

Pathfinder Ranch

COVID-19 Prevention Guidelines

Introduction

The following guidelines are taken from the Pathfinder Ranch COVID-19 Prevention Program. They do not represent the Program in its entirety but have been trimmed to provide guests with some understanding of how the organization approaches safety in relation to COVID-19. Those with questions or concerns related to safety procedures should contact Pathfinder Ranch at info@pathfinderranch.com.

General Communication

Entry Signs

In compliance with Riverside County guidelines, Pathfinder Ranch will post signs at the primary site entrance and the office regarding safety measures required for entrance. Each sign will state: In order to safeguard visitors and employees, all individuals are expected to use face coverings indoors and outdoors when six-foot social distancing is not possible. Please do not enter the premises if you (or someone you have recently been exposed to) suspect infection or symptoms associated with COVID-19 (cough, fever, difficulty breathing, loss of taste/smell, muscle pain, chills).

Information Signs

To promote prevention efforts and orient individuals to safety measures, information signs will be posted in the following locations:

Signs content is reviewed regularly for updates and all physical signs will be inspected weekly. Any damaged or outdated sign will be replaced.

Parent/Guardian Communications

Prior to Client Services

Prior to each service, parents/guardians of youth participants will be informed of precautions and procedures related to COVID-19. This information (including acknowledgement of health monitoring and screening) is provided on the website and is included as part of the registrations process. In order to register a youth participant, a parent/guardian must acknowledge this information. See Appendix 2 for details.

Parents of youth participants that attend camp or adventure programs will be asked to identify if their child is at higher risk for complications related to COVID-19. They will be asked to consult their child's medical provider to assess their risk and determine if attendance is acceptable and will be asked to acknowledge that they have been advised to do so. Any parent indicating a higher risk situation will be contacted by the program coordinator or manager to encourage and support them in taking additional precautionary measures including consultation with their healthcare provider. Rental leaders will be encouraged to implement similar precautions for youth participants. If a Pathfinder Ranch employee becomes aware of a higher risk rental participant, that employee should inform their supervisor so additional measures may be addressed.

As part of the registration process, participants will be provided information regarding communication platforms, such as the website, automated text messaging, and telephone hotlines, used to distribute information to participants. Registrants will also be informed of the importance of keeping participants home if they show any symptoms associated with COVID-19. This includes the CDC Symptom Screening List: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Inform and seek consent from parents/legal guardians for any health monitoring (e.g., daily temperature readings) that will occur.

During Client Services

As a service to parents/guardians, a brief newsletter will be emailed at the end of each day. This newsletter can contain positive information of the day's events and reinforcement of preventative efforts. It can also be used to keep parents/guardians up to date on COVID-19 concerns or issues. If the decision to dismiss or end camp early is made, details related to the decision could be communicated via the newsletter.

In the Event of a Confirmed/Suspected Case

The COVID-19 Response Team will immediately inform parents/guardians about any potential contact their children may have had with suspected or confirmed cases and if their child(ren) are experiencing any symptoms.

Refer to the organization's Communicable Disease Plan (CDP) for full guidance.

See the "Sample Communication" document (appendix 2) for the following scenarios:

- Your child has tested positive for symptoms/COVID-19.
- Your child was identified as having contact with a suspected or confirmed case.
- There are X number of cases at camp; there is no reason to believe your child has been in contact with these individuals.

Vendor Communications

Each department manager will contact vendors who provide onsite services and inform them that site and facility access will be restricted until further notice. Managers will develop a plan that enables each vendor to reduce the frequency of deliveries while meeting the operations' needs. Vendors should be asked to use the same delivery driver when possible and to comply with physical distancing and PPE requirements established by Pathfinder Ranch. Vendors should not allow delivery drivers to visit the site if they have symptoms associated with COVID-19. A summary of this plan will be forwarded to the Executive Director and will be posted for all managers to view.

Local Health Official Communications

Pathfinder Ranch regularly provides local health officials with camp operation schedules.

If a suspected or confirmed COVID-19 case related to a current/recent client or employee is identified, the COVID-19 Response Team will immediately coordinate with local health officials to obtain strategic assistance. Health officials may request temporary closure of the site as needed.

If requested, participant absenteeism data will be shared with local health officials.

Health Reporting, Screening, Response and Management

The following protocols will be implemented once Pathfinder Ranch allows employees to return to work and once client services are permitted onsite. For additional information, please reach out to your manager or supervisor.

Reporting

All employees should report COVID-19 symptoms to their supervisor immediately. Employees who display signs of illness should stay home. If signs occur during a work shift, employees will be sent home immediately. If an employee is sent home due to illness, the affected work space will be cleaned and disinfected, and any employees within their vicinity will be considered to be potentially exposed. The camp's Communicable Disease Plan (CDP) should be consulted in this situation.

In the event of a confirmed case, the COVID-19 Response Team will inform employees of their potential exposure while maintaining confidentiality.

Screening Goal

To limit the spread of COVID-19, it is important to identify those with symptoms to prevent contact that may allow the disease to spread. Those who are infected may not have symptoms and may not know they are infected. For this reason, standard safety measures should be followed for everyone in the facility, regardless of symptoms.

Screening Phases

Pre-screening

All clients and employees will be asked to self-monitor for 14 days prior to their arrival and conduct pre-screening activities, including:

- Taking and recording their own temperature for 14 days before service.
- Self-screening for the presence of symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
- Determining if, within the past two weeks, the individual has traveled nationally or internationally.
- Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

If a client or employee is flagged during the pre-screening process, Pathfinder Ranch will act in accordance with the Communicable Disease Plan (CDP).

Employees will be asked to take and record their own temperature twice prior to each work shift. This will allow for advanced notice should the employee register a fever. The first measurement should be in the evening before sleeping. The second measurement should be no less than one hour prior to the employee's scheduled shift that day. If a fever is discovered upon either reading, the direct supervisor should be notified immediately.

Initial Screening

The results of this initial health screening will determine if an individual is permitted to enter camp or if they require additional screening and evaluation.

All camp and childcare programs include an initial health screening conducted by designated health care personnel. Pathfinder Ranch will only conduct this screening for rental participants who take part in activities lead by Pathfinder Ranch personnel. In this situation, screenings will be conducted according to camp and childcare procedures. For all other rental situations, group organizers will be strongly advised to conduct screenings prior to entry.

All employees will be screened upon arrival prior to each shift.

Ongoing Screening

All Resident Camp participants will participate in ongoing daily screening. Day Camp and Childcare participants undergo the initial screening daily and are not required to undergo further screening unless they display signs of illness. This screening does not apply to rental clients but is strongly advised to rental organizers.

Unless an employee shows symptoms, leaves the site, or requests an additional screening during a scheduled shift, no ongoing screening will be conducted. Employees leaving site during or between resident sessions will participate in ongoing screenings for 3 days.

Response to Confirmed/Probable Cases

If a client or employee is identified as having a potential or confirmed case of COVID-19, isolate the individual in a location identified in the camp's Communicable Disease Plan (CDP). Follow protocols outlined in the CDP and consider the following:

- Consider if the person warrants further clinical evaluation, and if so, make arrangements to do so, either in-person or via telehealth.
- If the person does not require immediate clinical evaluation, and if CDP calls for the individual to return home, isolate the individual until appropriate return to home transportation can be arranged.
- If the person does not require immediate clinical evaluation, and if CDP calls for isolation of individual onsite (e.g., overnight camps):
 - Follow CDC Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 (COVID-19),
 - Make arrangements with personnel to have the person's belongings moved,
 - Clean the person's sleeping areas according to CDP and procedures outlined (Cleaning and Disinfecting).
 - The COVID-19 Response Team will consider testing options and notification of State and local officials. Employees will be informed of the reason for required testing.

Management of Confirmed/Probable Cases

Contact tracing is essential and should be initiated immediately to determine the potential/confirmed case's contacts within the last 3 days.

Identifying and informing those with potential exposure can minimize spreading within a group or camp population. CDC defines close contact as interactions within 6 feet for more than 15 minutes. While

contact tracing should be carried out by trained employees (e.g., public health employees, community health workers, trained volunteers) in conjunction with the local health department, camp health personnel can utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals. For day and overnight camps, participants and employees within the “household” of the index case should have enhanced surveillance for symptoms and this group’s exposures to other “households” or groups should be minimized. This may include separate programming, dining, and wash times. Day campers within the same “household” may be asked to remain home until confirmation of diagnosis can be made, and if positive, remain home until the “household” is determined cleared of infectious risk.

Steps to initiate contact tracing:

- Inform the COVID-19 Response Team immediately so that it may contact the Health Department.
- Identify contacts by accessing household and contact group databases.
- Isolate contacts to ensure they do not interact with other participants or employees.

As detailed in the Return to Work Safety Plan, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee tested positive for COVID-19.
The employee may return to work if: <ul style="list-style-type: none"> ● They have not had a fever of 100.4 for at least 24 hours and have not used fever-reducing medication during that time. ● Coughs and other COVID-19 symptoms have improved. ● At least ten days have passed since they first experienced symptoms. 	The employee may return to work if: <ul style="list-style-type: none"> ● They no longer have a fever of 100.4. ● Coughs and other symptoms have improved. ● At least ten days have passed since the date of specimen collection of the first positive test.

Should an employee test positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine. If an order to isolate or self-quarantine is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Facilities Preparation and Management

Due to inactivity over an extended time period, all buildings have been inspected and assessed prior to use in order to ensure the safety of all clients and employees.

This assessment includes systems such as:

- Mechanical systems (supply fans, exhaust fans, ceiling fans, etc.)
- Windows and doors, insect screens and animal guards.
- Heating, ventilating, and cooling (HVAC) systems, including particulate air filters.
- Sensor calibration for demand-based ventilation instrumentation, airflow measurement instrumentation, and temperature control instrumentation.
- Supply and exhaust fans, refrigeration equipment, water heaters, boilers, pumps etc.
- Fuel sources for forced air units and hot water heaters,
- Flues and make-up air paths
- Programming of central HVAC systems
- HVAC system components to verify proper function.

Facility Ventilation

Due to the increased risk of aerosol and droplet transmission, Pathfinder Ranch will utilize outdoor spaces for groups of any size when possible. When indoor spaces must be utilized, management of indoor air to control distribution of infectious aerosols should be considered. The following measures are intended as an additional strategy to behavioral and cleaning measures.

- All buildings utilizing a central air unit will use MERV-13 air filters or higher filtration when applicable.
- All air inlets and outlets have been identified and mapped. No tables, chairs, or standing groups should be placed near intakes nor directly in front of outlets to prevent droplet transmission through forced air units. Signs will be posted to identify such locations and inform clients and employees.
- Indoor spaces should not be used when outdoor options exist. When indoor spaces must be used to accommodate gatherings, take advantage of open windows for increased natural ventilation to decrease the risk of droplet or airborne transmission. Do not use evaporative coolers or fans without opening windows. Use of ceiling fans is discouraged as is leaving doors and windows open while heating.

No-Touch Faucets and Dispensers

In order to decrease risk of indirect viral transmission, many of the manually operated faucets and dispensers have been replaced.

Food Service and Deliveries

In order to meet new challenges related to the service of food and deliveries, the following will be observed.

Administration

Planning and Preparation

Prior to offering client services, an adequate supply of disposable gloves, facemasks, and cleaning supplies must be on hand. The Food Service Manager will implement a plan for the distribution and resupply of these items.

Additional training on proper hand washing and control procedures will be held prior to any meal preparation or client services. All food service employees must be provided with access to soap and clean running water, disposable gloves, and facemasks at all times. If, for any reason, soap and water cannot be used to wash hands and washing is not required, use an alcohol-based hand sanitizer consisting of at least 60% alcohol.

All employees conducting custodial tasks will use EPA approved disinfectants. All employees should review the Hazardous Communication Program as part of their return to work training.

Operations and Configuration

All food service employees will be screened and their symptoms assessed prior to starting work each day.

Seat spacing in dining areas will be increased to accommodate physical distancing requirements. A table and seating chart creating a minimum of 6' between seats will be established. Tables may be placed together to encourage spacing and chairs should be placed appropriately by employees prior to meals.

Multiple meal times may be offered in an expanded window in order to decrease the number of diners in the dining area at a time. Dining areas will be cleaned and disinfected between meal times. Outdoor seating areas will be prioritized, encouraged, and made available when possible. In general, aim to decrease the occupancy density by as much as half. For example, if a table typically seats eight, use only four seats at that table. Set a reasonable occupancy limit.

Assign seats to camp diners for the duration of the program so they occupy the same seat at each meal.

Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.

The option to dine in or outside the dining area will be provided when applicable.

Encourage diners to maintain physical distancing between themselves and others if waiting in line. Place decals on floors six feet apart to denote where to stand while in line.

Leave garbage can lids open when possible in both the kitchen and dining area unless they are equipped with foot-actuated lids.

Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc.

Remove decorative objects, flyers, and materials from tables and counters to allow for effective cleaning and sanitation.

Discontinue use of condiment dispensers. Offer condiment packets or small containers alongside the prepared meal.

For overnight programs with meals served in the dining hall, cabin groups may be allowed to sit together while maintaining physical distancing of six feet apart from other cabins.

When family style service is permitted, encourage assigned table employees or rental designees (with clean/sanitized hands) to serve everyone from the table's serving dishes.

Food Service Personnel

The following are reminders that should not be overlooked in order to help reduce the risk of virus transmission.

General Considerations

Do not work if you are sick or showing flu-like symptoms.

Wear disposable gloves and avoid direct barehanded contact with food.

Do not wear watches, bracelets, or rings.

Wear a facemask or cloth face covering.

Wear disposable gowns and/or an apron.

Maintain a physical distance and increased spacing from other food preparation workers whenever possible.

Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.

Food preparation personnel are encouraged to use a fingernail brush during handwashing.

Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.

Avoid touching your eyes, nose and mouth.

Food Preparation

Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Follow the four key steps to food safety: Clean, Separate, Cook, and Chill.

Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.

Cleaning and Disinfecting Food Contact Surfaces

Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, beverage equipment) then rinse after use.

Disinfect food contact surfaces before food preparation. Ensure any disinfectants used appear on EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 and are safe for food contact surfaces. Follow manufacturer instructions.

Let dishware and equipment air-dry; do not dry with towels.

Ensure that dishwasher machines are operating within the manufacturer's specifications and that appropriate water temperatures, detergents, and sanitizers are being used.

Cleaning and Disinfecting Non-Food Contact Surfaces

Clean and disinfect frequently touched non-food contact surfaces in the kitchen and dining area before and after each use. This includes commonly touched surfaces such as counters, tables, chairs, coffee pot handles. If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.

If still in use, clean and disinfect condiment dispensers as frequently as practicable.

If soft or porous surfaces (e.g., fabric seats, upholstery) are visibly dirty, clean them using appropriate cleaners.

Disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.

If frequently touched electronic surfaces (e.g., equipment controls, lights) are visibly dirty, clean them using products appropriate for use on electronics.

Disinfect electronic surfaces according to the manufacturer's recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.

Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.

Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.

If disposable gowns are not worn, immediately launder clothes (or uniform) worn and dry completely. Wash hands immediately after handling dirty laundry.

For more information, follow CDC guidance on cleaning and disinfecting.

Meals

Meal orientation for both clients and employees will include the following information.

- Do not attend meals if you are sick or experiencing flu-like symptoms. Encourage camp participants to inform an employee immediately and go to the camp health center. Encourage rental participants to seek appropriate health care and isolate.
- Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the dining area.

- Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
- When retrieving food, avoid touching items and putting them back.
- Maintain physical distance and increased spacing between yourself and others whenever possible.
- Sit with or near the same individuals each meal and/or in the same seat if possible.
- If the option is available, eat outside or in areas with less people.
- When in line, maintain physical distance and increase spacing between yourself and others.
- Cover your cough or sneeze with good cough and sneeze etiquette. If a tissue or napkin is used throw it away, and wash your hands immediately.
- Avoid touching your eyes, nose, and mouth.
- Use utensils rather than hands to eat as much as possible.

Cleaning and Disinfecting

A laminated copy of the cleaning schedule will be posted at each of the following locations: breakrooms, bathrooms, dining areas, and common areas.

Cleaning Frequency

Communal Spaces

Cleaning and disinfecting of communal spaces will be conducted between groups. Client services should be scheduled to allow for disinfectants to work as designed after cleaning. Each program manager is responsible for confirming the amount of time requested between groups allows for proper cleaning and disinfecting.

Shared Items

Assign items where possible to reduce the quantity of items shared. If shared items must be used, clean and disinfect items between uses.

Frequently Touched Surfaces

Frequently touched surfaces and common spaces will be cleaned and disinfected at least twice daily when client services are offered. Frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks.

Cleaning of outdoor structures made of plastic or metal can be carried out according to typical camp cleaning practices. Cleaning of high touch outdoor surfaces, such as grab bars or railings, will be conducted at least daily when in use. Outdoor wooden surfaces, such as play structures or benches, can be cleaned according to standard camp practices and more frequently if needed to remove obvious soiling.

Toilets, Showers, Restrooms

High touch surfaces including toilets, showers, and restrooms will be cleaned daily and disinfected more than once per day in actively used facilities.

Cleaning Methods

Cleaning Solution Selection and Preparation

For cleaning, general purpose residential cleaners that are ready to use or diluted with water per product instructions are sufficient and should be used according to manufacturer's instructions.

For disinfection, products that are specific to coronavirus, that have an "emerging viral pathogen" claim, and that require less than one minute of contact time are preferred. Make sure products have not passed their expiration date. If disinfecting products are not available, a dilute bleach solution can be used, comprising four teaspoons of bleach to a quart of water.

Confirmed/Probable Cases of COVID-19

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. If less than 7 days, close off areas that were used by the person who is sick and carry out the following:

- Open outside doors and windows to increase air circulation in the areas, if possible.
- Wait up to 24 hours or as long as practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment could be cleaned without delay.
- Clean and disinfect all areas used by the person who is sick. Run ventilation system during cleaning.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected client's cabin or bunk area). The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Enhanced cleaning is recommended if it is determined that a person with COVID-19 was present in a building (e.g., dining hall, bunk, etc.) or at camp activity areas for at least 15 minutes.

For a suspected or confirmed COVID-19 case, the following enhanced cleaning protocol should be followed:

- First clean visibly dirty surfaces then perform disinfection. For specific cleaning instructions see sections above: "Typical Cleaning for Non-Porous Surfaces" and "Typical Cleaning for Porous Surfaces." NOTE: Products that are specific to coronavirus, have an "emerging viral pathogen" claim, and require less than 1 minute of contact time are preferred. Make sure products have not passed their expiration date.
- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces. All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use.

- In each area, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment or craft tools.
- Clean and disinfect an area extending 12 feet in all directions around the participant's sleeping quarters, focusing on all horizontal surfaces and high touch objects. Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas. These include high touch objects in common areas including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area. These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have been disinfected (i.e., clean your way out).
- Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also using the procedure noted above for porous surfaces. NOTE: If some porous surfaces are not suitable for cleaning with disinfectants, then clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

Miscellaneous Cleaning

Dining Hall

See guidance for non-porous surfaces above and in the food service section.

Cleaning of Keyboards, Laptops and Electronic Equipment

Follow manufacturer guidelines for cleaning electronic equipment.

Plastic wrap will be provided at each community workstation for use on keyboards and should be disposed of after each use.

Alcohol based wipes or sprays containing at least 70% alcohol can be used to disinfect electronics, including touch screens. Do not use unapproved cleaners on electronic devices.

Shared Equipment

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single participant) or limit use of supplies and equipment by one group of clients at a time and clean and disinfect between use.

Testing

While the use of EPA approved cleaning and disinfecting products; CDC recommended cleaning protocols; and maintenance of cleaning and supply records to ensure proper cleaning activities are designed to eliminate risks associated with COVID-19, these measures are no guarantee.

To ensure that efforts are effective, Pathfinder Ranch will use a portable ATP surface swab test method to audit cleaning. This test is designed to detect the level of bacteria present but not COVID-19 specifically.

A high presence of bacteria indicates that cleaning measures have not been effective which provides valuable information.

Pathfinder Ranch will continue to explore the use of environmental surface swab tests for laboratory analysis of presence of coronavirus as they become available.

Participants and Employees

All program managers will examine options of grouping employees and clients to reduce spread of infections and to allow for more rapid identification of suspected or confirmed cases of COVID-19. Protocol will be designed to maintain small group sizes, limit mixing of groups, and restrict large gatherings. Limiting mixing of groups can be combined with a public health approach of establishing and maintaining “concentric group circles” for infection prevention and control. Infection spread can be slowed and more easily contained in smaller groups; when larger groups are required, it is beneficial if they consistently are comprised of the same constituent smaller groups, thereby limiting the number of potential contacts for each participant. In the event of an outbreak, being able to promptly define the “inner circle” of close contacts is paramount for enhanced health surveillance and isolation. By using the small groups and cohort strategy, isolation and surveillance of close contacts can be implemented in short order.

In the camp setting, consider identifying the smallest practicable group of participants and treat this group as a “household.” This “household” could be an age group, a pre-assigned program group in day or overnight settings, or a sleeping group/bunk in overnight settings and should, to the extent possible, remain consistent over the camp program. “Households” may join together with other “households” for larger group activities; however, larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any gathering could include splitting into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, maintain physical distancing between “households”, and provide facial coverings (when age and developmentally appropriate) when distancing cannot be accomplished. Holding activities outdoors as much as possible is recommended.

There is insufficient evidence to suggest a maximum group size that best balances the need to minimize risk of disease transmission with camp operational capacity. Additionally, the maximum group size will be different depending on type of camp (day versus overnight), duration of camp session, the ability of the camp to test employees and participants for COVID-19 prior to arrival, and the camp’s ability to isolate camp and employees from the wider community. It is recommended that camps follow applicable state and local guidelines on mass gatherings and consult with their state and local departments of public health when questions arise. As mentioned above, creating consistent larger gatherings made up of consistent “households” is the best possible method to limit spread of disease and should be considered regardless of the actual group size number.

Overnight camps could additionally consider functioning as a contained circle or “bubble” within the larger local community and essentially “shelter in place” for the duration of the camp program. This approach would assist in containing communicable disease within camp boundaries. Overnight camps are encouraged to consider the concentric circles philosophy of “households”, and larger groups made up of “households” to prevent and slow disease spread and allow for target surveillance and isolation should cases occur.

A goal of pandemic response is to reduce interpersonal contacts to limit potential exposure to Coronavirus, which can be accomplished using the following recommended approaches for managing camp groups and group interactions.

With this in mind, Pathfinder Ranch will adhere to the following methods to minimize exposure.

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- Organize participants and employees into “households” that live, eat, wash, and do most group activities together or within subgroups.
- If “households” mix for programs or activities, consider other mitigation measures such as physical distancing or face coverings if appropriate and practical for the activity.
- Consistently construct larger gatherings of the same smaller groups or “households.” Note that group sizes must still comply with state and/or local requirements for proper staff to participant ratios and minimum staffing requirements.
- Larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any mass gathering could include splitting large assemblies into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, physical distancing between “households” and facial coverings (as age and developmentally appropriate) when distancing cannot be accomplished.
- Staggered dining times may be necessary depending on the size of the dining facility and its ability to allow social distancing between “households.” Consider dining outside in “households” if possible and weather permits.
- Mixing between “households” should be particularly discouraged in the initial days of camp programs. Depending on the length of a given camp and/or the availability of testing, increasing interactions between “households” can be considered, particularly for overnight camps of more than two weeks.
- Consider arranging support staff by A and B shifts to minimize interactions among kitchen and cleaning staff whenever possible. Any switching of staff should be carried out after cleaning.
- Restrict parents, guardians and non-essential visitors from entering camp.

People at High Risk of Severe Illness from COVID-19

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility.

Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ

transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Transportation

Pathfinder Ranch does not typically transport clients unless an emergency situation exists. However, safety concerns regarding transportation still exist due to the fact that clients and employees may be transported to and from site. In addition, occasional business-related transportation by employees does occur. With that in mind, please adhere to the following.

Administration

Participant and Employee Arrival

Program/Department managers will create an arrival schedule in which participants and employees are to arrive during staggered timeframes.

The specific length and number of timeframes and numbers of arrivals per timeframe will vary based on the number of people and configuration of each area, etc.; aim to reduce density and physical interaction of individuals at any given time in the arrival area.

Managers will send communications to participants, parents/guardians, or employees that assign an arrival time to each. Explain the purpose of the window and encourage them to:

- Minimize the time they take saying goodbye during drop offs to allow for the continual flow of traffic. Say goodbye close to or inside their vehicles.
- Maintain physical distance with others
- Wear a face mask when exiting the vehicle

For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to drop off participants every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup participants.

Posters/signs addressing the following topics should be posted at the drop off location when applicable.

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing

Refer to the *Communication* section of this guide.

Participant and Employee Intake

Allow for participants and employees to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the drop off area.

If participants or employees are dropped off at central meeting locations for transport to the site, perform initial health screening at the drop off location, before they board buses or vans, if possible. Otherwise, perform the initial health screening upon arrival. See *Screening Clients and Employees* section.

Perform initial health screening upon arrival. See *Screening Clients and Employees* section.

Greet arrivals and perform initial health screenings outside as they arrive. Direct campers or employees with luggage toward trained employees to have their luggage disinfected. See the *Cleaning* section of this guide for disinfectant specifications.

Participant and Employee Departure

Create a pickup schedule in which groups of participants and employees are to be picked up during staggered timeframes.

The specific length and number of timeframes and numbers of pickups per timeframe will vary based on the number of participants and configuration of the pickup area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.

Send communications to parents/guardians that assign each participant their pickup time window. Explain the purpose of the window and encourage them to:

- Minimize the time they take to pick up participants to allow for the continual flow of traffic.
- Stay close to or inside their vehicles, if possible.
- Maintain physical distance with other parents/guardians and participants.
- Wear a face covering when exiting the vehicle.

Create a system in which youth participants are escorted to their parent's/guardian's vehicle.

For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to pick up participants every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup participants.

Buses and Vans

If participants are being dropped off at central meeting locations and transported collectively to camp, follow these guidelines.

Use buses and vans that have cargo storage separate from the passenger cabins, if possible.

Identify designated personnel to receive luggage from passengers, place it in the storage area, then later unload all luggage. Personnel should wear a face covering and gloves during this process.

Emergency Travel

An emergency supply of disposable gloves, facemasks, and cleaning supplies will be kept on hand for emergency travel. Supplies will be distributed, disposed of, cleaned (when appropriate), and restocked according to the Emergency Response Plan.

Provide employees and participants with access to soap and clean running water or alcohol-based hand sanitizer, and face masks. Train employees and participants on proper hand washing and sanitizing procedures.

Vehicle operators should wear N95 respirators while carrying passengers. Employees must be medically cleared, fit-tested and trained to wear N95 respirators on an annual basis.

If possible, use larger vehicles or a greater number of vehicles in order to allow passengers to maintain greater physical distance.

Reduce the number of available seats in order to increase physical distance between passengers. Mark restricted seats using signage, decals, colored string, tape, etc. A distance of 6' between passengers is preferable if possible. In smaller vehicles, attempt to provide a 3' distance.

When possible, leave several front rows of seating unavailable to maintain social distance for the driver/operator.

If possible, seek vehicles with clear, impermeable barriers between operators and rest of the cabin. Options include plexiglass, or flexible plastic sheeting. This equipment must be used only according to manufacturer and vehicle safety guidelines.

Wear a facemask while riding in the vehicle.

If reboarding the vehicle, sit in the same seat, or your assigned seat, each time.

When exiting, remove all belongings and discard all waste.

When possible and safe to do so, operators should open windows prior to participants boarding. If not possible nor comfortable to open windows, set the ventilation system to high. Do not recirculate conditioned air.

Activities

The following provides guidance and procedures to reduce COVID-19 exposure risk to participants and employees while participating in program activities. This guidance does not negate previous safety protocols established in existing procedure; it merely augments those protocols to adapt to additional threats presented by the risk of COVID-19. Program activities, whether indoor or outdoor, should be limited to those in which physical distancing of groups and activity cohorts and proper hygiene can be practiced.

Administrative

General Guidance

Participants and employees should wear face coverings when indoors, when outdoors and less than six feet away from another person, and where required by orders from the California Department of Public Health or local health department.

Holding activities outdoors as much as possible is recommended.

Participants should use either disposable or personal containers for water fountains/coolers and not share containers. When applicable, scheduled water breaks will be established, and employees will dispense water for participants after washing/sanitizing their hands. Employees should disinfect the spigot between group uses and encourage the use of individual refillable water bottles.

When scheduling sports and physical activities, participant groups and activity cohorts should be determined as described in the *Participants and Employees* section. Cohort groups should maintain physical distancing at activities.

For all activities, groups should remain small and maintain safe ratios outlined in the *Safety* section of this guide.

Participants and employees should practice proper hand hygiene:

- Wash hands with soap and water for 20 seconds before and after activities, or
- Use alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.

All shared items and equipment (e.g., bows and arrows, tennis rackets, oars, art supplies) should be properly cleaned and disinfected between uses. Refer to the *Cleaning and Disinfecting* section of this plan for instructions on cleaning and disinfecting porous and non-porous objects.

When possible, each participant will be assigned their own supplies and equipment for each activity by (e.g., life jackets, art supplies) for the duration of camp. When this is not possible, shared equipment will be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles). The policy for each activity has been identified.

Activities will be planned and scheduled as to allow personnel and participant groupings to follow protocol. Refer to guidance in the *Participants and Employees* section of this plan.

Posters/Signs

As identified in the *Communications* section of this plan, the following signs will be displayed to encourage behaviors that mitigate the spread of disease:

- Handwashing
- Cough etiquette
- Stop the spread of germs
- Physical distancing

Safety

General Safety

As is standard with activity policies, adequate personnel coverage must be met to ensure camper safety. Efforts to maintain physical distancing should not impact existing camp safety protocols (e.g., first aid, cardiopulmonary resuscitation [CPR], no one-on-one interaction between employees and campers, swimming “buddy systems,” etc.).

Each program manager will create and maintain a roster of qualified individuals able to work in the event a scheduled employee becomes ill or has to return home for personal reasons.

If emergency care is needed and physical distancing cannot be maintained, follow standard organizational procedures. Authoritative sources such as CDC, National Safety Council, and American Red Cross will be referenced to identify guidance for first responders and victims.

First Aid and CPR

If first aid and/or CPR is required during an activity, it is best to follow emergency response protocol established by your certifying First Aid/CPR body and Pathfinder Ranch policies.

Responders may reference response guidance posters located in each first aid kit, lifeguard station, or AED unit.