

# **COVID-19 Operations Guide**

*Revised for Summer 2022*



**Eagle River, WI**  
**[www.campnicolet.com](http://www.campnicolet.com)**  
**715.545.2522**

**Jeremy Starz**  
Owner/Director of Operations & Finance

*Revised - November, 2021*

## INTRODUCTION

March 2020 marks a historic and widespread awareness of the COVID-19 virus in the United States. Camps across the country spent Spring 2020 gathering information and attempting to make plans for safe summer operations.

Camp Nicolet, Inc. released the **COVID-19 Risk Management Guidebook** prior to summer 2020, outlining the organization's plans for safe operation. Lots is learned since the release of this guidebook. Although Camp Nicolet did not operate in full scale in 2020, much is taken from that season as well as summer 2021 operations.

Additionally, we still live “in the pandemic context.” Most of our daily lives remain different now, compared to two years ago. The silver lining is; now we are able to go forth with knowledge and experience. We have solid footing and are more familiar with the risks surrounding COVID-19. We've practiced protocols and witnessed outcomes. Because of '20 & '21 research and planning, coupled with first-hand experience of living “during the pandemic,” we at Camp Nicolet feel knowledgeable and prepared to continue 2022 full-scale summer operations.

“Full-scale” at Camp Nicolet in 2022 is defined as two weeks of staff training, one Six Week - Full Summer session for resident campers (divided into two Three Week Session options), the Northpoint Wakeboard & Water Ski Camp, the Nicolet Equestrian Camp (both specialty camps running separate from Family Camp weeks), two weeks of Family Camp, and a variety of Northpoint Adventures trips. We return to two shorter sessions, great wilderness trips, and focused program options to better accommodate the needs and schedules of our valued families.

That said, this **Operations Guide** is revised and condensed to be a more useful tool for our campers, families, and staff as we prepare for summer 2022. It outlines what's required and what to expect pre-camp, during the summer, and suggestions for after camp is over and you've returned home. While admittedly less-detailed than the original **COVID-19 Risk Management Guidebook**, it's our goal to provide conceptual knowledge herein regarding the experience at Camp Nicolet this season.

As stated in the original guidebook, it's important to remember that we embark on life's adventures at our own risk. While we do our best at camp to keep our community safe and healthy, we are not superheroes when it comes to COVID-19. There is still uncertainty and risk surrounding the virus. We continue to do our best to adapt as the pandemic evolves. ***We do not guarantee a COVID-free summer at camp.*** The following information provides a firm foundation for safe summer operation, based in knowledge and experience. The 2022 **Operations Guide** is designed as a companion resource to camp's **Nicolet Notes for Parents**. Please contact us with any questions.

### ***Pre-Camp (Prior to Arrival)***

1. Required Quarantine . . . . .	4
2. Pre-Arrival Screening Form and Testing . . . . .	4
3. Self-Screening & Responsibility - Before Camp . . . . .	4

### ***At-Camp (During the Summer)***

4. Living In A Bubble . . . . .	5
5. Arrival Day . . . . .	6
6. Masks - Where & When . . . . .	7
7. "Two of Three" . . . . .	7
8. Activities & Program . . . . .	8
9. Northpoint Adventures Trips . . . . .	9
10. Dining Hall . . . . .	10
11. In the Cabin . . . . .	11
12. Staff Time Off . . . . .	12
13. COVID-19 Response Plan . . . . .	13
14. COVID-19 Testing & Vaccination Policies . . . . .	21
15. Cleaning & Facilities . . . . .	21

### ***Post-Camp (After Returning Home)***

16. Self-Screening & Responsibility - After Camp . . . . .	22
17. Discussion & Feedback . . . . .	22

### ***Resources***

18. Leadership Team / Sample Forms / Acknowledgements . . . . .	23
---	----

## REQUIRED QUARANTINE

For Campers & Staff, Camp Nicolet recommends a two-week quarantine prior to arrival. We recommend you do not associate with others who may be carrying the COVID-19 virus; such as those attending birthday parties, sports team functions, family reunions, etc. During this time, self-screen for COVID-19 symptoms ensuring you are healthy before beginning the journey to camp. If you cannot quarantine for two weeks, we require a ten-day minimum quarantine. The quarantine is intended as an “extra layer” of protection, before we all arrive at camp.

## PRE-ARRIVAL SCREENING FORM AND TESTING

Camp Nicolet asks Campers - with assistance from parents - and Staff members to complete a COVID-19 Pre-Screening Form within 24 hours prior to arrival. This form is located in the Sample Forms section of this guide. Completing this form ascertains no camp community member presents virus symptoms prior to arrival. This form is required of everyone attending and employed by camp this summer.

Camp Nicolet asks Campers and Staff members to obtain any type of a **COVID-19 test before camp**, and present negative test results ***no older than 72 hours prior to arrival in writing*** to the Camp Nurses or Leadership Team. For Staff members, results are collected upon arrival. For Campers arriving by car and bus, results are collected at check-in. Families and Staff must present a paper version of test results in writing, with a date clearly indicating when the test was taken. Campers and Staff without current tests results may not remain on the camp property.

Campers and Staff flying to camp, especially internationally, will find major airlines have testing requirements in place prior to travel - although this has relaxed somewhat in the past 9 months. Be sure to look into what individual airlines require during the process of reserving your travel.

## SELF-SCREENING AND RESPONSIBILITY - BEFORE CAMP

Every summer, ensuring the camp community is safe and healthy is a shared responsibility. The suggested and required quarantines described above, the completion of the Pre-Arrival Screening Form and COVID-19 testing, and truthful representation of symptoms and diligence obtaining tests is everyone's collective responsibility. By working together, and by taking Camp Nicolet's protocol seriously, we reduce the risk of COVID-19 at camp.

***Please ensure you are healthy before arriving at Camp Nicolet!***

## LIVING IN A BUBBLE

Because of Camp Nicolet's remote, pristine, and "without cell service" location, it's often joked - long before the COVID-19 pandemic - that we "live in a bubble" out at camp. It's been called "the camp bubble," or "the bubble" in years past, and some even reference "camp time" which is our own unique sense of time - typically with everything running about 15 minutes behind schedule!

Jokes taken into consideration, this natural bubble organically limits the introduction of the COVID-19 virus into camp while in operation. When Staff arrive on or before June 12th, a small bubble forms. We're busy with workshops and clinics, and few of us come or go from camp during the two weeks of Staff Training. When Campers arrive on June 26th, our bubble gets bigger - with 95 Campers enjoying camp for the next three or six weeks! During the summer, by virtue of wilderness trips, special activities, and staff time off, people will come and go from "the bubble." This is part of normal, routine camp operation and is expected for 2022. With symptom screening during the summer, we maintain an understanding of the overall health of "the bubble;" our camp community.

Depending on the status of the pandemic, campers and staff members are asked to wear proper PPE when leaving the camp property. This includes, at minimum, **a face covering**. Personnel involved are trained on the proper use of PPE and best practices when leaving the camp grounds for errands, trips, time off, or activities.

At Camp Nicolet, we consider "the bubble" to be broken on Session "changeover" days and weekends. A new group of participants arrive at camp, therefore beginning a "new bubble" for that time period.

## ARRIVAL DAY

Perhaps the most exciting day at camp comes with additional precautions built in, to protect the camp community from the COVID-19 virus. Expect the following:

- > Anyone arriving via any method of transportation is screened for COVID-19 symptoms upon arrival. This includes having a temperature taken with an infrared thermometer, a brief verbal interview, and the submission of the Screening Form.
- > Staff arriving by personal vehicle; please stop at the Camp Office to check-in.
- > Staff arriving by airplane; meet the camp airport shuttle at baggage claim and please wear a face covering in the van while enroute to camp. You are screened upon arrival.
- > Campers arriving by car; please plan to arrive between 1pm and 2pm on Sunday, June 26th (Session I), or Sunday, July 17th (Session II). Follow the signs to **Forest Lodge** when entering camp. A parent accompanies campers through initial check-in, says goodbyes, and drops luggage at **Main Camp Garage** upon exiting camp. Please don't depart before campers have cleared COVID-19 screening at Forest Lodge.
- > Campers arriving by bus; please plan to arrive by 7:30am at the Chicago bus pickup location, or plan to arrive by 9:30am at the Milwaukee bus pickup location. Luggage is dropped in the designated area, then campers check in with the lead bus chaperone who scans temperatures using an infrared thermometer. Campers are assigned to one of three busses; which are designated for campers in certain age ranges. Parents, please don't depart until campers board the buses. Campers, once boarded please remain on the bus so we don't leave without you! We ask all families to please wear a face covering at the bus pickup locations. Campers are asked to wear a face covering on the bus trip to camp. Lunch is provided, as usual, on the camp buses.
- > Campers arriving by bus also complete check-in at Forest Lodge upon arrival. Once check-in is complete, they meet the Camp Nurses at Patches for additional and routine health check-in (lice screening, height/weight, turning in medications, etc.)
- > Campers arriving by airplane; meet the camp airport shuttle at baggage claim and please wear a face covering in the van while enroute to camp. You are screened upon arrival. Please follow directions provided by camp's Leadership Team.
- > Camp commences as usual once all campers are checked in.
- > Campers arriving by bus/airplane and Staff Members who arrived by airplane; if you present COVID-19 symptoms at check-in, you are temporarily quarantined and monitored by the Camp Nurses until symptoms subside. See the COVID-19 Response Plan section of this guide for additional information.

## MASKS - WHERE & WHEN

Once again, the Starz family and camp's amazing staff collectively strive to have 2022 at Camp Nicolet feel "as normal as possible." We realize the wearing of masks or face coverings doesn't feel "normal" when compared to life as we knew it "pre-COVID" - especially at camp. Not to worry! Masks are actually not required at camp as often as you might think, because of the outdoor nature of our programs. Here are some times, however, you're asked to wear a mask:

- > On arrival day.
- > Whenever you enter the Dining Hall (depends on "overall health" of camp community)
- > In camp vans (depends on "overall health" of camp community)
- > As directed pertaining to Northpoint Adventures trips (situationally dependent)
- > As directed by the Camp Nurses, and/or upon entering Patches

Please bring two or three comfortable face coverings from home. Cloth masks are not provided during summer 2022.

## "TWO OF THREE"

Credit is due to Andy Shlensky and Dan Lichtenstein at Camp North Star for Boys for sharing the "Two of Three" philosophy - tried, tested, and true at their camp during summer '20 and summer '21.

Camp Nicolet adopts this "extra layer of protection" for 2022 operations.

The "three" are: 1) **Masks**, 2) **Outdoors**, 3) **Six Feet**

"Two of Three" means: when working with community members outside of your immediate cabin group, two of these three elements are recommended to be in place throughout the summer, but are not mandatory.

For example, I'm teaching Campers from another cabin Arts & Crafts indoors. I will work to maintain six feet from the Campers and possibly wear a mask. Another example; I'm a CIT helping a cabin, different from my own, on an outdoor Wednesday cookout. I will stay six feet from the Campers, but I don't need to wear my mask. Finally, one more example; I'm instructing archery during electives - the activity is outdoors, but I'm assisting a younger Camper with drawing (pulling back) the string of the bow. I consider wearing my mask for this, since I'm not able to maintain six feet.

***Using this philosophy as a tool helps manage the risk of COVID-19 at camp!***

## ACTIVITIES & PROGRAM

We realize the previous section may leave you with a “cliff hanger.” “Masks?!? Six Feet?!? Two of Three?!? That doesn’t sound much like camp!” Once again, do not fear; it’s not as bad as it sounds because it’s ***merely a recommendation***, designed to provide “an extra layer of protection” in our community.

For 2021, the Six Week - Full Summer program was divided into four phases:

**Phase 1** was Staff Training. We started with “specialty training,” including Lifeguard Training, Ski School, the Riding Clinic, and Area preparations & projects, before delving into 7 days of employee development and camper-specific workshops.

**Phase 2** was the first two weeks of camp, after Campers arrive. During this time, most all Camper interactions were with members individual cabin groups.

**Phase 3** was weeks 3 and 4 at camp. If all was well and the camp community remained healthy following weeks 1 and 2, we broadened interactions with others. Continuous monitoring by the Camp Nurses and Leadership Team provided an understanding of the health of our community at this point in the summer.

**Phase 4** was weeks 5 and 6 at camp. If all was well and the camp community remained healthy to this point, we broadened interactions with others even further, operating camp as “normal as possible.” We saved the Nicolet Olympics for the conclusion of the summer; a traditional, all-camp activity without restriction.

By following a **phased approach**, we monitored the health of smaller groups as we worked toward the goal of broader interactions at camp. The phased approach placed less emphasis on continual wearing of masks, continuous physical distancing, and prevented moving routine operations outdoors.

**For 2022, no part of the Six Week - Full Summer or Three Week session programming is phased.** Camp Nicolet intends to operate in “traditional format” when it comes to activity scheduling and selection. Campers are able to choose activities individually. Cookouts and other special events are held “by cabin” as usual. While the “overall health” of the community remains good, phasing is unnecessary.



## NORTHPOINT ADVENTURES TRIPS

Northpoint Adventures, Camp Nicolet's wilderness tripping program, is an important aspect of the camp experience each year. We've determined backcountry trips which can run safely this summer 2022:

> **Sylvania Wilderness Canoe** - entirely backcountry, no exposure to general public. Reservations made online - contactless check-in.

> **Porcupine Mountains Backpacking** - entirely backcountry, no exposure to general public. Leadership Team members use approved PPE to obtain permits at check-in.

> **Devils Lake Rock Climbing** - mostly frontcountry, professionally outfitted by Apex Adventure Alliance of Madison, WI. Available to campers participating in the Six Week - Full Summer program only, as this trip takes place on the "changeover" between Sessions. Best-practices discussed with trippers prior to departure.

> **Isle Royale Backpacking** - mostly backcountry, best-practices discussed with trippers prior to departure. Dedicated campsites and seating reserved on Isle Royale Queen IV ferry for Northpoint trippers.

> **Rocky Mountain Backpacking** - mostly backcountry, best-practices discussed with trippers prior to departure. Dedicated campsites reserved for Northpoint trippers. Exposure to general public is routine because of airline travel and frontcountry camping while acclimating. Airlines require use of PPE.

> **Pictured Rocks Backpacking** - mostly backcountry, best-practices discussed with trippers prior to departure. Dedicated campsites reserved for Northpoint trippers.

Generally, Northpoint Adventures operates with a high level of risk-management and safety protocol already in place. By using appropriate PPE, having an understanding of best-practices in public places, and by using common sense, the Rocky Mountain Backpacking trip - utilizing air travel - successfully operated during the 2020 season. We use this logistically complex trip as a foundation for safe operation for our closer-to-home adventures. Once again, it takes everyone working together to make the experience safe and healthy for trip participants.

Daily symptom screenings are maintained by trip leaders. Should a participant begin to show signs of COVID-19 while in the backcountry, trip leaders monitor the participant for at least 48 hours, and report logged symptoms to the Camp Nurses upon return to camp. The trip group is quarantined from other Campers until reintegration is deemed safe. In the instance of a longer trip (Rocky Mountain, Isle Royale), if symptoms do not improve over the 48-hour backcountry monitoring period, an evacuation of the entire group is necessary. The trip group is quarantined upon arrival at camp, and the sick participant is properly attended to.

## **DINING HALL**

Meals in the Dining Hall are considered an important part of camp's program. Meals typically offer a time for Campers to get to know others outside of their immediate cabin group and foster camp-wide friendships.

For summer 2022, many of camp's previous COVID-19 protocol related to the Dining Hall are lifted. The following important procedures remain:

- > Campers' hands are sprayed with hand sanitizer (by staff) as they enter the Dining Hall. At least once per week, campers and staff draw table numbers to encourage mixing and social interactions. Campers and staff sit at their assigned tables for the week (or specified time period).
- > Tables go through the foodservice line (2 lines available) one by one to get food, and return to the designated table to eat.
- > Depending on the "overall health" of the camp community, kitchen staff may serve food in the line, or campers and staff may help themselves (as usual). Also depending on health of the community, campers and staff may be asked to wear face coverings while in line. For summer 2022, this remains "situationally dependent."
- > Announcements are made, as usual, following each meal in the Dining Hall.
- > Depending on the "overall health" of the camp community, non-denominational graces may be sung (or spoken) before the meal, and camp's traditional practice of singing songs following the meal may resume.

Windows in the Dining Hall remain open when the venue is occupied to allow for maximum ventilation. Dining spaces are thoroughly cleaned by Staff volunteers, Kitchen Team members, and Facilities Staff after each meal.

Staff may place orders for "take out" food from the Dining Hall in writing at least 24 hours in advance. "Take out" food is to be consumed on time off only, if a staff member elects not to leave camp.

## IN THE CABIN

Camp Nicolet's Camper cabins and Staff housing units are summer homes for our community. Emphasis is always placed on cleanliness of personal and community spaces, and in 2022 general cleanliness remains a paramount focus.

Campers and Staff members work together to clean cabins, as they would during any other summer. The "Capers Challenge" remains in place, with the Camp Nurses inspecting all cabins daily and scoring each based on overall cleanliness. The cabin with the most points at the conclusion of the summer receives a special award!

In the operational context of COVID-19, Leadership Team members in unison with the Camp Nurses continue to ensure:

- > Community high-touch surfaces such as cabin tables, door knobs, light switches, and benches are sanitized daily. Each cabin is given disinfecting wipes and a cleaning kit with disinfecting spray, paper towels, hand sanitizer, and extra can liners.
- > Linens are changed, and dirty clothes are sent to the camp's weekly laundry service.
- > Staff work with Campers to ensure bathrooms are clean. Sinks and toilets are sanitized daily, and personal storage cubbies are cleaned as needed. Bathroom floors are mopped twice weekly. Younger Campers assume less responsibility with cleaning bathrooms, while older campers are asked to assume more responsibility for this process - along with Staff assistance and supervision. Each cabin is provided a "cleaning kit" for bathrooms and cleaning the cabin in general.
- > Bathrooms are limited to two Campers occupying the space at one time. Staff do not occupy bathrooms with Campers. Additional bathrooms are located near cabins.
- > In the event of any sickness, cabins are thoroughly cleaned following Health Department guidance.
- > Under normal circumstances, bunkroom floors are mopped at least once per week.
- > When possible, cabin windows remain open to provide adequate ventilation.
- > Campers and Staff sleep in configurations facilitating a minimum distance of 6' between heads. Campers do not sleep in bunks "head to head."
- > If a member of a cabin group presents COVID-19 symptoms, the cabin group is quarantined and monitored until determined by the Camp Nurses and Leadership Team it is safe for the group to reintegrate with the camp community. In the event a member of a cabin group tests positive for COVID-19, the cabin group is quarantined and Contact Tracing is performed. The cabin is thoroughly cleaned, and those in contact with the positive-testing cabin group member are quarantined and monitored.

## STAFF TIME OFF

Working at a summer camp for a staff member - young or old - generally means sacrificing privacy, personal time, and - in many cases - connections with friends and the outside world (see previous section about “the camp bubble”). The inherent nature of living and working in the camp community lends itself to extreme focus on planning, preparing, and implementing activities - in addition to counseling campers 24/6.

The Starz family extends sincere gratitude to the employees who join “the camp family” each summer, and objectively make these personal sacrifices in creating a rich, educational, inspiring, and welcoming environment for the campers.

The effort that’s put into camp each season realistically comes with fatigue (for all of us). It’s important that Staff Time Off be maintained so employees have the opportunity to regenerate each week, and be better versions of ourselves for the camp community as a whole.

During summer 2022, Camp Nicolet’s Staff Time Off policy returns **to normal**:

- > Staff members receive one 24-hour period “off” for each six days worked, and/or during other times as scheduled.
- > Time off may be taken “out of camp” (off property) and is not monitored by the Leadership Team or camp personnel. Camp transportation is not provided.
- > Staff members may visit various North Woods establishments, stores, and venues at their discretion and using common sense.
- > We ask staff members to please use “good judgement” and avoid locations where risk of contracting the virus is high.
- > Camp Nicolet provides the Staff Room, for exclusive use by staff and (occasionally) Counselors In Training on time off. This “lounge” has a kitchenette, TV with DVD player, and limited access to Internet is available at the on-property camp office.
- > In 2022, access to camp’s Eagle River business office **is not allowed** for staff members wishing to use the Internet. We encourage visiting coffee shops, the library, or other establishments for Internet connectivity.
- > Employees presenting COVID-19 symptoms are tested at their expense.

Staff members are always permitted to order personal supplies throughout the summer from Amazon, Walmart, and other vendors of choice. These supplies are at the cost of the employee, and are delivered directly to camp via UPS or FedEx.

## COVID-19 RESPONSE PLAN

Perhaps the most asked question of camp leadership in 2020 and 2021 was; “What happens if someone gets COVID at camp?”

At camp, we generally approach and work through various scenarios on a “case-by-case” basis, taking into account the personal needs of an affected individual. A general framework exists, however, for responding to an outbreak of COVID-19 during the summer at Camp Nicolet. It’s important to remember Communicable Disease management (managing the risk of COVID-19) is not accomplished by one person alone; it requires collaborative effort from the entire camp community. Steps are taken before, during, and after summer programs:

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	<ul style="list-style-type: none"> <li>&gt; Self-quarantine for 14 (or 10) 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; Camp provides this guide to all families &amp; Staff members. Encourage studying of the guide and facilitate Question/Answer process</li> <li>&gt; Camp &amp; personal PPE supplies ordered / restocked as needed</li> <li>&gt; Enhanced arrival day screenings for Staff and Campers, previously described</li> <li>&gt; Identify Leadership Team &amp; Senior Staff members responsible for critical services &amp; conduct training prior to camper arrival</li> </ul>	<p><i>“A Healthy Camp Begins &amp; Ends at Home”</i> - included in Sample Forms section.</p> <p>Contact Camp Director if questions.</p> <p>Contact Camp Director if questions.</p> <p>Guide downloadable at <a href="http://www.campnicolet.com">www.campnicolet.com</a></p> <p><i>Pre-Arrival Screening Form</i> - included in Sample Forms section.</p> <p><b>Response Team is:</b></p> <ul style="list-style-type: none"> <li>&gt; Georgi Starz, Owner</li> <li>&gt; Jeremy Starz, Owner/Dir Ops</li> <li>&gt; Leah Wahl, Camp Director</li> <li>&gt; Camp Nurse; TBD</li> <li>&gt; Kitchen Mgr; Dennis Carroll</li> <li>&gt; Program Dir; TBD</li> <li>&gt; Wellness; TBD</li> <li>&gt; CIT Advisor; Leah Wahl</li> <li>&gt; Advisor; Cliff Mortenson</li> </ul>

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	> Pre-defined “Tipping Points,” guiding operational decisions	<p>&gt; <b>LEVEL 1</b> For summer 2022, the Response Plan is constantly in action at Level 1 (symptom monitoring, enhanced cleaning measures, good community communication &amp; education).</p> <p>&gt; <b>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 cabin and individual’s sleeping area is disinfected. The individual is quarantined at camp for no more than 10 days.</p> <p>&gt; <b>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 may be asked to depart camp early. Camp provides care until parents/guardians pick up the camper. Staff members may be asked to depart camp as quickly as possible to reduce the risk of spread of virus. International Staff, see Summary below for additional information. <b>Contact Tracing</b> is enacted and personal and community spaces are cleaned following protocol. Associated individuals are closely monitored for symptoms.</p> <p>&gt; <b>LEVEL 4</b> Level 4 results in a <b>camp-wide closure</b> and suspension of remaining resident camp programs. This is the worst-case scenario. Level 4 status is reached when 36 individuals, the rough equivalent to three complete cabin groups, <b>present COVID-19 symptoms and are diagnosed with the virus</b> through appropriate testing and professional examination. When 10 continuous days of this percentage of the camp community is quarantined, showing no improvement of symptoms, the camp suspends remaining resident camp programs and arrangements are made for Campers &amp; Staff to return home. This percentage of illness is defined as Camp Nicolet’s functional limit to provide care.</p>

PREVENTION	Activities	Tools/Considerations
<i>Before Arrival</i>	<ul style="list-style-type: none"> <li>&gt; Pre-determined Quarantine Facilities</li> <li>&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.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Patches (two patients)</li> <li>&gt; Cabin Birch (eight patients)</li> <li>&gt; Specific Camper cabin - up to building capacity, in the event quarantine is recommended for an entire cabin group.</li> <li>&gt; Share this guide with these entities. Communicate transparently about summer operating plans and procedures.</li> <li>&gt; Ask for professional feedback and/or suggested recommendations to guide.</li> </ul>
<i>During Camp</i>	<ul style="list-style-type: none"> <li>&gt; Orient and train Staff and Campers on COVID-19 risk management and illness response procedures</li> <li>&gt; Leadership Team continuously monitors community-wide use of practices &amp; protocol outlined in this guide.</li> <li>&gt; Health Team conducts daily review of camp health logs, evaluating trends and current "Level" of camp, in regard to Response Plan "Tipping Points" previously defined.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Review this guide prior to arrival. Ask Leadership Team questions. Use guide as a summer resource.</li> <li>&gt; Staff training is provided on aspects of this guide, in addition to training on Camp Nicolet's health standards.</li> <li>&gt; Cabin counselors educate Campers in a warm, supportive, non-alarmist manner in relation to ongoing COVID-19 risk management at camp.</li> <li>&gt; Camp Director and Director of Operations provides corrective guidance to community members falling short of standards and practices outlined in this guide.</li> <li>&gt; Ongoing coaching and suggested measures for improvement provided.</li> <li>&gt; Information is shared with Leadership Team, Kitchen Team, Facilities Team, and Northpoint Director at required morning meetings.</li> </ul>

INTERVENTION	Activities	Tools/Considerations
<i>Outbreak Occurs</i>	<ul style="list-style-type: none"> <li>&gt; Response Team meets daily</li> <li>&gt; Using symptom screening as an indicator of health; efficiently perform assessment and diagnosis of individual with suspected case of COVID-19</li> <li>&gt; Efficiently identify medical providers and key supporters</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 Response Team meets daily as a matter of routine.</li> <li>&gt; Identify symptoms of COVID-19, quarantine, and schedule appointment with camp physician or medical Doctor.</li> <li>&gt; Camp Nurses, camp physician, Emergency room and EMS/First Responder personnel.</li> <li>&gt; Quarantine facilities as described.</li> <li>&gt; Maintain cleaning &amp; sanitation.</li> <li>&gt; Camp program continues for campers &amp; staff without symptoms.</li> <li>&gt; Daily screenings and logging of health status/symptoms of camp community members, in identifying trends.</li> <li>&gt; Maintain services provided by Camp Nurses (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.</li> <li>&gt; Provisions made for alternate meals provided for Response Team, unable to attend regular mealtimes.</li> <li>&gt; Maintain continuous high level of Dining Hall sanitation.</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 through e-mail updates is ongoing.</li> <li>&gt; Online spokespeople include: Georgi Starz, Owner/Executive Director Jeremy Starz, Owner/Dir of Operations Leah Wahl, Camp Director Wellness Coordinator; TBD Program Director; TBD Camp Nurse; TBD</li> <li>&gt; Should conditions change inside the camp environment, parents/guardians, and local officials are notified.</li> </ul>







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 with the camp community and facilitate a return to “routine camp practices”</li> <li>&gt; Update and revise COVID-19 Operations Guide to affectively address future Communicable Disease mitigation and response.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; If camp reaches an escalated “Level” as outlined above; when such a Level is de-escalated, a message describing de-escalation is communicated to parents/guardians and local agencies.</li> <li>&gt; Listen to the experiences of Campers and Staff who wish to share the experience of attending camp amidst the COVID-19 pandemic.</li> <li>&gt; Allow time for Staff &amp; Response Team rest and recuperation following the season, or following a change in “Levels” during the course of operation.</li> <li>&gt; Collect feedback from Campers and Staff on challenges encountered in regard to summer operation amidst the COVID-19 pandemic. Collect feedback regarding potential solutions to these challenges, and maintain a folder of documentation as a resource. Consider feedback as an important element of future planning.</li> <li>&gt; Keep the Response Plan current. Maintain “living document” status.</li> </ul>

The tables above provide much information and guidance for operations, should COVID-19 present during the summer. **Should a Camper or Staff member present COVID-19 symptoms, important is a summary of what to expect:**

- > The individual reports to Patches (camp infirmary) and is evaluated by a Camp Nurse.
- > If deemed necessary, the individual is transported to the clinic or hospital in Eagle River for an appointment with camp’s (or on-duty) physician. At this time, **the clinic or hospital tests for COVID-19** by available and recommended method.
- > If the individual tests negative for COVID-19, they return to camp and are appropriately cared for until symptoms subside.
- > If the individual tests positive for COVID-19, they return to camp, are quarantined, and parents are contacted to discuss next steps. Parents have the option to pick up a

Camper so they may recover at home. A return to camp is considered upon improvement of symptoms. **Camp Nicolet cares for a camper in quarantine for up to 10 days.** When this time limit is reached, parents are asked to pick up the Camper so they may recover at home, under parental supervision.

> If a Staff member tests positive for COVID-19, they return to camp, are quarantined, and a discussion of next steps initiates with the Leadership Team. Staff members may recover at camp for up to 10 days. Staff members are permitted to leave camp for recovery, and may return later in the summer. International Staff members are cared for by camp until healthy enough to reintegrate into the community, or are healthy enough to travel home at their discretion.

> The location of recovery from COVID-19 remains the discretion of a Camper's family or the adult Staff member. 10 days is the maximum amount of time an individual from the United States is quarantined at Camp Nicolet. Following that time limit, alternative arrangements for a recovery location are made. As stated previously, International Staff are cared for as best as possible by camp until a full recovery is made.

> For campers, Camp Nicolet **does not refund unused tuition** in the event of departure or missed days at camp. Tuition credit may be applied to 2023 if a camper returns home to recover from COVID-19, and does not return to camp in 2022.

> For Staff, the summer salary stated on the Work Agreement is **pro-rated by the day** in the event of a departure from camp to recover from COVID-19.

> In the event of a camp-wide closure due to COVID-19, no cash refunds are offered on camper tuitions. Tuition credit may be applied to 2023, if deemed appropriate and reasonable by the Camp Owners.

> Should a family withdraw a camper's enrollment on May 31st, 2022 or prior; a full refund is offered minus a \$300 service fee - which helps cover winter administrative costs associated with operating the camp. Should a family withdraw a camper's enrollment on or after June 1st, 2022 **no cash refunds** are issued.

> Please contact Jeremy Starz, Chief Operating & Financial Officer for questions concerning refund policies in relation to the COVID-19 pandemic.

> Every effort is made to accommodate Camp Nicolet's valued families and Staff members; while prioritizing the overall emotional and physical health of the camp community, balanced with the needs of camp as a business in maintaining fiscally sustainable operations. Our goal is for the Camp Nicolet legacy to continue for many future years, and we value your continued support of camp and our programs.

## COVID-19 TESTING & VACCINATION POLICIES

During 2021, Camp Nicolet contracted with NOVIR, a COVID-19 testing company from Milwaukee, WI recommended by the American Camp Association. We required periodic at-camp rapid antigen testing for all community members and included costs in tuition. We offered testing at no charge to our employees.

**No COVID-19 testing** is offered at Camp Nicolet during summer 2022. However, there remain two considerations:

- > **All campers and staff must obtain a COVID-19 test prior to arrival**, at their expense. This test may be rapid antigen, PCR, or other professional type. Campers and staff members are asked to present written proof of negative pre-camp test results, no older than 72 hours prior to arrival at camp. Campers and staff without proof of a negative test prior to camp are not allowed to attend summer programs.
- > A camper or staff member presenting symptoms of COVID-19 while at camp is **tested at the clinic in Eagle River**, at their expense. This objectively confirms or denies a camper or staff member is carrying the virus, and allows for proper patient care and decision-making. Camp provides transportation to this appointment.
- > Campers and staff members with a current COVID-19 vaccination are **still asked to provide proof of negative COVID-19 test prior to arrival**, as outlined above, and are required to participate in any testing as requested during the summer.
- > Camp Nicolet, Inc. **does not require** COVID-19 vaccinations for campers (age 17 and under) attending camp. However, now that COVID-19 vaccinations are available to younger children, **we highly encourage taking every precaution possible**.
- > Camp Nicolet, Inc. **does require** COVID-19 vaccinations for adult (ages 18+) staff members working at camp during summer 2022. Please provide a copy of your vaccination card or documentation.

## CLEANING & FACILITIES

Every effort is made to keep all buildings and equipment at camp as clean as possible; using industrial cleaners, appropriate PPE, and cleaning kits. With assistance from Campers, high-touch activity equipment is sanitized after use. The Facilities Staff cleans the Shower House and public bathrooms daily. The Kitchen Team takes great care to sanitize the Dining Hall after meals. Cabins are inspected daily by the Camp Nurses for cleanliness, as usual at camp.

## SELF-SCREENING & RESPONSIBILITY - AFTER CAMP

As discussed at the beginning of this guide, a safe and healthy camp community is a shared responsibility. Camp Nicolet asks families, Campers, and Staff to self-screen for COVID-19 symptoms, quarantine for a minimum of 10 days before arrival, present negative results of a COVID-19 test no older than 72 hours prior to arrival, and complete a Pre-Screening Form submitted on arrival day. These are all shared responsibilities related to managing the risk of COVID-19 at camp this summer.

Additional responsibility is involved upon returning home. Camp Nicolet continues to run programming beyond the resident camp sessions. For the safety of your immediate family and the “extended Nicolet Family” (those attending Family Camp, the Nicolet Equestrian Camp, and the Northpoint Wakeboard and Water Ski Camp following camp), we ask you to routinely self-screen for symptoms of COVID-19.

If you notice anything out-of-the-ordinary, please communicate with family members and ***please call camp’s Leadership Team***. Foremost, we care about you and we want to know how our summer family is doing upon returning home - both campers and staff. Second, if anything unusual is reported to us, this helps us make educated operational decisions through the remainder of our operating season. If you do report symptoms of COVID-19 to us upon returning home, we may ask you questions assisting us with Contact Tracing. We may follow up with other individuals you specify. If others remain at camp, as Northpoint Ski Camp participants or staff for example, we may quarantine them for the safety of other program participants.

Staying happy, safe, and healthy during summer programming is a big, shared responsibility, and that continues after you are home for a time.

## DISCUSSION & FEEDBACK

When researching for the original COVID-19 Risk Management Guidebook, the importance of **discussion, feedback, and managing emotional stressors** associated with the pandemic came to light. Although we have lived “in the context of COVID-19” for a while, and much knowledge and experience is gained, it does not change the fact that living in a pandemic (and attending camp, where some things are different than at home) can be stressful.

An important concept to remember is: **space is maintained for discussion about “all of this” at camp**. Leadership Team members, the Camp Nurse, Cabin Counselors, and your friends all are resources for a healthy conversation about what you’re experiencing. Of course, if the pandemic or protocol is stressing an individual at an unhealthy level, one should seek a Leadership Team member or Camp Nurse for confidential, appropriate assistance tailored to meet individual needs. **Please provide us your perspectives, insight, and feedback - it’s appreciated and heard!**

## RESOURCES

### The 2022 Camp Nicolet Leadership Team

**Georgianna S. Starz** - Owner/Director of Alumni & Advancement (CEO)

**William “Jeremy” Starz** - Owner/Director of Operations (COO/CFO)  
Northpoint Adventures Director  
608.469.3091 - cell phone/direct

**Leah Wahl** - HR Manager & Camp Director

**Chef Dennis Carroll** - Kitchen Manager

**Cliff Mortenson** - Water Skiing/Senior Staff

**Jack Weyrauch** - Facilities: Special Projects/Senior Staff

**Camp Nurse** - To Be Determined

**Wellness Coordinator** - To Be Determined

**Program Director** - To Be Determined

Unless noted, all Leadership Team members are contacted by calling the Camp Office, staffed 8:45am to 5:15pm Monday through Saturday, at **715.545.2522**

***E-mail any questions to:***

***[campnicolet@gmail.com](mailto:campnicolet@gmail.com)***

***[jstarz@campnicolet.com](mailto:jstarz@campnicolet.com)***

***[leah@campnicolet.com](mailto:leah@campnicolet.com)***

## 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
- \*Yes    No    ----- New Loss of Smell or Taste

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.*



## 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
- \*Yes    No    ----- New Loss of Smell or Taste

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 Owners to discuss any questions you may have.*

## NORTHPOINT 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										

## ACKNOWLEDGEMENTS

The Starz family and Camp Nicolet, Inc. wish to thank the following people for their time involved with and contributions to the **2020 COVID-19 Risk Management Guidebook**, the **2021 COVID-19 Operations Guide**, and subsequent revisions:

Susan Ullmann, RN - Former Nurse - *Camp Nicolet, Inc.*

Cheryl Pacala, RN - Local area Nurse - *Woodruff, WI*

The American Camp Association (ACA)

The Association of Camp Nursing (ACN)

The Midwest Association of Independent Camps (MAIC)

The Forest & Vilas County Health Departments

Environmental Health & Engineering, Inc. - *Newton, MA*

Women's Wilderness - *Boulder, CO*

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*

Dan Lichtenstein, Director of Operations - *Camp North Star; Hayward, WI*

Gabe Chernov, Owner/Director - *Camp Birch Trail; Minong, WI*

### **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, for your continued Camp Spirit, and support of our programs!

*This **COVID-19 Operations Guide** has roots in the **2020 COVID-19 Risk Management Guidebook**, full of additional details and still downloadable at [www.campnicolet.com](http://www.campnicolet.com). Policies outlined in the 2022 guide **replace, when necessary**, some original policy/protocol found in the 2020 guidebook. Please contact Jeremy Starz if you have questions, feedback, or would like additional clarification.*

# 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.

