

Overview of SBAWP COVID-19 Safety Protocols

**These protocols are triggered by a moderate/high transmission rate in Allegheny County.*

The Spina Bifida Association of Western PA (SBAWP) is committed to providing the safest possible camp and retreat experiences to our participants. We have utilized our closure time as an opportunity to plan for delivering the Firefly Camps and Retreats experience in a manner that recognizes the new challenges we now face. The risk of COVID-19 spread increases in camp settings when large numbers of campers and staff congregate in small areas indoors and do not follow social distancing, masking, or hand hygiene protocols as outlined by the CDC. A much lower risk is achieved with small groups who are observing distancing, masking, and hand washing/sanitizing practices. SBAWP will implement practices and procedures that will assure the safest experience for participants and staff.

- Firefly Camps and Retreats will operate at 50% capacity allowing for social distancing. Eating, sleeping, personal care, and activity areas will be spaced to observe the 6-foot minimum recommended by the CDC.

Campers and staff will be screened for illness via a questionnaire and temperature screening upon arrival, daily, and as appropriate throughout the duration of the camp/retreat.

Name: _____ Date: _____

1. Do you have a fever equal to or higher than 100.4 degrees or symptoms such as new or worsening cough, shortness of breath, sore throat, chills, repeated shaking with chills, body aches, muscle pain, headache, or new loss of taste or smell, headache, diarrhea, nausea or vomiting, and runny nose? **YES NO**
Current Temperature _____ °F
2. In the past 14 days, have you had a potential exposure to a person with COVID-19 or someone who is waiting for test results for COVID-19? **YES NO**
 - A potential exposure means a household contact or having close contact within 6 feet of an individual with COVID-19 for a cumulative total of 15 minutes within a 24-hour period.

- The timeframe for having close contact with an individual includes the period of time of 2 days before the individual became symptomatic or, if asymptomatic, 2 days before the positive test was collected.
3. Have you tested positive for COVID-19, have a test pending for COVID-19, or been told by a medical provider that you may or do have COVID-19? **YES NO**
- Outdoor activities will be a priority weather permitting.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, prevention practices such as wearing a mask, handwashing, and environmental cleaning will be practiced diligently.

Promoting Behaviors that Reduce the Spread

All camp staff will be trained on CDC COVID-19 prevention guidelines and SBAWP COVID-19 Safety Protocols before providing support to campers.

- Staff will wear masks at all times while delivering services or supporting campers with their needs.
- Staff who are ill or have recently had close contact with a person with COVID-19 should stay home.
- CDC's criteria can help inform when staff should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had a close contact with a person with COVID-19](#)

SBWPA will begin with a training for campers as outlined below:

- An overview of COVID-19 and how we can be safe at camp.
- Demonstrating proper mask usage, social distancing and hand hygiene using CDC generated materials.
- Reminding campers to let staff know if not feeling well.
- Campers who are sick or have recently had close contact with a person with COVID-19 should stay home.

Adequate Supplies

SBAWP will provide supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, masks, and no-touch/foot pedal trash cans.

Signs and Messages

Signs will be posted in highly visible locations (e.g., camp entrances, dining areas, restrooms) that promote every day protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a mask.

Regular reminders when transitioning between activities on reducing the spread of COVID-19.

SBAWP COVID-19 Safety Protocol is posted on our website.

Maintaining a Healthy Environment

SBAWP will implement several strategies to maintain a healthy environment.

- **Cleaning and Disinfection**

- SBAWP staff will disinfect frequently touched surfaces (e.g., shared equipment, door handles, sink handles, table tops, etc.) within the camp facility and in any shared transportation vehicles at least daily or between use as much as possible. Use of shared objects (e.g., art supplies, sports equipment, games) should be limited when possible, or cleaned between use.
- SBAWP will have a schedule for increased, routine cleaning and disinfection.
- SBAWP will ensure safe and correct use and storage of cleaning products, including storing products securely away from children. Use products that meet CDC requirements for control of COVID19.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Staff will use gloves when removing garbage bags or handling and disposing of trash. All staff will wash hands after removing gloves.

- **Shared Objects**

- Camp staff will discourage sharing of items that are difficult to clean, sanitize, or disinfect.
- Each camper's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- SBAWP will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.
- Campers will be discouraged from sharing electronic devices, equipment, books, and other games or learning aids.

- **Ventilation**
 - SBAWP will communicate with Camp Guyasuta (Boy Scouts of America) management staff to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. We will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to campers using the facility.

- **Water Systems**
 - Camp Guyasuta (Boy Scouts of America) has met all regulatory requirements for safe drinking water.

- **Modified Layouts**
 - SBAWP will space seating at least 6 feet apart.
 - Campers' beds are assigned to individual campers and do not change throughout the duration of camp. They are laundered before and after each camp/retreat and as needed throughout. Beds are spaced out with campers sleeping head to toe to maximize distancing (at least 6 feet apart).
 - SBAWP will prioritize outdoor activities where social distancing can be maintained as much as possible.

- **Physical Barriers and Guides**
 - SBAWP will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating "one-way routes" in hallways).

- **Communal Spaces**
 - SBAWP will stagger the seating to provide at least 6 ft distance between participants when dining, socializing, or doing crafts. Tables and chairs will be disinfected between each use.

- **Food Service**
 - SBAWP will follow all food safety precautions including wearing gloves and masks when serving food. There will be no self-service for food or drinks.
 - SBAWP will use disposable food service items (utensils, dishes). Serving staff will wash hands after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, SBAWP gloved and masked staff will serve the individuals. No self service will be allowed. Items that can be individually packaged will be used when possible.

Maintaining Healthy Operations

- **Protections for Staff and Campers who are at Higher Risk for Severe Illness from COVID-19**
 - Staff and participants who are at higher risk for severe illness should evaluate the risks and benefits of participating in Firefly Camps and Retreats. SBAWP has virtual activities and small group outings for those who are need to avoid overnight camps.
- **Regulatory Awareness**
 - SBAWP diligently monitors and follows guidance from local and state regulatory entities regarding group gatherings.
- **Identifying Small Groups and Keeping Them Together (Cohorting)**
 - SBAWP intends to keep campers together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day.
 - SBAWP plans to limit mixing between groups when possible.
- **Staggered Scheduling**
 - SBAWP will stagger arrival and pick-up times when necessary to limit contact between cohorts and with other campers' guardians as much as possible.
- **Gatherings, Visitors, and Field Trips**
 - Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.
 - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
 - Avoid activities and events such as field trips and special performances.
 - Pursue options to convene sporting events and participation in sports activities in ways that minimize transmission of COVID-19 to players, families, coaches, and communities.
- **Designated COVID-19 Point of Contact**
 - Youth Services/Outreach Manager Sue Garver is the point of contact for all COVID19 questions related to Firefly Camps and Retreats. Her contact number is: (724)841-9280.
- **Communication Systems**
 - Put systems in place for:
 - SBAWP will follow all HIPPA guidelines in handling the confidential health information of campers and staff.

- SBAWP will maintain close contact with staff and families to notify them immediately of any potential exposure that may have occurred during time at camp.
 - Changes in camp/retreat schedules is communicated via telephone, email, and website to SBAWP camp/retreat participants.
- **Back-Up Staffing Plan**
 - SBAWP monitors absenteeism of campers and staff. We have cross-trained staff and have a roster of trained back-up staff.
- **Staff Training**
 - SBAWP staff are trained on all safety protocols prior to working at camp.
 - A portion of the SBAWP training is virtual, reducing face to face time prior to camp.
 - Masks and social distance protocols are followed during all trainings.
- **Recognize Signs and Symptoms**
 - SBAWP will conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and campers safely and respectfully, and in accordance with applicable privacy laws and regulations.
- **Sharing Facilities**
 - Camp Guyasuta follows all cleaning and disinfecting protocols mandated by their oversight entities between camp groups.
- **Support Coping and Resilience**
 - SBAWP will encourage employees and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media.

Preparing for When Someone Gets Sick

- **Advise Sick Individuals of Home Isolation Criteria**
 - Sick staff members or campers should not return to camp until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - SBAWP will ensure that staff and families know that they (staff) or their children (families) should not come to camp, and that they should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
 - SBAWEP will immediately separate staff and campers with COVID-19 symptoms (such as fever, cough, or shortness of breath) at camp.

- SBAWP will identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.
 - If a person becomes sick and needs to be transported, SBAWP will contact their mandatory emergency contact person to pick them up immediately and safely transport them to receive appropriate care. If we call an ambulance or send someone to a healthcare facility, we will try to call first to alert them that the person may have COVID-19.
 - If a participant tests positive (during or after services), SBAWP will advise all campers, their families, SBAWP staff and Camp staff and anyone with potential exposure within 48 hours prior to symptoms. Contact will be made via e-mail, phone call or in person whatever is the most effective way of communication.
- **Clean and Disinfect**
 - SBAWP will close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, SBAWP will notifying local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the American's with Disabilities Act.
 - Advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop.