at times.

- Food service will be provided by trained kitchen staff with support from trained volunteers. All food service guidelines and protocols from local health departments will be followed at all times.
- A single set of utensils and food tray will be given to each participant for the duration of the meal.
- Campers/volunteers may not congregate in the food preparation/serving area.
- Use of gloves and face covering is mandatory for foodservice staff preparing food.
- Staff must change gloves between tasks (for example: staff pauses to fill the water and then returns to food preparation).
- Staff must wash and sanitize hands frequently.
- Shirts and aprons worn by staff preparing and serving food must be clean.
- Food preparation and service surfaces must be thoroughly sanitized prior to use, between tasks, and after tasks. (American Camp Association Field Guide for Camps, 2020, p. 39)
- Larger serving portions will be available upon request to prevent the need for individuals to come through the serving line for second helpings. Second trips through the line will not be allowed.

## **Swimming**

- Campers will be allowed to swim. (American Camp Association Field Guide for Camps, 2020, p. 35)
- By limiting the capacity of our camp population, physical distance while swimming can be achieved. Scheduled swim time will be coordinated to allow for the fewest individuals in the lake at a time.

## **Classroom Cleaning/Sanitizing**

- Shared equipment will be sanitized before and after by the supplied wipes or sanitizing solution.
- This includes supplies, equipment, tables, chairs, doorknobs, light switches, sinks, etc. (American Camp Association Field Guide for Camps, 2020, p. 112)
- At the conclusion of the final class, all reusable supplies will be sanitized and left to air-dry by the class instructor.

## **Cabin Cleaning/Sanitizing**

- Cabins will be cleaned and sanitized by the cabin leader and minimum of twice per day.
- Using the supplied wipes or sanitizing solution, wipe down doorknobs, light switches, and bunk bed railings.
- Cabin Leaders should store the supplied wipes or sanitizing solution in a location where campers will not have access without supervision.

## **End of Week Packing/Clean-up**

- Class leaders will perform a deep clean of their class area, following the procedures listed above.

- Ensure that all personal belongings are returned to their owner before departing the cabin.
- Check under bunk beds for any misplaced items.
- Sweep the floor, look on and under all bunk beds for trash and place in the outside trashcan.
- Sanitize doorknobs, light switches, mattresses, bed railings using the supplied wipes or sanitizing solution.

## Infection Control Team

The camp will ensure a person has the sole duty of assuring that heavy used areas are disinfected regularly.

The in-camp infection incident control team is a group of support staff designated as the “cleaning team”.

Enhanced facility cleaning will occur on a daily basis for high touch areas around the facility. **Best practice:** Clean high touch areas several times a day or after each use. Examples of frequently touched surfaces include tables, water bottle refill nozzles, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by campers or staff should be cleaned and disinfected at least daily or, preferably, several times per day. The “cleaning team” will also clean the bathrooms and handwashing area after every meal. First, any obvious soiling should be removed from the surface with a cleaning solution and a paper towel. Then the “cleaning team” will use a disinfectant solution using the ratio of 2 cups of bleach (5.7% sodium hypochlorite) to 1 gallon of water. Staff will also test the bleach solution using standard test strips to ensure a solution of at least [1000 PPM](#). This solution will be liberally applied in communal areas using new garden sprayers, backpack sprayers, spray bottles or commercial atomizers. Cleaning team members will wear appropriate PPE, including disposable gloves, masks, face shields or goggles, and disposable gowns or tyvek type coveralls if available. If not available, staff will be encouraged to wash their clothes and shower once their cleaning rounds are complete. Hands should be washed immediately after gloves are removed prior to removing face shields or masks.

\*this was adapted from Teton Ranch Camp

## Health Cottage

The Health Cottage will only be utilized when treating a camper with a minor injury but not exhibiting any COVID-19 symptoms. For example, a camper needing a bandaid will be welcome to the infirmary. A COVID-19 wall tent will be put up at the . This is where the nurse will examine anyone with any COVID-19 symptoms. If a camper is exhibiting any COVID-19 symptoms, they will be escorted to the tent to be examined. While at camp, if a counselor has a camper showing these symptoms, they will need to radio the infirmary. Once the nurse has been notified, the counselor will escort the camper to the tent. The camp nurse will examine the camper wearing full PPE and will assess the need for further treatment or testing. All screenings completed when campers are returning from trips will be done outside when possible.

## **Quarantine Areas**

We have designated the cabins of Havasu and Havasu Falls as the two primary quarantine cabins. These cabins will be divided by gender. Each cabin can house up to 5 people

## **Quarantine Campers/Staff with COVID-19 Symptoms**

If a staff member/camper starts to show symptoms of COVID-19, they will move to a quarantine cabin and be isolated and distanced from the rest of their group. They will be then taken to a testing facility by the Nurse, who will be in appropriate personal protective equipment and who is vaccinated. The symptomatic person will remain in isolation until the test is complete.

If the test is negative, they will resume their activities with their pod.

If the test is positive, if it is a camper parents will be called and they will have to come get the child at the parents expense.

NOTE, we need to think this part through for campers who lack transportation/families without cars.

## **Resources**

American Camping Association (ACA) (2021, January 22). Field Guide for Camps.

<https://www.acacamps.org/resource-library/coronavirus/camp-business/field-guide-camps>

Centers for Disease Control and Prevention (CDC) (2021, January 4). Suggestions for Youth and Summer Camps. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>



THE UNIVERSITY OF ARIZONA  
**Cooperative Extension**



## Arizona 4-H Overnight Program COVID-19 Checklist

Before attending an overnight Arizona 4-H program (i.e. James 4-H Camp) I \_\_\_\_\_ (name) understand that prior to departure for the program I will take these precautions to ensure the health and safety of all participants and staff during the program.

- I and my parent or guardian will ask the following Wildcat Wellness Check prior to leaving for the camp program. Have I had any of the following symptoms since yesterday?
  - A new fever (100.4 or higher, or a sense of having a fever) or chills?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle or body aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
  - Headache?
  - New loss of taste or smell?
  - Fatigue?
  - Nausea, vomiting, or diarrhea?
  - Congestion or a runny nose?"
- If I answer yes to any of the above questions, I will notify the program that I will be unable to attend to ensure the health and safety of all participants in the program.
- Campers will make every effort possible to travel by themselves to camp and that only one parent will drive with the parent. To reduce exposure from travel participants will limit stops along the route.
- I understand that prior to departure a negative [viral test](#) is strongly encouraged. Tests only indicate infection at the time of testing and not exposures that happen prior.
- All individuals who are eligible for the [COVID-19 vaccine](#) are strongly encouraged to complete vaccination at least two weeks prior to arrival at Camp to ensure their body has had time to build immunity.

While attending an overnight Arizona 4-H program (i.e. James 4-H Camp) I understand that I will be expected to:

- I will wear a mask or face covering except when sleeping, eating, or walking outdoors with guaranteed physical distance.

- I will honestly complete the “Wildcat Wellness Check” which includes a temperature check and verbal completion of a self-assessment based on the following questions.
- I will contribute to keeping camp clean by wiping down bathroom surfaces before and after use of bathrooms and showers.
- I understand that if I display COVID-19 symptoms I will be asked to quarantine and be tested for COVID-19.
- I understand that if I display COVID-19 symptoms that I will be asked to leave the program the same day.
- I understand that refund policies are established by the organization using the James 4-H Camp facility.

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Printed name of participant

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Signature of participant

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Printed name of parent or guardian

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Signature name of parent or guardian



**Thank you to the Arizona 4-H Camping Committee for their contributions to the policy**

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