

# *Camp Nicolet for Girls*



## **Summer 2020 COVID-19 Risk Management Guidebook**

*Version 1 - 2020.06.02*

### **- Compiled By -**

Jeremy Starz - Director of Operations

Georgi Starz - Executive Director

Mary Anna Thornton - Camp Director

Susan Ullmann, RN - Assistant Nurse

## ***Goal***

This guidebook provides useful information to families, campers, and employees in managing the risk of COVID-19 (Coronavirus) across Camp Nicolet's various departments and relevant to our greater camp community. Information is also provided relevant to Northpoint Adventures, Camp Nicolet's wilderness tripping and adventure program. This guidebook is a supplement to "2020 Nicolet Notes for Parents."

## ***Truth & Disclosure***

The information provided herein serves as "best practice" guidelines, and no guarantee is made or implied that Camp Nicolet is or will be free of Coronavirus this summer. It's important to understand that free-will & at-will participation in Camp Nicolet and Northpoint Adventures programming comes with risk of contracting the virus. Best efforts are made to implement these guidelines throughout the camp community.

## ***Feedback & Response***

Should you have questions or suggestions for this guidebook, we're willing to take such into account. Please e-mail Jeremy Starz, Director of Operations, at [jstarz@campnicolet.com](mailto:jstarz@campnicolet.com) with additional information or suggestions.

## ***Living Document***

The COVID-19 pandemic is an evolving situation. This document outlines "best practice" guidelines for this point in time; early June 2020. Policies and guidelines described herein are subject to change at the discretion of Camp Owners & Leadership Team and/or State & Federal agencies.

## ***Sourcing / Bibliography***

A list of information resources is included at the end of the guidebook.

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## ***What to Bring?***

These items are in addition to what you usually bring to camp:

- > 1 packet of Wet Ones or personal cleaning wipes per week at camp
- > 2 packets of Wet Ones or personal cleaning wipes per Northpoint trip
- > 3 personal masks - ideal if they can be laundered, OK if disposable
- > Your own tennis racket, if possible
- > Your own riding helmet, if possible
- > Your own riding boots, if possible
- > Your own life jacket - suitable for Water Skiing - if possible
- > Your own sleeping bag - none available for loan this summer
- > Books, magazines, and games; suitable for groups of 2-4 people
- > Extra Hand Sanitizer - 1/2 ounce per day at camp
- > A small pack of vinyl disposable gloves in your size

## ***Pre-Arrival Guidelines***

Campers & staff, follow these “best practices” prior to arrival at camp:

- > **Required:** self-quarantine for 2 weeks prior to arrival at camp
- > **Screening:** take & record temperature daily for 2 weeks prior to arrival
- > **Required:** complete the pre-screening checklist 24 hours prior to arrival
- > Self-screen for COVID-19 symptoms. Document trends and data.
- > Obtain camp physical in a realistic manner. Complete Medical Forms, which are due for all campers on **July 1st, 2020**. Upload to CampMinder.
- > Avoid contact with others who show symptoms of COVID-19
- > Avoid attendance at Fourth of July parties or gatherings
- > Study this guidebook and be physically & mentally prepared for camp
- > Talk to your parents if you feel stressed. Anxiety is natural and OK.
- > Give us a call at camp if you have any questions, or want to talk
- > Don't forget to pack your trunk or duffle like usual & bring costumes!

## ***On the Camp Bus***

This applies to campers & staff traveling on the bus to camp from Chicago and Milwaukee at the beginning of both 2020 Sessions:

- > Please wear a mask and your yellow Camper Polo Shirt at drop-off and on the bus ride to camp

- > One parent, also wearing a mask, escorts campers to the bus
- > Luggage is placed in a designated location and loaded by staff
- > Check in with lead staff member, who takes & logs camper temperature
- > Campers without fever or symptoms are permitted to board
- > Once boarded, please remain on the bus
- > 2 full-size coach busses are ordered with Lamers. Seating is ample.
- > Please choose a seat adjacent to an empty seat
- > Please limit personal contact with others on the bus and during boarding
- > Lunch is ordered and eaten “take out” style from McDonalds en-route
- > Please inform the bus staff member of your lunch preference
- > On the return trip back to the cities, please wear a mask
- > On the return trip, picnic lunch is provided by camp and eaten en-route

### ***Airline Transportation***

This applies to campers & staff flying to camp and utilizing camp’s in-house airport shuttle service:

- > Please follow all safety & sanitary guidelines published by airlines
- > Please wear a mask for the duration of your journey
- > Please wear disposable gloves in the airport, on the plane, & in the van
- > Please limit contact with others and practice physical distancing in connecting airports
- > Please use common sense when using public restrooms
- > Disinfect public restroom toilet seats, or apply disposable seat cover, if possible
- > A camp staff member greets you at Rhinelander or Central Wisconsin Airport. They will be wearing a mask & gloves, and a green Nicolet polo.
- > If traveling with other campers, please choose a seat in the van which gives other campers ample personal space

### ***Employee Arrivals - Pre-Camp & Staff Training***

Staff members arrive on June 26th, June 28th, July 1st, and July 3rd. Please respect the following “best practices” on arrival day:

- > Complete the Pre-Screening Form 24 hours prior to arrival
- > Please, practice “elbow bumps” as a form of greeting one another. These will have to substitute for hugs for the entire 2020 season.
- > Please wear a mask and disposable gloves upon arrival

- > Check in at the office, and then proceed to Patches for screening
- > At Patches, your temperature & vitals are taken and documented
- > If an employee temperature exceeds 100.3 F, they are asked to depart camp until temperature stabilizes in a normal range for 72 hours
- > Once screening is complete, staff may remove masks and move into assigned cabins
- > Anticipate morning symptom and temperature screening for all employees throughout pre-camp clinics & Staff Training
- > For commuting staff; upon arrival each day, proceed to Patches - wearing a mask - for temperature check and symptom interview. Once the screening is complete, masks may be removed as the day begins.
- > Camp Nicolet reserves the right at any time to ask a commuting employee to depart the premises if temperature exceeds normal range or symptoms are present

### ***Camper Arrivals - “Opening Days”***

Campers arrive on Sunday, July 12th for Session II (3 weeks) and Sunday, August 2nd for Session III (2 weeks). Please respect the following “best practices” on arrival day:

- > Complete the Pre-Screening Form 24 hours prior to arrival
- > Please, practice “elbow bumps” as a form of greeting one another. These will have to substitute for hugs for the entire 2020 season.
- > Please wear a mask and disposable gloves upon arrival
- > Campers **arriving by car**; please arrive anytime **between 1pm and 2pm**
- > Campers “check in” at **Forest Lodge**; follow one-way traffic signage
- > One parent is allowed to exit vehicles with campers. Luggage drop off is at the **Main Camp Garage** as parents exit camp. Follow posted signs.
- > Please “check in” with Leadership & Health Team staff members
- > Parents, please wait while your camper is screened. **Don’t leave yet!**
- > At the Lodge, camper temperature & vitals are taken and documented
- > Once a camper’s temperature and screening is verified, parents may depart. Unfortunately, we cannot allow walking tours through camp or visits to cabins during the 2020 season at any time, for any reason.
- > Campers proceed to Patches and are screened for lice by a Nicolet staff member in conjunction with Lice Clinics of America technicians
- > Once all screening is complete, campers may remove masks & gloves and move into assigned cabins. Cabin counselors assist with this process, and luggage is delivered to cabins by Facilities Team members.

- > Campers arriving on the camp buses complete this process as well. Campers arrived by car will help greet the buses with signs and cheers! The buses arrive at approximately 3pm.
- > Campers arrived by car remain separate from campers arriving on the bus until campers arriving on the bus have been completely “cleared” by camp Health Team members and Lice Clinic of America staff.
- > Once campers arriving by bus have cleared all screening, they may proceed to cabins and meet their fellow cabin mates! Let summer begin!

## ***2020 Program Modifications***

Many elements comprise “the Program” at Camp Nicolet. In reducing the risk of Coronavirus at camp, the following precautions are taken:

- > Keeping group numbers smaller for activities such as campfires, talent shows, Camp Sister parties, and more; camp is divided into 3 Units. The units are:

Juniors	Session II	Little Fawn/Spruce	25*
Intermediates	Session II	Fir/Cedar/Juniper/Balsam	40*
Seniors	Session II	Pines/Tamarack/Chickadee	35*
Juniors	Session III	Little Fawn/Spruce	20*
Intermediates	Session III	Juniper/Cedar/Pines	25*
Seniors	Session III	Tamarack/Chickadee	15*

*\*approximate numbers based on enrollment data as of 6/2/2020*

- > With the exception of Marathon Day (Session II) and Cookie Cup X (Session III), group activities are scheduled by Unit, keeping overall group numbers small.
- > The following are defined as “core activities” at camp:
  - Water Skiing / Wakeboarding
  - Horseback Riding
  - Swimming
  - Smallcraft (Canoe/Kayak/SUP/Sailing/Windsurf)
  - Land Sports (of all kinds)
  - Tennis
  - Arts & Crafts



## Showers & Canteen

- > In 2020, campers travel with their cabin group to core activities as scheduled. Core activities take place periods 1 through 4 (60 minutes each) Monday/Wednesday/Friday & Tuesday/Thursday/Saturday.
- > Campers enrolled in “Double Skiing” or “Double Riding” miss a core activity as scheduled to participate in extra Skiing or extra Riding.
- > 5th Hour elective activities take place M/Tu/Th/F/S for 30 or 60 minutes, depending on a camper’s Meal Group. Campers sign up for 5th hour elective activities on Monday of each week, during Capers or Rest Hour.
- > Evening elective activities take place Tuesday and Thursday evenings for 90 min. Campers sign up on Mondays in addition to 5th Hour electives.
- > Campers enrolled in the Northpoint Ski and Wakeboard School (Session II - Week 1) have separate schedules coinciding with on-water sessions.
- > Discover SCUBA is offered again in 2021. Any money paid for this for summer 2020 is credited to a camper’s account.
- > With the postponing of the worldwide Olympic Games until 2021, the Camp Nicolet Olympics are postponed until 2021, in keeping tradition.
- > The end-of-summer Capers Award / Cabin Award is adjusted to involve a “special treat” & activity on camp property. The Chain Skimmers Ski Show trip tradition is on hold until 2021.
- > Exchanges with other camps; soccer matches, regattas, etc. are on hold until 2021.
- > CITs are given a special evening off on Wednesdays; either on the camp property or at an approved location. Leadership Team members assist in facilitating “special events” on CIT “nights off” in 2020.
- > Camp Nicolet’s all-camp Flag Raising and Flag Lowering tradition is modified; only scheduled cabins raise and lower the flag each day.

### ***Daily Schedule - Monday through Saturday***

7:15a -	Rising Bell (all camp)
7:30a to 8:15a -	Cabin <b>Capers</b> – Breakfast Group 2 (45 min)
7:30a to 8:15a -	<b>Breakfast</b> Group 1 (45 min)
8:15a to 9:00a -	<b>Breakfast</b> Group 2 (45 min)
8:15a to 9:00a -	Cabin <b>Capers</b> - Breakfast Group 1 (45 min)
9:15a to 10:15a -	<b>ACTIVITY 1</b> (60 min)
10:30a to 11:30a -	<b>ACTIVITY 2</b> (60 min)
11:45a to 12:15a -	<b>Activity 2 Period Extension</b> - Ski, Sail, etc (30 min)
11:45a to 12:30p -	<b>Lunch</b> Group 1 (45 min)
12:30p to 1:15p -	<b>Lunch</b> Group 2 (45 min)
12:45p to 1:45p -	<b>Rest Hour</b> - Lunch Group 1 (60 min) &
1:45p to 2:15p -	Cabin Activity / Fresh Air / PM Prep (30 min)
1:30p to 2:15p -	Rest Hour - Lunch Group 2 (45 min)
2:30p to 3:30p -	<b>ACTIVITY 3</b> (60 min)
3:45p to 4:45p -	<b>ACTIVITY 4</b> (60 min)
5:00p to 5:30p -	<b>5th Hour Elective Activity</b> (30 min)
	*Wednesdays: Cabins prep/depart for Cookouts
5:45p to 6:15p -	5th Hour Elective Extension - Ski, Sail, etc (30 min)
5:45p to 6:30p -	<b>Dinner</b> Group 1 (45 min)
6:30p to 7:15p -	<b>Dinner</b> Group 2 (45 min)
6:45p to 7:15p -	Fresh Air / Evening Prep - Dinner Group 1 (30 min)
7:30p to 9:00p -	<b>EVENING PROGRAM</b> (Electives, Campfire, etc)
	TAPS (Lights Out) - <i>Next Page</i>

> Taps (Lights Out / Bed Time) is the following:

9:30pm Juniors  
10:00pm Intermediates  
11:00pm Seniors & CITs

### ***Evening Schedules***

#### ***Session II Evening Program Schedule - 7:30pm to 9:00pm***

<b>Sundays</b>	Outdoor BBQ & Cabin Nights
<b>Mondays</b>	Juniors – Unit Night Intermediates - Campfire ACs – assist with Unit Night CITs – assist with Campfire
<b>Tuesdays</b>	Evening Electives
<b>Wednesdays</b>	Cookouts by Cabin CIT Evening Off
<b>Thursdays</b>	Evening Electives
<b>Fridays</b>	Juniors - Campfire Intermediates – Unit Night ACs – assist with Campfire CITs – assist with Unit Night
<b>Saturday, 7/18</b>	Evening Electives
<b>Saturday, 7/25</b>	Marathon Day Team Meetings & Song/Banner Prep

Session III Evening Program - Week 1 - August 2nd through 8th

<b>Sunday, 8/2</b>	Health Orientation & Introductions
<b>Monday, 8/3</b>	Camp Sister Parties - by Unit
<b>Tuesday, 8/4</b>	Evening Electives
<b>Wednesday, 8/5</b>	Cookouts by Cabin CIT Evening Off
<b>Thursday, 8/6</b>	Evening Electives
<b>Friday, 8/7</b>	Juniors - Campfire Intermediates – Unit Night ACs & CITs - assist with assigned cabins
<b>Saturday, 8/8</b>	Cookie Cup X

Session III Evening Program - Week 2 - August 9th through 15th

<b>Sunday, 8/9</b>	Candlelight Vespers (Outdoors)
<b>Monday, 8/10</b>	Talent Show (Outdoors)
<b>Tuesday, 8/11</b>	Evening Electives
<b>Wednesday, 8/12</b>	Final Campfire (Outdoors)
<b>Thursday, 8/13</b>	Final Banquet (Dining Hall)
<b>Friday, 8/14</b>	Campers Depart - 8:15am
<b>Saturday, 8/15</b>	Cleaning Day Special Staff Dinner

## ***In the Cabin***

Lakeside cabins with natural ventilation provide sleeping spaces for campers & staff. In reducing the risk of transmission of COVID-19:

- > The same staff members assigned to a cabin stay there throughout the summer. When possible, staff do not rotate cabins between Sessions.
- > When possible, campers stay in the same cabin throughout the summer
- > Cabin access is limited only to individuals who live in that cabin
- > Campers wash hands or use hand sanitizer upon every entry into cabin
- > Campers possess their own toiletries and bedding. Sharing of toiletries is discouraged. ***Sharing cups, water bottles, or Nalgene is prohibited.***
- > Bathrooms are occupied by a maximum of two people at any one time
- > Cabins are cleaned daily by cabin counselors and campers. This includes sweeping & mopping the bunk room, and wiping down all surfaces with approved cleaner and paper towel.
- > Cabin bathrooms are cleaned daily (or more if needed), which includes sweeping & mopping the floor, wiping down the sink and toilet using approved cleaner and paper towel, and wiping down light switches and door knobs with approved cleaner and paper towel.
- > Campers keep their personal belongings separate from other campers' belongings - in their dresser and/or bunk drawers, or in a footlocker or large plastic (Tupperware) bin.
- > Cabins have signage reminding individuals of proper hand washing technique, "cough etiquette," and Coronavirus symptoms to watch for.
- > A trash can is located near the bathroom door for easy disposal of paper towel. A piece of paper towel is used to open the bathroom door.
- > Campers' beds are made in a "head-to-toe diagonal" configuration to maximize distance between heads and faces. For example, in a bunk bed, the head of the camper in the top bunk is positioned opposite the position of the camper in the bottom bunk. And, for side-by-side beds, the head of a camper in one bed is opposite the position of the camper on the same "sleeping level" in the adjacent bunk. Think diagonal lines between heads.
- > Campers keep the same beds throughout the summer, as labeled
- > Camper and staff bedding is washed once per week; mandatory
- > Naturally circulate air by keeping windows open if weather permits

## ***Daily Screening***

Ongoing symptom monitoring of campers & staff is important in managing the risk of Coronavirus. Camp community members expect the following:

- > Increased screening frequency during initial days of camp, or when there is change of camp Sessions, or when monitoring for potential exposures such as the return of a Northpoint Adventures trip, or staff time off
- > Daily; campers and staff are asked if they have any COVID-19 symptoms
- > Daily at breakfast; temperatures of campers & staff are taken and logged
- > Commuting instructional staff report to Patches, wearing a mask, to be “cleared” for the day. This is repeated every day the staff member reports.

If a camper or staff member is suspected to have COVID-19 based on the daily screening process, the individual is asked to wear a face mask and will be isolated from the rest of the group, in the isolation area in Patches, or in the isolation cabin; Birch. A Health Team member dons the proper Personal Protective Equipment and will further assess the individual presenting symptoms.

> In this case, Camp Owners & Leadership Team are notified, and parents are notified of the symptoms and results of assessment.

> Camp Nicolet’s Communicable Disease Response Plan, outlined later in this guidebook, is followed in relation to the symptomatic individual

> COVID-19 testing is not part of camp’s on-property screening process, but testing is available by prescription / Doctor’s recommendation at hospitals in Rhinelander and Minocqua, WI. Testing for an asymptomatic individual is available through Forest Co. Health Dept and the Nat’l Guard.

As usual, departing Northpoint Adventures trip groups participate in “checking out” from camp, whereby temperatures are taken and overall health is verified. Upon return, trip participants wear masks and proceed directly to Patches to complete the usual “check in” process before going to the Leadership Center to unpack. A complete COVID-19 screening,

including symptom interview, temperature check, and potential exposure report (informal Contact Tracing) is completed upon return to camp.

### ***Mealtime - Dining Hall Procedures***

Meals are important part of the program at Camp Nicolet. Summer 2020 sees the temporary addition of the Library as additional dining space. Two meal groups are established for summer 2020 to reduce total numbers of campers & staff in the Dining Hall (or Library) at one time. Practice the following in reducing the risk of COVID-19:

- > Do not attend meals if you are sick or experiencing flu-like symptoms. Inform a staff member immediately and go to Patches.
- > With your cabin mates, wash your hands before leaving the cabin
- > Use hand sanitizer stations outside the Dining Hall before entry
- > Counselors hold the exterior doors open for entering campers & staff
- > In the Dining Hall, avoid touching items, then putting them back. As food is served by staff wearing gloves, this pertains to silverware, etc.
- > When standing in the food serving line, maintain good distancing between yourself and others. Six foot spacing is recommended.
- > Sit with or near the same individuals each meal and/or in the same seat if possible
- > Sometimes the fun option to eat outside on the decks is available. Consider eating outside or in areas with less people.
- > 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 with hands at mealtime
- > Use utensils rather than hands to eat as much as possible
- > Dining Hall tables usually seat 7 or 8. If possible, use only four seats at a table. Cabin groups dine closely together in clusters.
- > A hand washing station is available inside the Dining Hall at the back sink. Hand sanitizer is located both inside the Dining Hall and Library for general use.
- > Personal water bottles are not allowed in the dining areas
- > Salt and pepper are provided in single-serve packs
- > Staff filling beverages use paper towel while operating the juice machine,

the milk machine, the cocoa machine, coffee, hot water, etc.

> Kitchen Team and authorized staff members set silverware, plates, and cups on tables while wearing disposable gloves

### ***Meal Groups***

In effort to reduce total number of campers and staff in a dining area at any one time, the following meal groups are established:

#### **Session II Groups for Meals (*split Between Dining Hall & Library*)**

##### GROUP 1 - Dining Hall

Little Fawn - 12

Fir - 11

Cedar - 12

**Total: 35**

##### GROUP 1A - Library

Chickadee - 14

(CITs can sub for table staff when needed)

Non-Cabin & Leadership Team - 10

**Total: 24**

##### GROUP 2 - Dining Hall

Spruce - 14

Juniper - 13

Balsam - 13

Pines - 10

**Total: 50**

##### GROUP 2A - Library

Tamarack - 11

(Switch with Pines 1/2 way through session)

Non-Cabin & Leadership Team - 10

**Total - 21**

#### **Session III Groups for Meals (*Dining Hall & Library*)**

##### GROUP 1 - Dining Hall

Little Fawn - 11

Spruce - 14

Fir - 9

**Total: 34**

##### GROUP 1A - Library

Non-Cabin & Leadership Team - 10

**Total: 10**

##### GROUP 2 - Dining Hall

Cedar - 10

Balsam - 12

Tamarack - 7

Chickadee - 8

**Total: 37**

##### GROUP 2A - Library

Non-Cabin & Leadership Team - 10

**Total: 10**



- > Meals are supervised in each location by a Leadership Team member

### ***Parent Visitation***

Camp Nicolet is closed to all visitors during summer 2020.

- > Parents are encouraged to write copious letters to their camper
- > Parents are encouraged to send a healthy supply of self-addressed & stamped envelopes with their camper to encourage easy letter-writing
- > Campers with a birthday during camp may call home
- > Unless an emergency, per usual camp policy, campers may not call home. Any health issues are reported to parents via a member of the Health Team, the Camp Director, or Camp Owners.
- > Download the ***Campanion App*** for mobile from CampMinder, from Google Play or the App Store to stay up-to-date on all the happenings at camp through a stream of photos and short written updates!

### ***Staff Time Off***

Our entire 2020 Camp Nicolet staff is excited for the opportunity to work with campers on the shores of Franklin Lake this summer! With the job at camp comes great responsibility to maintain the health and safety of the camp community. This season the staff boasts a wealth of experience across different generations of staff, maturity, a blend of professionalism and fun, and most of all - attention to and caring for Nicolet campers!

Staff are sacrificing some of their personal freedoms to be at camp this summer. Staff members, by signing on to be part of the team this year, agree to the following:

- > Time off activities involving contact only with other Nicolet staff members are encouraged. Staff may paddle to the tail, hike in the woods, or discover a remote beach on Lake Superior. Create a unique adventure!
- > Time spent in Eagle River or surrounding communities should be limited or avoided. We discourage going out to restaurants, stores, or the movies.
- > Staff can enjoy the new “Internet Patio” located at camp’s in-town office
- > Staff wear a mask and report to Patches to be screened upon return

- > Staff presenting with COVID-19 symptoms are asked to depart camp
- > ***Use good common sense when choosing time off activities!***

### **Northpoint Adventures Trips**



Northpoint trips are age-appropriate wilderness adventures adding an element of excitement and tradition to the Camp Nicolet experience.

During summer 2020, the Whitewater Rafting, Devil's Lake Rock Climbing, Porcupine Mountains Backpacking, Sylvania Wilderness Canoeing, and Rocky Mountain Backpacking trips are tentatively offered.

Trips expose campers to environments outside of Camp Nicolet proper. Extra precautions are taken in managing the risk of COVID-19:

- > An additional trip leader is added to all 2020 Northpoint Adventures trips with the exception of Rocky Mountain Backpacking; for additional supervisory capacity, assistance, and blanket coverage
- > Symptoms and temperatures are monitored daily at camp pre-departure
- > Northpoint trip leaders serve as health educators and administrators on the trail
- > Leaders and participants keep an appropriate physical distance from one another, as possible, throughout the trip
- > Leaders make every effort to minimize direct contact between participants, and between the amount of gear that gets shared between participants
- > Leaders encourage all participants to demonstrate their own leadership and agency to promote community health. Leaders and participants determine how they will hold themselves and each other accountable for behaviors and actions that impact everyone (ex. washing hands, not touching faces). This is framed as a “calling people in” versus “calling people out.”
- > Transparent communication amongst the trip group is encouraged, creating a culture of trust and support regarding physical and emotional health
- > Space is made for the trip group to share, listen, and process the challenging trip experience in meaningful way

- > Daily health checks are made while on trail, including leader and participant temperatures & symptom interviews
- > Leaders record all answers and temperatures in the ***On-Trail Daily Health Log***. Leaders are as discreet as possible during these health checks, and only bring individual situations to the group's awareness as absolutely necessary. Trips are equipped with an infrared thermometer.
- > If a participant's temperature is 100.3 F or above, or if participants are displaying other signs and symptoms of COVID-19, field staff will do their best to isolate the ill person, while maintaining excellent physical and emotional care. Due to the unique nature of each Northpoint Adventures trip, specific response to situations with a potentially symptomatic individual are handled on a case-by-case basis.

***Whitewater Rafting*** (Day Trip - outfitted by Kosir's Rapid Rafts)

- > Campers with a temperature or COVID-19 symptoms are asked to remain in camp. Non-participation.

***Devil's Lake Rock Climbing*** (3 days, 2 nights - outfitted by Apex Adventure Alliance)

- > Campers with a pre-departure temperature or symptoms are asked to remain in camp. Non-participation.
- > Campers developing a temperature or symptoms on the trip are asked to isolate from the remainder of the group. They still accompany the group to the climbing site, as they must be supervised and monitored by trip leaders, but will remain at least 6 feet from others throughout the day.
- > Should the temperature be severe and persistent (beyond 8 hours), one trip leader shall transport the participant presenting persistent fever to the Emergency Room in Baraboo, WI. The situation is handled using common sense and best logistical practice from there.
- > The remaining group completes their experience & returns to camp
- > A report is made to the Leadership & Health Teams back at camp upon participant admission to the Emergency Room
- > The trip group may be quarantined and monitored as needed upon return to camp. Contact Tracing interviews are performed.

***Porcupine Mtns Backpacking*** (3 days, 2 nights - outfitted by Northpoint Adventures)

- > Campers with a pre-departure temperature or symptoms are asked to remain in camp. Non-participation.
- > Campers developing a temperature or symptoms on the trip are asked to isolate from the remainder of the group as much as possible, but will continue participation and be monitored regularly according to Wilderness First Aid protocol. Changes in participant status are logged, identifying symptomatic trends.
- > Should symptoms trend toward recovery, participation continues as normal
- > Should symptoms trend “downward” (health deteriorates over a period of 12 hours) the trip leaders contact Camp Nicolet and coordinate a trip evacuation
- > In the event of evacuation, and based on the geography and trail layout of the Porcupine Mountains State Park, if more distance exists behind the current location of the trip group, the trip proceeds forward to the pick-up location. If more distance exists (yet to cover) in front of the trip group, then they proceed backwards to the beginning of the trip, to the drop-off location. The SPOT emergency beacon is utilized to contact Camp Nicolet, who dispatches enough drivers and seats to safely transport the trip group back to camp.
- > The symptomatic participant is isolated and examined further by the Health Team upon return
- > The remainder of the trip group may be quarantined and monitored as needed upon return to camp. Contact Tracing interviews are performed.

***Rocky Mountain Backpacking*** (8 days, 7 nights - outfitted by Northpoint Adventures)

- > Campers with a pre-departure temperature or symptoms are asked to remain in camp. Non-participation.
- > Airlines require all participants be in good health prior to flying
- > Campers developing a temperature or symptoms on the trip are asked to isolate from the remainder of the group as much as possible, but will continue participation and be monitored regularly according to Wilderness First Aid protocol. Changes in participant status are logged, identifying

symptomatic trends.

- > Should symptoms trend toward recovery, participation continues as normal

- > Should symptoms trend “downward” (health deteriorates over a period of 12 hours) the trip leaders contact Camp Nicolet and coordinate a trip evacuation

- > In event of evacuation, the trip proceeds on the shortest route back to a trailhead parking lot. The group and one leader wait at that parking area while the other leader retrieves the rental van from the original backcountry put-in location (these are not far distances in Rocky Mtn. National Park). The leader will drive the van and meet the rest of the group.

- > The symptomatic individual is taken to a local Emergency Room in Estes Park, Loveland, or nearby Colorado community for professional evaluation

- > Using good logic and common sense, and in assessing the situation at the Emergency room with the symptomatic participant, a decision in the best interest of the entire group is made to transport non-symptomatic campers to the Denver International Airport and, emphasizing personal peer responsibility and common sense, fly them back to Rhinelander (without staff, but under supervision from the airline while on-board) where camp representatives pick them up. A thorough briefing will be given on how to navigate airports and what to watch for should this be the case. Such a situation would be a true exercise in peer leadership and personal responsibility.

- > Rocky Mountain leaders, Jeremy Starz and Leah Wahl, will remain with the symptomatic individual who, if unable to fly because of illness, will be efficiently driven back to Wisconsin in a one-way rental vehicle.

- > The symptomatic participant is isolated upon return and care for further by the Health Team and/or camp physician. Parents may be called to pick up the individual immediately upon return.

- > Rocky Mountain leaders communicate with camp’s Leadership & Health Teams, as well as parents, throughout this process

- > The remainder of the trip group and leaders may be quarantined and monitored as needed upon return to camp. Contact Tracing interviews.

- > In the event of evacuation, families of Rocky Mountain participants are billed for any flight change costs or expenses above and beyond regular participation, as covered in general Camp Nicolet tuition

> Rocky Mountain Backpacking runs if the National Park is operating by mid-July. The trip is cancelled in event of park closure, insurmountable logistical restrictions, or an extreme rise in cases of COVID-19.

***Sylvania Wilderness Canoe*** (3 days, 2 nights - outfitted by Northpoint Adventures)

> As of this writing, the Sylvania Wilderness area is closed to visitors until September 30th, 2020. It's unclear whether the area will reopen this summer. In the event the area remains closed, NPA's Sylvania trips are suspended until 2021.

***General Northpoint Adventures Sanitation Practices***

> All participants and leaders routinely wash hands. Due to the nature of trips, there may be times when it makes more sense to use hand sanitizer rather than soap and water.

> Each participant and leader are issued personal hand sanitizer and soap at the beginning of the trip. Both items have name tags. Leaders also carry backup hand sanitizer and soap with community gear.

> At a minimum, appropriate hand washing will occur: every morning as soon as participants and leaders get out of tent; before and after all snack and meal times; before and after any food preparation; before and after doing dishes; before and after water treatment; before and after going to the bathroom (including changing period supplies); before and after distributing and/or taking medications; before and after food bag hang; and after blowing nose, sneezing, coughing or touching eyes.

> For overnight trips, where a privy is not available, leaders will dig community "cat holes" for urination & excrement. These holes are monitored for sanitary conditions throughout the stay at the campsite. Should a "cat hole" reach capacity, it is closed and a new hole dug.

> For overnight trips where privies are available, participants will sanitize the seat with a disinfecting wipe prior to use. Open the door with a foot or elbow. Avoid touching anything inside the outhouse.

> Due to the backcountry environment, trip leaders and participants use discretion on when to use gloves versus employing hand washing techniques. An appropriate number of disposable gloves is provided to

account for food preparation, administering first aid or medication, and other necessary instances. All leaders and participants are instructed on how to properly put on, wear, take off, and dispose of gloves.

- > All participants and staff are taught how to properly protect their cough or sneeze by coughing/sneezing into the fold of their arms. Following any unguarded cough or sneeze, all involved are asked to utilize hand sanitizer as a precautionary measure.

- > Each person on a trip will carry a disposable mask. Each trip is issued a KN95 mask for symptomatic individual assessment.

- > Masks and gloves are worn ***anytime a trip group is exposed to an environment outside the backcountry*** or Camp Nicolet. This includes; on transportation to and from a drop-off & pick-up location (in vans, cars, and on the plane); during any restroom breaks in public; in airports; on the off chance a group visits a restaurant (pick-up and take-out practices are followed, so a restaurant visit is highly unlikely); in the restroom at an outfitter (Kosir's) or at an organizational campground (Glacier Basin - ROMO) and in any other instance a group is exposed to the public.

- > Additional guidelines for transportation are provided in the "Camp Vans - Safety & Sanitation" section of this guidebook

### ***Northpoint Adventures - Food Preparation***

- > All participants and leaders must wash their hands before and after eating. Individuals will not share or trade food or snacks with each other. Trippers may not finish another person's meal for them if they are too full.

- > Deviating from usual NPA procedure & education, leaders are solely responsible for preparing all group meals. Leaders wear disposable gloves during the preparation process.

- > Deviating from usual NPA procedure & LNT ethics, only disposable plates, cups, and cutlery are used on trips 3 days or less

- > For Rocky Mountain Backpacking, given the small group nature of the trip, each individual will possess a Jet Boil system provided by camp/ Northpoint Adventures. Individuals will be responsible for their own cooking and clean-up. Bulk foods (noodles, rice, etc) are distributed to each participant by leaders.

- > For Rocky Mountain, group lunch is still served, but prepared by leaders

- > Participants are responsible for thoroughly sanitizing their own dishes
- > Leaders routinely “spot check” dishes for cleanliness and sanitation
- > Participants air dry their dishes and Jet Boil systems when possible
- > Leaders are solely responsible for packing up food at the end of the night into food hang bags. They are also solely responsible for putting up and taking down the food hang every morning and night. Hands are washed before packing up food and after finishing the food hang.

### ***Northpoint Adventures - Tents & Sleeping*** *(for overnight trips)*

- > In order to limit cross-contamination, participants remain in the same tent groups for the duration of the trip
- > When possible, we’ll try to have at least one less participant than each tent’s capacity (ex. only 2 people in a 3 person tent) creating more personal space for everyone.
- > The same group of participants pack, carry, and touch the same tent. Participants should not touch or enter a tent that is not theirs.
- > Participants sharing a tent sleep head-to-toe to minimize direct face-to-face contact

### ***Northpoint Adventures - Water Treatment & Filtering*** *(for overnight trips)*

Unique to the 2020 operating season, Northpoint Adventures replaces its MSR Hiker water filter fleet with Aquamira water treatment drops as a trip group’s primary means of water treatment:

<https://www.rei.com/product/132395/aquamira-water-treatment-2-oz>

- > Leaders carry enough Aquamira to treat 4 liters per person per day on overnight wilderness trips
- > Trip groups carry 2 backup MSR Hiker water filter systems in case of emergency
- > Hands are thoroughly washed before and after using a backup filter system
- > Backup filters are not screwed to tops of Nalgene bottles. Filling must take place “through the air.”
- > Leaders are solely responsible for treating all water with Aquamira



At trip's end, following "checking in" at Patches, participants and leaders are monitored for 14 days (or the remainder of resident camp) for symptoms related to COVID-19. ***Upon returning home, participants should also be monitored.*** Please immediately report any symptoms to the Leadership Team at [campnicolet@gmail.com](mailto:campnicolet@gmail.com).

### ***Camp Vans - Safety & Sanitation***

Camp Nicolet staff keep campers physically distanced as best as possible in times of shared transportation; the camp mini-van, cars, camp bus, etc. The exact vehicle configuration varies by situation or trip, but these general guidelines are followed:

- > Wash or sanitize hands before boarding the camp bus or vehicle
- > Do not board if you are sick or experiencing any flu-like symptoms
- > Load participants back to front of vehicle
- > Skip rows, or stagger seating, to allow for the maximum amount of space between participants as possible
- > Camper sit in the same assigned seat throughout the entire trip to mitigate shared surface touching
- > Seatbelt use is required of all vehicle occupants, and all usual guidelines for safety, good conduct, and respect apply while riding in the camp van, on the bus, or vehicles assigned to Northpoint Adventures trips
- > Drivers run the ventilation systems at a higher setting, or open windows to increase airflow. Do not recirculate air in the vehicle.
- > Vehicles are thoroughly cleaned between uses
- > When possible, vehicles are not filled to capacity
- > Campers wear masks when traveling in the camp van and on the bus
- > Drivers and staff wear masks when traveling in the camp van or in personal vehicles (cars, etc)
- > Practice good hygiene: cough or sneeze into your elbow and avoid touching your mouth, nose, and eyes
- > When exiting at the conclusion of the trip, please bring all your personal belongings with you and please pack out any trash
- > Leave the vehicle as clean as possible to reduce risk of virus transmission to Facilities & Leadership Team members cleaning vans
- > Ask campers to assist with cleaning out "their stuff" after a trip

### ***Horseback Riding - Sanitation***

- > Campers and staff follow physical distancing guidelines, accomplished through cabin group and elective activity scheduling
- > Wash hands at the cabin before going to Horseback Riding
- > Fixed staff scheduling maintains relatively the same instructors with each group of campers each day
- > Campers are asked to wear the proper clothing to Horseback Riding; jeans, boots with a heel, riding gloves (optional) and a helmet
- > Please refrain from sharing boots and helmets with other campers
- > If desired, each camper has their own set of riding gloves
- > Helmets are disinfected with disinfectant spray before and after class
- > Tack is disinfected with approved sanitizing wipes and/or saddle soap solution and leather cleaning wipes before and after each class
- > The Riding Area is stocked with an Activity Area Cleaning Kit: spray disinfectant, paper towels, disposable gloves, a supply of masks, and hand sanitizer. This kit may be used liberally as needed.
- > Commonly touched surfaces (door handles, padlocks, etc) are wiped down after each class period
- > All shared activity-specific items are disinfected after each use
- > Allow class time for campers to safely assist with cleaning equipment

### ***Waterfront Activities - Sanitation***

The Coronavirus is not waterborne. According to Environmental Health & Engineering, a company contracted by the American Camp Association to advise on “best practices” for summer 2020, there is no current evidence that COVID-19 can be spread to people through the water in a lake waterfront area. Expect the following in reducing risk:

- > Campers and staff follow physical distancing guidelines, accomplished through cabin group and elective activity scheduling
- > Wash hands at the cabin before going to Swimming or Smallcraft
- > Fixed staff scheduling maintains relatively the same instructors with each group of campers each day
- > The Swim & Smallcraft areas are individually stocked with an Activity Area Cleaning Kit: spray disinfectant, paper towels, disposable gloves, a supply of masks, and hand sanitizer. This kit may be used liberally.

- > Commonly touched surfaces (door handles, padlocks, etc) are wiped down after each class period
- > For ACD, continue safe swim practices; such as the swimming buddy system where each camper is assigned a “buddy” to stay with at all times. Instructors ensure assigned buddies are in the same cabin.
  - > All shared and used equipment like oars, paddles, lifejackets, and commonly touched surfaces of boats are cleaned and disinfected after each use
- > Use the lifejacket cleaning station set up outside the Boathouse to disinfect personal flotation devices; sanitize, rinse, & hang to dry
- > At the end of the day, lifejackets are air dried and sprayed with alcohol-based disinfectant spray
- > Allow class time for campers to safely assist with cleaning equipment

### ***Land Activities - Sanitation***

- > Campers and staff follow physical distancing guidelines, accomplished through cabin group and elective activity scheduling
- > Wash hands at the cabin before going to Sports, Tennis, or Arts/Crafts
- > Fixed staff scheduling maintains relatively the same instructors with each group of campers each day
- > The Sports, Tennis, & Arts/Crafts areas are individually stocked with an Activity Area Cleaning Kit: spray disinfectant, paper towels, disposable gloves, a supply of masks, and hand sanitizer. This kit may be used liberally as needed.
- > Commonly touched surfaces (door handles, padlocks, etc) are wiped down after each class period
- > All shared and used equipment like bows & arrows, bats & balls, volleyballs, basketballs, tennis rackets, and commonly touched surfaces in each discipline are cleaned and disinfected after each use
- > Cleaning and disinfection at the end of each day is performed on all sports and range equipment
- > For Arts & Crafts; participants wear disposable gloves during the activity, because of using shared markers, crayons, brushes, etc
- > For Arts & Crafts; good ventilation is maintained in the Crafts Shoppe throughout the day
- > The Arts & Crafts Shoppe is wiped down and floors are swept and mopped with disinfectant at the end of each day

- > Brushes, scissors, and other appropriate crafts “tools” are run through the camp commercial dishwasher at the end of each day
- > Allow class time for campers to safely assist with cleaning equipment

Little Theatre, Drama, and Talent Show-type activities are held outside as much as possible. Some performing arts activities may still take place on-stage during inclement weather, or as appropriate to group size. When such is the case, observe the following:

- > Campers and staff follow recommended physical distancing indoors, and good hand hygiene practices prior to and following performing arts activities
- > The Little Theatre is stocked with an Activity Area Cleaning Kit: spray disinfectant, paper towels, disposable gloves, a supply of masks, and hand sanitizer. This kit may be used liberally as needed.
- > Commonly touched surfaces (door handles, padlocks, light switches, etc) are wiped down after each use
- > All shared and used equipment like props, scripts, pens & pencils, music books, and commonly touched surfaces in each discipline are cleaned and disinfected after each use
- > Costumes for a performance should only be used by the same individual. Costumes are laundered at the close of a production.
- > During summer 2020 the Costume Closet is **not available for general use**. Campers & staff are encouraged to bring their own costumes.
- > Cleaning and disinfection at the end of each day is performed in the Little Theatre. The stage and seating areas are swept and mopped daily.
- > Allow class time for campers to safely assist with cleaning equipment

### ***Public Spaces - Sanitation***

To minimize the risk of COVID-19, it's important all public or “community” spaces at camp are cleaned on a regular basis, sometimes twice or more daily depending on the area and its use. Indoor public spaces include the two restrooms behind the Dining Hall, the restroom in Forest Lodge, and the restroom in the Camp Office. Indoor community spaces at Camp Nicolet are the Dining Hall, the Library, Forest Lodge, the Little Theatre indoor seating area, the Camp Office, the Canteen (camp store), and Patches. Expect the following:

- > “Cleaning” entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from a surface. Following a detergent and water wash, “disinfecting” entails use of a U.S. Environmental Protection Agency (EPA)-approved disinfectant applied in accordance with product manufacturer guidelines.
- > Cleaning and disinfecting all community spaces daily
- > Cleaning and disinfecting frequently touched surfaces in community space multiple times daily, depending on frequency of use
- > Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks
- > Cleaning outdoor structures made of plastic or metal is carried out according to typical camp cleaning practice. Frequent cleaning of high touch outdoor surfaces, such as grab bars or railings, is required.

*If there is a confirmed or probable case of COVID-19 at Camp Nicolet, the following cleaning procedures are followed:*

- > Close off areas used by the person who is sick
- > Open outside doors and windows to increase air circulation in the areas
- > 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 are cleaned without delay.
- > Clean and disinfect all areas used by the person who is sick. Run ventilation systems (fans, windows open) during cleaning.
- > Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected camper’s cabin or bunk area). The cleaning equipment should not be used to clean other areas until such is thoroughly cleaned and disinfected.
- > Enhanced cleaning is recommended if Contact Tracing determines a person with COVID-19 was present in a building (e.g., Dining Hall, Library, Forest Lodge, Patches, a cabin) or an Activity Area for at least 15 minutes;
- > Clean visibly dirty surfaces then perform disinfection.
- > 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 wipes, sponges, mop heads) are disposed 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 Arts/Crafts tools.

- > Clean and disinfect an area extending 12 feet in all directions around the camper'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 cabin bathroom, cabin, and any community spaces or Activity Areas.

- > Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have been disinfected ("clean your way out").

- > Cleaning staff must wear eye protection, disposable gloves, a face mask, and gowns/aprons for all tasks in the enhanced cleaning process, including handling trash

- > When doing laundry, staff use Personal Protective Equipment and avoid shaking laundry items to minimize potential spreading of virus-laden particles into the air

- > Wash items as appropriate in accordance with the manufacturer's instructions, opting for the warmest appropriate water setting for the items and dry items completely

- > Clean and disinfect hampers or other carts for transporting laundry

- > Cloth face coverings used by staff and/or campers are laundered regularly. If soiled, used face masks are collected in a sealable container (like a zip lock bag, one per camper) until laundered.

In general, staff will avoid handling campers' belongings. If handling of campers' belongings is needed, disposable gloves are worn. If gloves are unavailable, staff wash hands immediately before and after handling campers' belongings.

*As the camp store, "The Canteen" is considered a community space, the following is taken into consideration:*

- > Do not visit the canteen if you are sick or experiencing flu-like symptoms. Inform a counselor immediately and go to Patches.

- > Campers and staff follow physical distancing guidelines while waiting to shop, accomplished through cabin group and elective activity scheduling - keeping group numbers smaller

- > Wash hands at the cabin before going to Canteen

- > Fixed staff scheduling maintains relatively the same counselors with each group of campers in the Canteen each period
- > The Canteen is stocked with an Activity Area Cleaning Kit: spray disinfectant, paper towels, disposable gloves, a supply of masks, and hand sanitizer. This kit may be used liberally as needed.
- > Commonly touched surfaces (door handles, fridge handle, display cabinet handles, etc) are wiped down after each class period
- > If you're going to eat a snack; avoid touching your eyes, nose, and mouth
- > Do not touch products and put them back on shelves; ask the counselor to show you different items
- > Maintain physical distance of six feet between yourself and other shoppers and in the checkout line whenever possible
- > Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately
- > Campers do not need form of payment at Canteen. Purchases are recorded in a Log Book and entered into CampMinder by the Camp Nicolet Office Manager
- > Counselors on duty in Canteen wear a face covering and disposable gloves while assisting campers
- > Allow class time for campers to safely assist with cleaning up

### ***Camp Shower House - Sanitation***

The Camp Showers are a designated “high use” area; used by most members of the Camp Nicolet community.

The shower house receives a full cleaning and disinfection **during the morning Campers periods, after morning use and ACTIVITY II**, and after afternoon use **at 5pm**. The shower house is open for use by campers and staff members during scheduled times, and after Taps and before breakfast for staff members. The Camp Showers are cleaned **a total of three times each day**, Monday through Saturday. As usage is less on Sunday, the shower house is closed for cleaning between 11am and 1pm but is otherwise open for use as needed.

As the shower house is of tile and brick construction, bleach and other heavy duty cleaners are used on the floors and walls.

- > Campers and staff using the shower house **wear shower shoes at all times**, and avoid touching the walls and other surfaces during use
- > Use elbows to open and secure the shower house door

### **General Sanitation Measures - Staff & Campers**

Community health is a shared responsibility. The following are measures we can personally take to promote healthy living at Camp Nicolet:

- > Personal Protective Equipment needs for staff vary based on their job tasks, ability to maintain appropriate physical distancing, and potential for contact with confirmed or suspected COVID-19 cases
- > N95 Respirators and eye protection or face shields are worn when staff anticipate contact with or close proximity to confirmed or suspected COVID-19 cases (Health Team staff) or when cleaning and disinfecting areas known or suspected to have been in contact with confirmed or suspected COVID-19 cases (Facilities Team, Kitchen Team, Leadership Team, and Cabin Counseling/Instructional Staff).
- > Face masks, while not technically PPE, should be worn by counselors whenever interacting with others closer than six feet for extended periods (greater than 15 minutes) as well as other “indoor times” to the extent possible or as deemed necessary
- > Kitchen Team staff always wear face masks and disposable gloves when serving and handling food
- > Facilities Team staff always wear face masks and disposable gloves when cleaning and disinfecting
- > Staff wear cloth masks when interacting with outside vendors or outside community members when physical distancing is difficult to maintain
- > Disposable gloves are worn by counselors when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases. The exterior of camper luggage is disinfected upon arrival/delivery.
- > Counselors wear gloves when handling any incoming belongings or equipment prior to disinfection
- > Kitchen Team staff follows existing best practices for food preparation and storage. Coronavirus is not food-borne, but Kitchen Team members who are infected can transmit the virus to coworkers or diners. Use of disposable gloves is required at all times.



Much of the above applies to specific departments at Camp Nicolet. The following are guidelines which apply to all campers and staff:

- > Report symptoms of discomfort to Patches or a Leadership Team member immediately; it's OK to miss an activity to go to Patches
- > If there is a line at Patches, please wait outside on the sidewalk if possible, using the cracks on the sidewalk as your spacing tool
- > Practice good "cough etiquette" as previously discussed
- > Wash hands before eating food (entering the Dining Hall, attending BBQ)
- > Wash hands upon entering your cabin
- > Wash hands after contact with someone who may have been sick
- > Wash hands after touching frequently touched surface (railings, doorknobs, counters, etc)
- > ***Wash hands after using the restroom - always!***
- > Wash hands after using common items; such as sports equipment, computer keyboards, craft supplies, etc
- > Wash hands after coughing, sneezing, or blowing your nose - ***always!***
- > Wash hands after using disposable gloves
- > Wash hands before, during, and after preparing any food
- > Wash hands after touching garbage / taking out the trash
- > Wash hands after cleaning surfaces with any cleaners/chemicals

Here's the "best practice" for washing your hands:

- > Wet your hands with clean, running water. Turn off water and apply soap.
- > Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, & under your nails.
- > Scrub your hands for at least 20 seconds (about the time it takes to sing the "Happy Birthday" song twice)
- > Rinse your hands thoroughly under clean, running water
- > Dry your hands using a clean towel or an air dryer
- > Use paper towels to turn off the faucet and/or open doors of the bathrooms

Hand Sanitizer is a great tool and there is plenty of it at camp for all to use. Use it often this summer! Hand sanitizers are not a substitute for hand washing for Facilities, Kitchen, and Health Team staff. How to use:

- > Apply the product to the palm of one hand
- > Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- > Continue to rub your hands together until your hands are dry (about 20 seconds)

And finally, some interesting hand washing factoids:

- > Water temperature is not important. Clean cold and warm water work equally well.
- > Antibacterial soap is not more effective than regular soap
- > Bar soap and liquid soap are equally effective
- > Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy
- > If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

### ***Vendors & Deliveries***

For summer 2020 Camp Nicolet is closed to guests and visitors, with the exception of foodservice vendors, repair technicians, and delivery personnel (UPS, FedEx, etc). The following is observed:

- > All vendors understand access to the camp's facilities is restricted
- > We request that vendors use the same delivery driver for all deliveries for the duration of camp, if possible
- > Vendors are informed that during deliveries they are required to take precautions; maintain physical distancing between themselves and campers and staff; wear appropriate PPE (a face mask and gloves); do not make deliveries if they have COVID-19 symptoms

### ***Packages from Home***

In recent years Camp Nicolet has asked parents not to send "care packages" from home, with the exception of the emergency replacement of eyeglasses, retainers, contacts, braces accessories, etc. The same holds true for summer 2020. Packages and padded envelopes which are

delivered will be set aside for 2 to 3 days in the Camp Office, before they are opened and inspected by a staff member wearing a mask and gloves. If the contents are required by a camper (see exceptions above) they are delivered. If the contents are of “care package” type, the envelope or box will be re-taped and returned to sender. The recipient’s camp store account is billed for the cost of the return postage. Thank you for adhering to these guidelines to prevent the possible introduction of COVID-19 into the camp community through material items.

Unfortunately, for summer 2020, birthday packages are not allowed. We do our best to celebrate a camper’s birthday with cake in the Dining Hall, our traditional birthday song, and special cabin time (with leftover cake!)

### ***Patches & Health Team 2020***

For those new to Camp Nicolet, Patches is the camp “health center” or infirmary. It is a self-contained building with an examination room, a screened-in waiting porch, a 4-bed “sick bay,” and a 2-bed “isolation” area. Patches has a bathroom with shower and hot water. Patches also has heat, unique to most of our summer-only camp buildings.

In preparation for operating during a summer in which Coronavirus is present, Camp Nicolet directed significant financial resources to formulating a Health Team to staff Patches. We’d like to introduce you:

> **Jill Viergutz, RN** - from Wausau, Wisconsin. Previous camp nursing experience, traveling nurse by profession. First summer at Camp Nicolet. 6 days/24 hours coverage.

> **Susan Ullmann, RN** - from Racine, Wisconsin. Previous camp nursing experience, traveling nurse by profession. Assistant Nurse - Second summer at Camp Nicolet. 3 days/24 hours coverage.

> **Cheryl Pacala, RN** - from Minocqua, Wisconsin. Nurse at Howard Young Hospital. First summer at Camp Nicolet. 1 day/wk relief coverage.

> **Katrina “Kat” Hall** - Assistant Nurse. From the University of Virginia; nursing student. First summer at camp. 6 days/24 hours coverage.

This team is dedicated to providing a high level of physical and emotional care and support for the camp community during this unique summer. We welcome them with open arms to Camp Nicolet and appreciate the contributions they are already making to summer 2020 through advice, enthusiasm, and vetting protocol.

### ***Reporting Symptoms & Assessment***

Much like Wilderness First Aid protocol, continuous monitoring and logging of the status of a participant's health at camp is key in establishing baselines for comparison & educated decision-making. Temperatures and symptoms of campers and staff are monitored daily, and changes in health status of an individual are reported to Leadership & Health Team members.

All should anticipate daily temperature checks upon entrance to breakfast, using infrared thermometers, and routine "cabin screenings" checking for symptoms, as well as basic "interviews" asking about changes in health. The purpose of this is to be proactive about any emerging symptoms. Camper and staff health statuses are logged and used to build a foundational understanding of the continuous overall health of the camp.

As aforementioned in this guidebook, it's critical a camper or staff member cease participation in an activity and report to Patches at the onset of any symptoms or changes in health. A Health Team member makes an initial assessment, and a course of action is decided based on findings. According to the CDC, ***prevention*** and ***education*** are found to be profoundly effective in decreasing the number and severity of cases.

*Signs and symptoms of COVID-19 include:*

- > A consistent dry cough
- > Shortness of breath or difficulty breathing
- > Fever
- > Chills
- > Muscle aches, pains, or abdominal pain
- > Sore throat
- > Nausea, vomiting or diarrhea

- > A red rash
- > Red eyes
- > Poor appetite
- > New loss of smell or taste

*These signs and symptoms are not all inclusive and may represent other benign illnesses.*

- > If a camper or staff member is suspected to have COVID-19 based on the above signs and symptoms, place a face mask or cloth face covering on yourself and the individual
- > Isolate the individual by separating symptomatic individuals at least 6 feet from others and escort the individual to Patches
- > A Health Team member is responsible to further assess the individual and determine if there is a need for quarantine
- > Health Team members wear an N95 respirator or face mask, a face shield or other eye protection, disposable gloves, and a disposable gown while working with an individual who has a suspected case of COVID-19
- > If the Camp Nurse determines the individual needs to be quarantined for further evaluation; the individual is housed in the isolation room in Patches; or for more than 2 individuals, cabin Birch is designated for isolation, up to 8 individuals.
- > The Leadership Team and the camp physician in Eagle River are notified immediately
- > A collaborative decision is made to determine if the individual needs further clinical evaluation and/or continued quarantine
- > If the individual does not require further clinical evaluation or continued quarantine, they are cleared to return to normal camp activities
- > For campers, the parents/guardians are notified of the situation
- > For those individuals not requiring clinical evaluation; but it is recommended they remain in quarantine, follow the Quarantine Procedures and Communicable Disease Response Plan (CDP) outlined next in this guidebook
- > For those individuals requiring clinical evaluation but not immediate medical attention, or when it's decided an individual should return home because of symptoms, continue isolation and follow the Quarantine

Procedures and Communicable Disease Response Plan (CDP) outlined next in this guidebook, until appropriate transportation is arranged with parents

- > For those individuals requiring immediate clinical evaluation or emergency treatment, continue isolation, arrange for immediate transportation to the Emergency Room, and follow the Quarantine Procedures and Communicable Disease Response Plan (CDP) outlined next in this guidebook

- > For persons “recovered” from COVID-19 illness, CDC recommends quarantine be maintained for 10 days after symptoms present and 3 days (72 hours) after progressive improvement of fever without the use of fever-reducing medications, or resolution of other symptoms. Ideally, isolation is maintained for this full period to the extent that it is practical. Please see camp’s ethics policy below regarding “over quarantine.”

### ***Early Departure from Camp***

The Camp Nicolet Owners solely or in collaboration with the Camp Director, collective Leadership Team, collective Health Team, and local medical personnel including the camp physician in Eagle River reserve the right to determine if camper or staff member should return home due to presentation of COVID-19 symptoms and/or other serious illness, if deemed in the best interest of the health and safety of the greater camp community. **Parents are responsible for all transportation home.**

It’s not easy for anyone to leave camp partially through the session or summer, but in managing the risk of illness of camp this season, some early departures may be reality. We ask campers and staff to mentally prepare for a situation like this, bearing in mind it has nothing to do with the individual being requested to leave, and everything to do with objective symptoms & preserving the health and safety of the community. The Camp Director and Health Team are always available should questions arise about an early dismissal of a camper or staff member.

## **Quarantine Procedures**

- > For campers, parents/guardians are notified. In the event parents/guardians are unreachable, Emergency Contacts as listed in a camper or staff member CampMinder account/profile are notified
- > The Forest County Health Department is notified and any recommendations are followed
- > Begin immediate Contact Tracing according to camp's Communicable Disease Response Plan (CDP), and following disinfecting procedures outlined previously in this guidebook; determining contact with other campers, staff members, and the individuals' occupancy of community or shared spaces during the past 48 hours.
- > Leadership Team members, Health Team members, and Cabin Counselors are asked to move the individual's personal belongings to the porch of cabin Birch, to Patches, or to another area specified for such use.
- > Clean the individual's sleeping area according to the Communicable Disease Response Plan and procedures outlined earlier in this guidebook, sections "In the Cabin" and "Public Spaces - Sanitation."
- > If quarantined in cabin Birch, a Health Team member is assigned to care for the individual at all times
- > Isolation precautions are maintained at all times using proper Personal Protective Equipment and associated safe-use techniques
- > Meals are delivered and dropped off on the porch. Dirty trays are bagged prior to return to the Kitchen for dishwashing and sterilization.

It is Camp Nicolet's ethical policy that a camper or staff member shall be quarantined no more than one week, 7 days, in Patches or cabin Birch. It is our fundamental belief that an "over quarantine" significantly negatively impacts emotional health and the overall purpose of attending camp. Our policy is to efficiently evaluate a camper or staff member presenting symptoms, to monitor symptoms over the course of 48-72 hours, and make a determination as to their continued participation at camp.

***It is the responsibility of the parents/guardians to pick up an individual, should the maximum ethical quarantine time of 7 days be reached. This includes campers who have flown to camp.***

## **Contact Tracing Procedures**

In managing the risk of *spread of* COVID-19 at camp, the following Contact Tracing strategies are put into place; creating an understanding of a symptomatic individual's contact with other campers, staff members, and the individuals' occupancy of community spaces during the past 48 hours. This understanding is useful in the observation of fellow camp community members, and planning for disinfecting of shared spaces.

- > List campers or staff members who had close interactions (being within 6 feet for more than 15 minutes) with the symptomatic individual, and list community spaces occupied by the symptomatic individual over the past 48 to 72 hours. Thoroughly clean listed spaces.

- > Contact Tracing is carried out by Leadership Team members, Health Team members, Cabin Counselors, and other camp staff in conjunction with advice or presence of the Forest County Health Department

- > Health Team members begin closely monitoring those identified as potentially exposed individuals for signs or symptoms including increased daily temperatures

- > The potentially exposed individuals minimize contact with other individuals; consideration is taken for individual meal times and alternate activities. This is maintained for 2 to 14 days or until the potentially exposed individuals have confirmation of diagnosis and/or have been cleared to return to normal camp activities and routines

- > If COVID-19 or another communicable disease is confirmed, potentially exposed individuals are quarantined following the Quarantine Procedures previously outlined, and the Communicable Disease Response Plan outlined next in this guidebook.



## ***Communicable Disease Response Plan (CDP)***

Effective management of communicable disease at Camp Nicolet is based on ***prevention strategies*** and ***response planning***. This section of the guidebook summarizes CDP strategies more fully explained in the Association of Camp Nursing (ACN) practice commentary, “*Communicable Disease Management in the Camp Setting*,” available online at [www.campnurse.org](http://www.campnurse.org), and procedures specific to Camp Nicolet discussed in this guidebook. ***Communicable disease management is not accomplished by any one member of the camp staff; it requires collaborative effort from the entire camp community.***

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	<ul style="list-style-type: none"> <li>&gt; Self-quarantine campers for 14 days</li> <li>&gt; Avoid exposure to anyone showing COVID-19 symptoms</li> <li>&gt; Schedule and complete “Camp Physical” with family Doctor</li> <li>&gt; Complete and upload Medical, Immunization, Insurance, &amp; Consent to Treat forms to CampMinder</li> <li>&gt; Provide this guidebook to all families &amp; staff members. Encourage studying of the guidebook and facilitate Question/Answer process</li> <li>&gt; Camp &amp; personal PPE supplies ordered/obtained</li> <li>&gt; Enhanced arrival screenings for staff and campers, described in this guidebook</li> <li>&gt; Identify Leadership Team &amp; senior staff members responsible for critical services &amp; conduct training prior to camper arrival</li> </ul>	<p>“A Healthy Camp Begins &amp; Ends at Home” - included in Bibliography &amp; Sample Forms section</p> <p>Call Camp Director if questions</p> <p>Call Camp Director if questions</p> <p>Guidebook downloadable at <a href="http://www.campnicolet.com">www.campnicolet.com</a></p> <p>Call the office with any questions</p> <p><i>Pre-Arrival Screening Form</i> - included in Bibliography &amp; Sample Forms section</p> <p><b><i>CDP Team is:</i></b></p> <ul style="list-style-type: none"> <li>&gt; Camp Owners; Starz Family</li> <li>&gt; Director; Mary Anna Thornton</li> <li>&gt; Camp Nurse; Jill Viergutz</li> <li>&gt; Camp Nurse; Susan Ullmann</li> <li>&gt; Assistant Nurse; Katrina Hall</li> <li>&gt; Facilities Mgr; Matt Buettell</li> <li>&gt; Kitchen Mgr; Dennis Carroll</li> <li>&gt; Office Mgr; Rebecca Ragle</li> <li>&gt; Advisor; Cliff Mortenson</li> </ul>

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	<p>&gt; Identify Leadership Team &amp; senior staff members responsible for critical services &amp; conduct training prior to camper arrival</p> <p>&gt; Pre-defined “Tipping Points” for operating guidance from Communicable Disease Response Plan (CDP)</p>	<p>(from previous page)</p> <p>&gt; NPA Director; Leah Wahl</p> <p>&gt; Activity Area Directors as assigned</p> <p><b>&gt; LEVEL 1</b> For summer 2020, the Communicable Disease Response Plan (CDP) is constantly in action at Level 1 (symptom monitoring, enhanced cleaning measures, good community communication &amp; education).</p> <p><b>&gt; LEVEL 2</b> Level 2 is reached when a camper or staff member is quarantined due to <b>suspected</b> case of COVID-19. Efficient steps are taken to assess and diagnose the symptomatic individual. The symptomatic individual's belongings are removed from the cabin and the sleeping area is disinfected. The individual is quarantined at camp for no more than 7 days.</p> <p><b>&gt; LEVEL 3</b> Level 3 is reached when a symptomatic camper or staff member <b>is diagnosed</b> with a confirmed case of COVID-19. The individual is quarantined and is asked to depart from camp early. Camp provides care until parents/guardians pick up the camper. Staff members are asked to depart camp as quickly as possible to reduce the risk of spread of virus. <b>Contact Tracing</b> is enacted and personal and community spaces are cleaned following protocol. Associated individuals are closely monitored for symptoms.</p> <p><b>&gt; LEVEL 4</b> Level 4 results in a <b>camp-wide closure</b> and suspension of all remaining summer programs. This is the worst-case scenario. Level 4 status is reached when 26 individuals, the rough equivalent to two complete cabin groups, present COVID-19 symptoms/are suspected cases. When 7 continuous days of this percentage of the camp community is quarantined, showing no improvement of symptoms, the camp closes for the season and arrangements are made for campers &amp; staff to return home. This percentage of illness is defined as camp's functional limit to proactively and properly provide continued care.</p>

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	<p>&gt; Pre-determined Quarantine capabilities (Facilities)</p> <p>&gt; Notify camp physician, Eagle River hospital, and Ministry Medical Clinic of summer operation. Additionally, notify Hiles North Fire Department, Forest County Health Department, and Forest County Sheriff's Department of summer operation. Additionally, notify Vilas County Health Department of summer operation. Finally, notify IB Insurance (Markel Insurance) of Wausau, WI of summer camp operation.</p>	<p>&gt; Patches (up to two)</p> <p>&gt; Cabin Birch (up to eight)</p> <p>&gt; Specific Camper Cabin - up to building capacity, in the event quarantine is recommended for an entire cabin group - associated with Level 3 of the CDP, may result in Level 4 status</p> <p>&gt; Share this guidebook with these entities. Communicate transparently about summer operating plans and procedures.</p> <p>&gt; Ask for professional feedback and/or suggested recommendations to guidebook. Include revisions in future editions. Maintain "living document" status of this guidebook.</p>
<i>During Camp</i>	<p>&gt; Orient and train staff and campers on COVID-19 risk management and illness response procedures</p> <p>&gt; Director of Operations continuously monitors community-wide use of best-practices &amp; protocol outlined in this guidebook.</p> <p>&gt; Health Team conducts daily review of camp health logs, evaluating trends and current "Level" of camp, in regard to CDP "Tipping Points" defined previously.</p>	<p>&gt; Review this guidebook prior to arrival. Ask Leadership Team questions. Use guidebook as a summer resource.</p> <p>&gt; Ongoing staff training is provided on aspects of this guidebook, and Camp Nicolet's community health standards</p> <p>&gt; Cabin counselors educate campers in a warm, supportive, non-alarmist manner in relation to ongoing COVID-19 risk management at camp</p> <p>&gt; Director of Operations and/or Camp Director provides corrective guidance to camp community members falling short of standards and practices outlined in this guidebook</p> <p>&gt; Ongoing coaching and suggested measures for improvement are provided</p> <p>&gt; Information is shared with Leadership Team, Kitchen Team, Facilities Team, and NPA Director at required morning meetings - following breakfasts (20 min)</p>

INTERVENTION	Activities	Tools/Considerations
<i>Outbreak Occurs</i>	<ul style="list-style-type: none"> <li>&gt; CDP Team, as defined, meets daily</li>   <li>&gt; Using symptom identification and daily screening as an indicator of health; efficiently perform assessment and diagnosis of individual with suspected case of COVID-19</li>   <li>&gt; Efficiently identify key health service providers and support needs</li>                 <li>&gt; Food service</li>                   <li>&gt; Communication Plan</li> </ul>	<ul style="list-style-type: none"> <li>&gt; As Camp Nicolet operates at a continuous “Level 1” status this summer, the CDP team meets daily as described above.</li>   <li>&gt; As previously discussed in this guidebook; “Symptom Reporting &amp; Assessment”</li>   <li>&gt; Health Team, camp physician, Emergency room and EMS/First Responder personnel</li> <li>&gt; Quarantine locations as described</li> <li>&gt; Sanitation measures as described</li> <li>&gt; Camp program continues for campers &amp; staff without symptoms, with the exception of “Level 4” status being reached, as previously described</li> <li>&gt; Daily screenings and logging of health status/symptoms of camp community members, in identifying trends</li> <li>&gt; Maintain Health Team services (medication dispersement, parent communication) as usual</li>   <li>&gt; Provisions made for meals delivered to campers/staff in Patches/Birch</li> <li>&gt; Provisions made for alternate mealtimes for campers/staff participating in Contact Tracing protocol</li> <li>&gt; Provisions made for alternate meals provided for Leadership Team, Facilities Team, and Health Team members who may not be able to attend regular mealtimes in Dining Hall/Library</li> <li>&gt; Maintain continuous high level of sanitation practices</li>   <li>&gt; As Camp Nicolet operates at a continuous “Level 1” status this summer, communication with parents on Social Media, camp website Blogs, and the Companion App is robust and ongoing.</li> <li>&gt; Online spokespeople include: Georgi Starz, Owner/Executive Director Jeremy Starz, Owner/Dir of Operations Mary Anna Thornton, Camp Director Rebecca Ragle, Office Manager Joyelle Ronan, Social Media Coord Jill Viergutz, RN, Camp Nurse</li> </ul>



<b>INTERVENTION</b>	<b>Activities</b>	<b>Tools/Considerations</b>
<i>Outbreak Occurs</i>	> Assessment of Camp Status	<p>&gt; During daily meetings of CDP team, the camp status is assessed as “Level 1,” “Level 2,” “Level 3,” or “Level 4.”</p> <p>&gt; If a “Level 4” status is reached, the CDP team collectively arranges for suspension of summer activities and a seasonal camp closure.</p> <p>&gt; If a “Level 4” status is reached, parents/guardians are contacted and transportation arrangements for the safe and efficient return home of campers &amp; staff members.</p> <p>&gt; Foodservice, Health Team, and Facilities infrastructure continues operation until the final campers and staff members depart the property</p>
<b>RECOVERY</b>	<b>Activities</b>	<b>Tools/Considerations</b>
<i>Resolution</i>	<p>&gt; CDP Team evaluation</p> <p>&gt; Documentation</p>	<p>&gt; At the conclusion of the operating season, debrief Camp Nicolet’s risk management of COVID-19.</p> <p>&gt; Should cases of the virus present while camp is in operation, debrief camp’s response to the confirmed cases.</p> <p>&gt; Debrief operational activities (cleaning, sanitizing, departmental protocol) and determine effectiveness of overall risk management plan as described in this guidebook.</p> <p>&gt; Identify areas for improvement of the risk management plan and protocols for response to confirmed or suspected cases of COVID-19, and update the guidebook and protocols accordingly. Maintain “living document” status.</p> <p>&gt; Confirm completion of required documentation by key personnel; Leadership Team, Health Team members, Kitchen Manager, Facilities Manager, Activity Area Directors, Northpoint Adventures Director, and other staff members wishing to contribute feedback.</p> <p>&gt; Maintain documentation for future reference and as a resource.</p>

RECOVERY	Activities	Tools/Considerations
<i>Resolution</i>	<ul style="list-style-type: none"> <li>&gt; Communicate a “Return to Normal” message</li> <li>&gt; Debrief the greater camp community and facilitate a return to “routine camp practices”</li> <li>&gt; Update and revise COVID-19 Risk Management Guidebook to more affectively address future Communicable Disease mitigation and response.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Should camp reach an escalated “level” as outlined by the CDP, when such level is de-escalated, a message describing such de-escalation is communicated to parents/guardians and local agencies.</li> <li>&gt; Listen to the experiences of all staff and campers who wish to share the experience of attending camp amidst the COVID-19 pandemic</li> <li>&gt; Allow time for staff &amp; key personnel rest and recuperation following the season, or following an escalation in “levels” during the course of summer operations</li> <li>&gt; Collect feedback from staff on challenges encountered, or challenges they feel they will encounter, in regard to summer operation amidst the COVID-19 pandemic. Collect feedback on potential solutions to these challenges, and maintain folder of documentation as a resource. Consider reasonable feedback in future planning.</li> <li>&gt; Keep the Communicable Disease Response Plan (CDP) current. Maintain “living document” status.</li> </ul>

The CDP Team involves Key Personnel, as identified above. Should a key member of the CDP Team become ill, and can no longer safely perform job responsibilities - in the interest of their own health or the health & safety of the camp community - a replacement staff member is appointed. Area Directors are candidates to replace a key staff member on the CDP team, as are members of the senior/veteran staff.

Area Directors and senior/veteran staff are asked their willingness to be substitute member of the CDP team should the need arise, at the beginning of summer operations (during pre-camp/Staff Training).

Area Directors and senior/veteran staff may be asked to “fill in” for a CDP team member following a “de-escalation” during summer operations.

## ***Camp-Wide Closure***

The Communicable Disease Response Plan (CDP) uses “tipping points” in offering operations guidance for summer 2020.

Camp Nicolet, throughout the summer, operates at CDP **“Level 1,”** taking into account the risk of COVID-19 is ever-present throughout the summer. Risk management measures outlined in this guidebook are continually taken throughout the season.

**“Level 2”** and **“Level 3”** are points whereby a case of COVID-19 is suspected, and confirmed in camp, respectively. Please see the complete Communicable Disease Response Plan above for details.

**“Level 4”** is a “tipping point” wherein 26 members of the camp community are quarantined without symptomatic improvement for a period of 7 days. Should such be the case, programming for the remainder of the summer is suspended, and ***the camp will close for the season.***

In the instance of camp reaching **“Level 4,”** all campers and staff members are ***asked to return home as efficiently as possible.*** Parents/guardians are notified immediately. The camp makes arrangements for return bus transportation to Milwaukee and Chicago. Parents wishing to pick campers up by car may do so, and PPE (gloves, mask) is mandatory.

Parents/guardians are responsible for making immediate flight arrangements home for campers. Camp provides airport shuttles as usual. ***In the event a camper presents symptoms and cannot fly, it's the responsibility of the parents/guardians to transport the campers home.*** Camp cannot house campers or staff for an extended period due to a camp-wide closure.

Should Camp Nicolet unexpectedly suspend operation for 2020, per-day refunds are issued to families on original form of payment, without service fee.

The Camp Owners, in collaboration with the Leadership Team, Camp Health team, the camp physician, and local health department, reserve the right to suspend summer operation at any time, for any reason, when deemed in the best interest of the health & safety of the camp community. A Leadership Team spokesperson is appointed in addressing local media.



## ***Refund Policies Revisited***

As published on the Camp Nicolet website, [www.campnicolet.com](http://www.campnicolet.com), the following refund policies are effective for summer 2020:

- > Adjust your daughter's 2020 registration to a Session later in the summer; no charge
- > Delay your daughter's 2020 arrival at camp, with pre-approval from Camp Owners, but keep the Session in which she's enrolled; we pro-rate tuition by the day *[option no longer available for 2020]*
- > Cancel your daughter's 2020 registration at camp, and request a refund; a full refund to original form of payment is given minus a \$300 service charge. Cancel until 24 hours before a Session is scheduled to begin.
- > Cancel your daughter's 2020 registration at camp, and commit to 2021; everything you paid for 2020 is credited to 2021 with no service charge. In this instance, you are responsible for any difference in tuition, depending on the 2021 Session and options you select (it's like transferring an airline ticket; think "fare difference").
- > If the Camp Nicolet Owners/Leadership Team elect to cancel 2020 programming entirely before the season begins, or if Federal or State legislation mandates such; we fully refund tuition to original form of payment OR give families the option to apply the amount paid for 2020 to the 2021 season without a service charge. This is the worst-case scenario, and we do not anticipate this happening at this time.
- > "No-shows" (campers who are absent on Opening Day without approval from/communication with the Camp Owners or Camp Director) are ***charged full tuition*** to the method of payment on file.

We thank you for your understanding of the \$300 service charge, in relation to our cancellation policies. Please know this service charge is mainly what supports camp operation during the fall/winter/spring, and helps pay overhead costs associated with our insurance policies, the online camp registration system, and keeps the lights on and the office staffed. If you have any questions, we're always happy to discuss and assist.

## ***Emotional Health - Managing Stressors***

Candidly, Camp Nicolet will have a “different feel” this summer. As a Leadership Team, we are aware that many of the precautions and guidelines set forth have an impact on our daily routines at camp. Through the risk management process however, our collective goal as a camp staff is to continue to provide a safe, fun, and supportive environment for campers. While we’re maintaining awareness of guidelines to keep the camp community healthy, we don’t want to get “so lost” in such protocol that it adversely effects the day to day experience at camp. Put another way; we strive for our care for one another to be warm and calm. We strive for activities to be fun, active, and engaging; as you’ve come to expect of camp through the years. We’d like trips to be full of discovery and adventure. While considering the guidelines, we collectively want Camp Nicolet to be a place where all of us can enjoy and be ourselves.

In a recent webinar with staff, I talked about all of us working together to “pioneer a new normal.” We don’t know how long it will take for COVID-19 to dissipate in the world around us. By choosing to participate in camp this summer, all of us take a risk, to be sure. At the same time though, we have the opportunity to broaden our horizons and learn how to live safely together in this environment. And through this, we also might re-learn how to enjoy each others’ company, and re-learn to do the activities, the things, the events, we’ve always loved to do. The best part is; by being pioneers of the new normal, we get to do this through taking a calculated risk (an underlying purpose of this guidebook) and, most of all, we get to do this together! Togetherness, friends, and socialization are all healthy aspects of the summer to come. We will do our part to maintain health and safety - and we get to ***be together, be active, and be outside*** in the process. We can’t think of a better way to spend the summer!

An April 2020 digital article by Jessica Dym Bartlett and Rebecca Vivrette in *Child Trends* suggests ***five foundational principles*** in caring for ourselves during pandemic and specifically COVID-19:

### ***#1 - Sensitive, Responsive Caregiving***

The primary factor in a child’s recovery from an adverse or traumatic event is the presence of a sensitive and caring adult. To support healthy child development during COVID-19, children and youth need to maintain

regular age-appropriate connections to important adults in their lives. Young children may need more face-to-face time for connection than older children and adolescents. At camp, we can:

- > Spend quality time with kids - even short periods of time (activity hours)
- > Playing, reading, going outdoors, and talking can bolster children's sense of safety and security during uncertain or scary times
- > Encourage campers to write letters to parents and grandparents to foster feelings of connectedness to family. (Make sure to write them back!)

## **#2 - Meeting Basic Needs**

Meeting basic needs of children and staff members - such as food, shelter, clothing, and medical and emotional health care - is essential to protecting well-being in stressful times. Use the resources we have available at camp, including:

- > Talking to a staff member (campers) or a co-worker (staff members) is a sign of strength and resourcefulness, not weakness
- > Talk with your Cabin Counselors or the Health Team (go to Patches) if you're feeling sick or uneasy. It's also OK to talk with your friends and try to support one another if someone's not feeling "well."
- > Eat properly, get lots of sleep, & enjoy being in the North Woods!
- > Reduce stigma by remembering that COVID-19 affects us all

## **#3 - Emotional Support for Children**

Emotional and behavioral changes in children are to be expected during a pandemic, as everyone adjusts to changes in daily routines. Some children show signs of emotional distress (e.g., clinginess, anxiety, sadness, anger). But with strong emotional support from staff and the camp community, most people return to their typical level of functioning prior to the pandemic.

- > Use the "Three Rs" - Reassurance, Routines, Regulation. **Reassure** children and others about their safety and safety of loved ones. Maintain predictable **routines** - easy to do in the camp environment, including

sleeping, eating, learning, playing, and socializing. Support children's **regulation** skills by helping them manage difficult feelings (use deep breathing, movement/exercise, and Rest Hour/downtime).

- > Make time for emotional “check-ins” and offer opportunities for children to ask questions, talk about their feelings, and get age-appropriate information and support.

- > Emphasize stories of hope and resilience; like stories about people or animals helping each other. This is an important counterbalance to negativity and fear associated with news about COVID-19. Try accessing free online books for children and teens. Staff members can meet in groups and share stories about what's going well for them at camp this summer, and engage in peer-to-peer sharing and processing.

#### ***#4 - Support for Caregiver Well-Being***

At Camp Nicolet staff members are the primary caregivers, and when staff personal needs are met, children are more likely to receive sensitive and responsive care. Protecting adults' mental and physical health is an effective strategy for promoting children's well-being during and after a pandemic.

- > When possible, Camp Nicolet supports activities during appropriate times (evenings, time off) which are meaningful to staff members and their families (such as; providing limited transportation for staff on time off during mail runs and errands, so they may access good Internet to connect with friends and family) and focus on what can be reasonably be offered as “staff perks” & “self care” under 2020 operating circumstances.

- > Staff breaks from instructional and counseling responsibilities: Even short periods of time spent on self-care (e.g., rest, exercise, mindfulness, reading, praying) can benefit the individual and their contribution to camp

- > Reach out to family members, friends, religious groups, and professionals who can offer support for managing emotional and mental health challenges, such as stress, anxiety, and depression. Please let the Camp Director know if you're feeling any of these additional emotions.

## **#5 - Social Connectedness**

Positive social connections are important protective factors for both campers and staff during a pandemic. Although in-person contact may be limited or have certain restrictions, physical distancing should not turn into social isolation, which is a risk factor of abuse and neglect.

Camp is a positive environment because it allows carefully calculated social interactions through activities, living together in the cabin with certain guidelines, and the ability to be with others face to face.

During disasters, children at home typically interact less frequently with mandated reporters and other adults who could recognize and report signs of trouble in a child. Camp Nicolet, and our collective staff as mandated reporters, continues to monitor children's safety while at camp; especially important during the pandemic. On a lighter note, camp allows us to:

- > Focus on connections with family (letter writing), friends (in person), religious figures, or others who offer the most helpful types of support
- > Connect through common hobbies, sports activities, and mutual interests - and opportunities to help in the community (assist in the Stable, sing in the Nicolet Choir, participate in Adopt-A-Highway), which can be personally rewarding and meaningful. Participation in such activities helps us form positive memories in the process!
- > Being at camp together helps us take care of one another. Our camp community is very important to our staff - and it's meaningful to many, many campers across generations! At camp, we're able to look out for each other, help and support one another, and positively grow throughout the process. This summer, without doubt, we continue to adapt to the world around us, and "Learn to Live Together" during times of COVID-19.

## **Conclusion**

"I don't fix problems. I fix my thinking. Then problems fix themselves."

**- Louise L. Hay / Author & Publisher**

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## ***Acknowledgements***

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The Association of Camp Nursing

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Kelly Rossebo, Owner/Director - *Camp Eagle Ridge; Mellen, WI*

Eric Roche, Camp Director - *Red Arrow Camp; Woodruff, WI*

Andy Shlensky, Owner/Director - *Camp North Star; Hayward, WI*

Kate Arpke Houle - *proofreader / vetting & feedback*

Joel Knutson - *proofreader / vetting & feedback*

## ***And most importantly...***

To our valued **Camp Nicolet Families** and **Staff Members**; without you, camp would merely be a collection of buildings and things. Thank you for bringing life to this magical place!

## Sample Forms

### STAFF - Pre-Screening Form

Camp Nicolet for Girls values a safe and healthy environment for you and all members of our camp community. In an effort to acknowledge and address concerns over the ongoing COVID-19 pandemic, you can help us identify potential symptoms and exposure to COVID-19 prior to arrival at Camp Nicolet. The CDC (Center of Disease Control, 2020) has identified that the symptoms of COVID-19 may appear **2 to 14 days after exposure to the virus.**

*STAFF: Please fill out this checklist **24 HOURS** before your arrival at camp. Bring this with you to camp to help identify any potential exposure to COVID-19 or virus symptoms.*

Have you had any of the following **symptoms** in the last 14 days:

(Circle yes or no)

- \*Yes    No    ----- Cough
- \*Yes    No    ----- Shortness of breath or difficulty breathing
- \*Yes    No    ----- Fever over 100.0 F
- \*Yes    No    ----- Chills
- \*Yes    No    ----- Muscle aches or pains
- \*Yes    No    ----- Sore throat
- \*Yes    No    ----- New loss of taste or smell
- \*Yes    No    ----- Nausea, vomiting or diarrhea

This list is not all of the possible symptoms. Please list any other symptoms you may be having:

---

(Circle yes or no)

- \*Yes    No    1. Have you been exposed to anyone diagnosed with COVID-19 within the last 30 days that you know of?
- \*Yes    No    2. Have you been told to quarantine yourself within the last 14 days and haven't done so?
- \*Yes    No    3. Have you been tested for COVID-19 within the last 14 days and have tested positive or are the results still pending?

*\*If you have answered yes to any of the symptoms or exposure questions above, please consider not attending camp this year. Please contact the Camp Office to discuss any questions you may have.*



## CAMPERS & PARENTS - Pre-Screening Form

Camp Nicolet for Girls values a safe and healthy environment for you and all members of our camp community. In an effort to acknowledge and address concerns over the ongoing COVID-19 pandemic, you can help us identify potential symptoms and exposure to COVID-19 prior to your camper's arrival this season. The CDC (Center of Disease Control, 2020) has identified that the symptoms of COVID-19 may appear **2 to 14 days after exposure to the virus.**

*CAMPERS and PARENTS: Please fill out this checklist with EACH camper in your household within **24 HOURS** of arrival to camp. Bring this checklist with you **to camp** or to **the bus pick-up location** to help us recognize any potential exposures to COVID-19 or virus symptoms.*

Have you (the camper) had any of the following **symptoms** in the last 14 days:

(Circle yes or no)

- \*Yes    No    ----- Cough
- \*Yes    No    ----- Shortness of breath or difficulty breathing
- \*Yes    No    ----- Fever over 100.0 F
- \*Yes    No    ----- Chills
- \*Yes    No    ----- Muscle aches, pains or abdominal pain
- \*Yes    No    ----- Sore throat
- \*Yes    No    ----- Nausea, vomiting or diarrhea
- \*Yes    No    ----- A red rash
- \*Yes    No    ----- Red eyes
- \*Yes    No    ----- Poor appetite

This list is not all of the possible symptoms. Please list any other symptoms you (the camper) may be having:

---

(Circle yes or no)

- \*Yes    No    1. Have you (the camper) been exposed to anyone diagnosed with COVID-19 within the last 30 days that you know of?
- \*Yes    No    2. Have you (the camper) been told to quarantine yourself within the last 14 days and haven't done so?
- \*Yes    No    3. Have you (the camper) been tested for COVID-19 within the last 14 days and have tested positive or are the results still pending?

*\*If you have answered yes to any of the symptoms or exposure questions above, please consider you (your child) not attending camp this year and seek medical attention for any symptoms.*

## NORHTPOINT ADVENTURES - On-Trail Daily Health Log

Day of Course*	AM Temp	Conducted by / Time taken	PM Temp	Conducted by / Time taken	Notes <b>Include any relevant mental health notes.</b> Indicate if thermometer was <b>not</b> the no-touch. Indicate if student was absent (day camp only). Use back of page if needed
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					

Are you currently experiencing or have you experienced any of the following symptoms since your last verbal health check-in? If any answer is "yes," please write additional notes on the back of this sheet, including the date and time of the note, and the staff member attending to the participant.

Day of Course	Cough Y/N	Shortness of Breath Y/N	Chills or repeated shaking with chills Y/N	Muscle pain Y/N	Headache ? Y/N	Difficulty Breathing Y/N	Feeling cold, clammy, light-headed , too weak to stand Y/N	Sore throat Y/N	New loss of taste or smell Y/N	Conducted by / Time asked
Day 1										
Day 2										
Day 3										
Day 4										
Day 5										
Day 6										
Day 7										
Day 8										
Day 9										
Day 10										



# HEALTH SCREENING FORM

Camper  
Photo

Camper Name: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Age: \_\_\_\_\_

Cabin: \_\_\_\_\_

Med Allergies: \_\_\_\_\_

Food/Env Allergies: \_\_\_\_\_

## CHECK IN

☐ My camper does not have any electronic devices in their possession, including a cell phone.

Who will pick your child up from camp? \_\_\_\_\_ Relationship: \_\_\_\_\_

Backup: \_\_\_\_\_ Relationship: \_\_\_\_\_

## MEDICAL ASSESSMENT

☐ **NO MEDS**

☐ **Reviewed camper application/ medication list with parent.**

**Is there a physical limitation to:**

Horseback riding? ☐ Yes ☐ No

Swimming? ☐ Yes ☐ No

Other Limitations/Information: \_\_\_\_\_

Medical Supplies ☐ Yes ☐ No

Comments: \_\_\_\_\_

Medical Procedures ☐ Yes ☐ No

Comments: \_\_\_\_\_

## CLINICAL EVALUATION

(as applicable)

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ B/P: \_\_\_\_\_ Temp: \_\_\_\_\_ Pulse: \_\_\_\_\_ O2Sat: \_\_\_\_\_

In the past 14 days have you had:

1. Fever (100°F or greater)?
2. Shortness of breath?
3. Cough?

☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

Normal

Abnormal

Comments

HEENT			
Lungs and Chest			
Skin			
Heart			
Abdomen			
Musculoskeletal			
Other:			

Negative

Positive

Describe Findings

Abuse Screening			
Pediculosis (Lice)			

## CHECK OUT

Signature of child transporter: \_\_\_\_\_ (Attach copy of photo ID)

Rev 04/18

# HEALTHY CAMP UPDATE

Parent Information from your  
Camp Professional and ACA

**2020**

## A HEALTHY CAMP BEGINS AND ENDS AT HOME!

*A healthy camp really does start at home. Here are some things you can do to help your child have a great camp experience.*

1. If your child is showing signs of illness such as running a temperature, throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, keep the child home and contact your camp director. This greatly reduces the spread of illness at camp but also supports your child's recovery. Know your camp's policy about illness and camp attendance.
2. Teach your child to sneeze/cough in his/her sleeve and to wash his/her hands often while at camp, especially before eating and after toileting. If you really want to achieve impact, teach your child to accompany hand washing with another behavior: keeping their hands away from their face.
3. If your child has mental, emotional, or social health challenges, talk with a camp representative before camp starts. Proactively discussing a camp's ability to accommodate a child can help minimize – if not eliminate – potential problems.
4. Should your child need a particular nutrition plan because of allergies, intolerances or a diagnosis (e.g., diabetes), note these on the Health History form but also contact the camp to make sure (a) they have noted that need and (b) the camp can address it. Discuss how your child will receive appropriate meals and snacks then explain that to your camper. Should your child be uncomfortable with the plan, arrange for a camp staff member to assist/monitor the process until the child is comfortable.
5. Make sure your child has and wears appropriate close-toed shoes for activities such as soccer and hiking, and that your child understands that camp is a more rugged environment than the sub/urban setting. Talk with your child about wearing appropriate shoes to avoid slips, trips and falls that, in turn, can result in injuries such as sprained ankle.
6. Send enough clothes so your child can dress in layers. Mornings can be chilly and afternoons get quite hot. Dressing in layers allows your child to remove clothing as s/he warms while still enjoying camp.
7. Fatigue plays a part in both injuries and illnesses – and camp is a very busy place! If your child is going to a day camp, be sure they get enough rest at night. If the child will be at a resident camp, explain that camp is not like a sleepover; they need to sleep, not stay up all night!
8. Remember to send sunscreen appropriate to the camp's geographic location and that your child has tried at home. Teach your child how to apply his/her sunscreen and how often to do so.
9. Send a reusable water bottle. Instruct your child to use it and refill it frequently during their camp stay. Staying hydrated is important to a healthy camp experience, something your child can assess by noting the color of their urine ("pee"); go for light yellow.
10. Talk with your child about telling their counselor, the nurse or camp director about problems or things that are troublesome to them at camp. These camp professionals can be quite helpful as children learn to handle being lonesome for home or cope with things such as losing something special. These helpers can't be helpful if they don't know about the problem – so talk to them.
11. Should something come up during the camp experience or afterward – you see an unusual rash on your child or the child shares a disturbing story – contact the camp's representative and let them know. Camps want to partner effectively with parents; sharing information makes this possible.

**Want to learn more?** Talk with your director. Build the partnership between you and your child's camp leadership team. It's one way to help your child have the best camp experience possible!

Revision Date: March 2020

Revision done by nurses associated with the Healthy Camps initiative, ACA and ACN: Linda Erceg, Mary Marugg and Tracey Gaslin.

This PDF is intended for camp professionals to distribute to their campers' parents/guardians.

