



YMCA of the Greater Twin Cities

Camp St. Croix

REOPENING PLAN



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of the Greater Twin Cities

Camp St. Croix

Outdoor Campus Reopening Guidelines

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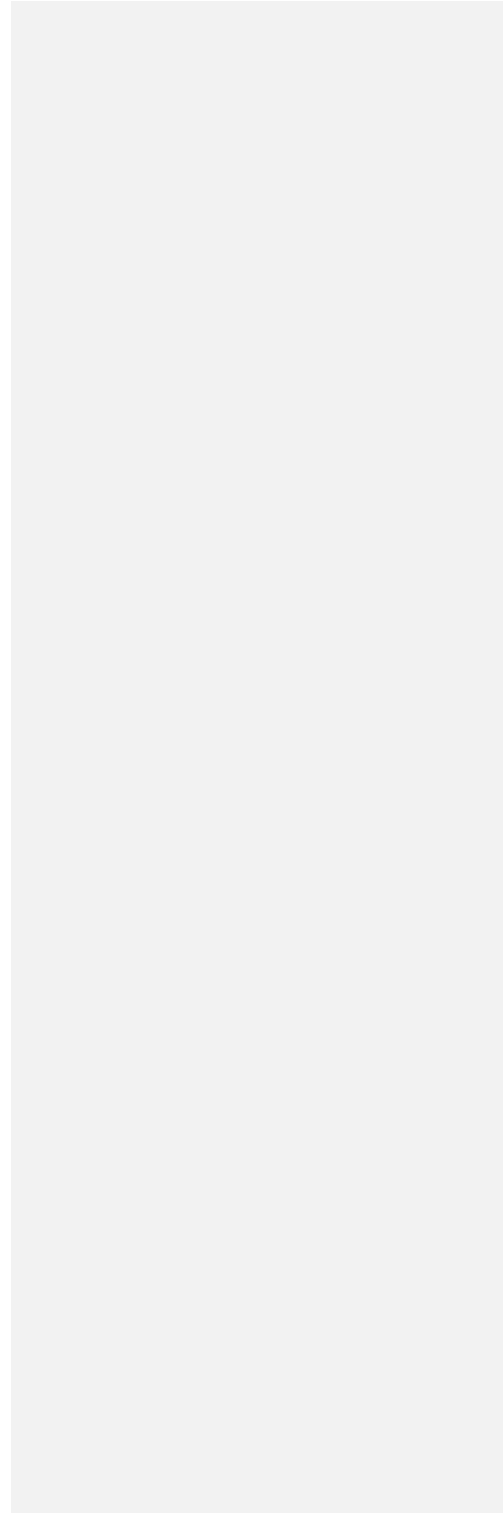
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Summary

Our first priority is the health, safety and wellbeing of all of our team members and participants that come to Camp St. Croix. Therefore, Camp St. Croix will adhere to strict guidelines and restrictions provided by the Centers for Disease Control & Prevention (CDC) and MN/WI Department of Health to ensure that participants and team members are safe and protected at all times at Camp.



Preparing For Day One

EMPLOYEE SAFETY

- All employees working a shift must be provided the following:
 - Appropriate Personal Protective Equipment (PPE) which includes
 - washable masks for all team Members,
 - Custodial and maintenance team Members must wear N95 masks when working with certain chemicals or major construction projects
 - Gloves are not recommended except for those positions (like the kitchen) that require them. Employees may request to wear gloves but must watch a video about the proper way to don and remove gloves and sign an acknowledgement form.
 - Requirements for hand washing and physical distancing. Staff are encouraged to practice physical distancing at all times.
 - Appropriate signage in all areas as reminders of new protocols
- After use, employees must dispose of PPE designed for single use
 - After removing PPE, Team Members must wash their hands immediately, adhering to CDC recommendations
 - Single use face masks must be disposed of safely after use
 - If using a reusable facemask, facemask must be washed daily by the team member. Facemasks should be washed if become dirty or after two uses.
- Follow all applicable safety practices, existing regulatory requirements, policies, and procedures

CLEANING, DISINFECTING AND SUPPLIES

- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted use.
- Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed
- Ensure cleaning equipment and tools are in working condition
- All Team Members should review and complete training on general cleaning and site-specific disinfecting protocols
- Cleaning is everyone's responsibility unless there is an accommodation requested and granted.
- Identify areas that require thorough cleaning due to heavy usage- Bathhouses, River Center, Biffies, Copy/Mail Room, Lower Level Dining Hall, Lodge (both levels) Outlying meeting buildings (A&C, Trail, Nature Center)High touch program equipment and all high touch points such as door knobs, hand rails, Lower Level Dining Hall, Lodge (both levels) Outlying meeting buildings (A&C, Trail, Nature Center)
- Prior to initiating cleaning tasks, ensure all Team Members practice hand hygiene, washing hands thoroughly prior to putting PPE on, and have been trained on appropriate procedures
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to

- After use, workers should properly dispose of single-use PPE

How to Clean and Disinfect

Cleaning and Disinfecting of all High Touch areas must be completed after every use or touch by Campers and Team Members. Deep Clean of all common areas at Camp will take place daily.

- Product Information
 - Camp Property Manager (Dave Simpson) must monitor daily and ensure product reorders occur in a timely manner to stay fully stocked at all times.
 - The key five cleaning products used will be:
 - Purell Wipes
 - Hand Sanitizer
 - 512 – 10 Minute Kill time
 - Oxivir- 1 minute kill time
- Cleaning Process
 - Wipe down all high touch points 4 times per day. These areas include: counters, doorknobs, handrails, office equipment, table tops in outdoor seating areas, etc
 - River Center: Custodial staff, Office and Program staff
 - Bathhouses –Custodial and maintenance staff
 - Kitchen and Dining Hall- kitchen staff
 - Biffies- Custodial and maintenance staff
 - Program Area-Program Staff
 - Wiping and disinfecting all Equipment after each use (balls, paddles, program supplies, etc)- participants and program staff and/or hosts
- Custodial Team Responsibilities:
 - Bathhouses (4 times per day)
 - Wipe down all handles / benches / floors
 - Clean all sinks, counters, faucets
 - Toilet stalls, toilet paper dispensers, latches, feminine disposal
 - Shower stalls, latches, faucets
 - Keep products full for Participants
 - Paper towels
 - Wipes
 - Hand sanitizer
 - Spray bottles
 - Empty trash receptacles when full
- Cleaning Procedures will follow these guidelines from ISSA (International Sanitary Supply Association):
 - Will follow a CLEAN, MEASURE, MONITOR framework
 - Bathhouses and community bathrooms: Deep clean every evening- 1-2 hours. When measured and monitored, custodial teams

disinfecting/sanitizing/Upkeep should take no longer than 30 minutes, four times a day.

- Kitchen and eating areas: 20-40 minutes after every meal. This will be supported by Kitchen Patrol (KP) if the Dining Hall is in use. Staff will need to be properly trained prior to working Kitchen Patrol so they understand disinfecting procedures.
- River Center: 20 minutes, 2 times a day
- Retail Spaces (If Open to Campers)- Close every 2 hours for 20 minute cleaning. Deep clean each evening and wipe down again upon opening. Continuous sanitizing of high-touch items
- Cabins- Campers will be asked to clean and sanitize prior to departure. Custodial team members will then disinfect cabins prior to arrival of next user group.

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, etc.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Add wipeable covers for electronics, where possible.
 - If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry (kitchen rags)
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces
- Dirty items will be put in a transport bin used exclusively for dirty linens
- Clean items will be put in a transport bin used exclusively for clean linens

PHYSICAL DISTANCING

Space planning will be important to prevent potential transmission of contagious diseases among YMCA team members at Camp through physical distancing protocols. Masks are not required when in personal living space as long as team members are in their own participant groups. However, masks are required by team members and participants in buildings, with the only exception being in your own office space with the door closed.

6 Feet Office

All team members should maintain 6 feet of distance between them at all times. Avoid close face-to-face contact, shaking hands and hugs during this time.

Space use/ density monitoring

- Staff will conduct regular counts of individuals per space and direct folks to follow physical distance as needed. Use the group leader to enforce these protocols.

Commented [MT1]:

Circulation spaces

- Designate and place signage for direction of foot-traffic in main circulation paths: entries, corridors, hallways, stairs, trails, etc
- Mark increments of locally acceptable physical distance on floors where lines could form. This will be essential in the Dining Hall, Bath Houses, River Center, and Lodge.

Individual seats

- Increase space between desks if needed
- Specify desk assignments for Team Members to ensure minimum work space sharing

If required to share spaces, disinfect before and after use to protect self and other team members

Meeting and shared spaces

- Decommission and re-purpose large gathering spaces Reduce capacity of spaces
- Communicate this capacity via signage
- If shared spaces are utilized, clean and disinfect after each family or group uses them

Dining

- Dining will be done grab and go per participant pod
- When weather permits participants may sit outdoors on picnic tables
- If using the Dining Hall, participants numbers may not exceed 50% capacity.
 - Participants may not sit more than 6 to a table, follow blue X's to create physical distance between participants
 - Staff will go over bussing protocol if Dining Hall is in use

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items that are also touched by others, individuals can reduce their exposure to communicable diseases.

In addition to providing disinfectant sprays or wipes adjacent to each touchpoint, implement the following precautions to reduce touchpoints:

Light/power switches

- Affix signage to remind participants to only use physical light switches if necessary.

- Increase vacancy lighting where possible.
- Provide wall-mounted disinfectant dispensers where appropriate.

Doors and drawers

- Affix doors in an open position if appropriate and meets fire code within buildings.

Collaboration tools

- Remove shared conference phones and encourage the use of personal cell phones (install cell phone boosters if possible)
- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own, or have wipes nearby to use after use
- Provide whiteboard cleaning solution and disposable wipes adjacent to every board

Chairs and furniture

- Remove unnecessary fabric upholstered chairs and furniture in communal spaces
- Use signage in cabins and communal areas, reminding occupants to avoid or disinfect touchpoints

Supplies storage

- Secure supplies storage and manage stock and distribute items

Camp vehicles

- Whenever possible, assign vehicles for specific staff use only
- Provide disinfecting wipes in each vehicle, specifically golf carts
- Mask must be worn in shared vehicles

CONTAMINANT CONTROL

To manage contaminants that may enter camp, follow these precautions:

Storage

- Encourage Participants and Team Members to keep personal items with them or in their own living spaces.
- Team Members should keep personal items in backpacks with them throughout the day whenever possible.
- Shared fridges, if used, MUST be sanitized daily.

Waste receptacles

- Provide separate waste receptacles for PPE and ensure that the receptacles are emptied daily.

Deliveries

Designate one location for any deliveries to the building/space and disinfect items centrally with Oxiver. Assign delivery management and sterilization as a task to specific employees only (Business Administrative Coordinator)

Day One and Beyond

SAFETY SIGNAGE

- Floor markings
 - 6 foot spacing reminders
 - Lines
- Branded Signage
 - Multiple Entries / Entry Signage
 - Multiple Doorway Signs
 - Space Closed
 - Room / Area Capacities
 - Cleaning process after use
 - Various Types, Respect Physical Distancing
 - Temporary Closure for Cleaning Signs
 - Educational Signage



UNIFORMS

All Y Team Members interacting with guests, without exception, will be required to wear an identifiable uniform on the first day of a group and a nametag at all times when participants are present.

CAMP SAFETY

Guidelines that promote ongoing safety and precautionary measures for Participants and Team Members.

These include:

Check-in & Entrances:

Health screening for Team Members and Participants upon arrival at Camp

- Arrival Waiver disseminated electronically in advance. Verbal consent will be recorded as assent to the waiver. Questions will be asked when loading the bus to come to camp or at the time of arrival and a verbal waiver will be recorded.
- Questions to ask: In the last week...
 - Have you or anyone in your house traveled to another country in the last 14 days?
 - Within the last 14 days, has someone in your household tested positive for COVID-19?
 - Are you currently experiencing any symptoms of illness?
 - Do you have any concerns with abiding by our new guidelines, which include practicing physical distancing, increased cleaning and monitoring your health while at the Y? Masks required for All Members when working indoors with Participants and in close indoor spaces (office, etc)

- Masks required for all Participants and staff when in confined indoor communal spaces- (Bathhouses). We will provide masks if participants do not have them.
- Building occupancy to be limited to a location-specific capacity and will be first-come, first-served. Each location's occupancy will be specific to the sizes and spaces of each individual location (25-50% of pre-COVID capacities).
- Post capacity for each area and monitor capacity.
- Hand sanitizer at doorways both inside and outside or paper towel / spray bottles available to create a barrier for hands on door open/close
- Floor markings for safe distancing for any queues or waiting areas

Operations

- Train all Team Members on safe interactions with Participants and disinfecting protocols
- No guests unless permitted by Executive Director and follow all check-in protocol
- Remove furniture in common areas to reduce public/high touchpoints-River Center Entryway.
- All program and business transactions should be conducted online or by phone, with referrals to Customer Service Center for customers requesting in-person interaction

Signage:

- Install signage at multiple, relevant locations throughout Camp
- Display building and program rules and other protocols that impact how occupants use and move throughout the space.
- Camper cabins will have a laminated Cabin Binder with all relevant information about their stay.

COMMON AREAS

Guidelines that promote safety and guide Participants through Camp and common areas.

- **Hand sanitizer and Handwashing stations throughout Camp and in all indoor common areas and outdoor spaces where appropriate**
- **Doors**
 - All doors in common buildings should be propped open when possible
- **Drinking Fountains**
 - Drinking fountains available for bottle refill, but not for drinking from spigot.
- **Social Sitting Areas:**
 - Seating is spaced out or marked for physical distancing.
- **Flyers**
 - No flyers (handbills) will be available in information centers or brochure racks. Maps will be printed and put in cabins.
- **Signage:**
 - Demarcation to direct foot traffic and ensure safe physical distancing
 - Explain new rules / protocols for common areas

WATERFRONT – SWIMMING AND BOATING USE:

- **Summer Swimming and Boating Guidelines**
 - Participants will be informed to physically distance while at the waterfront
 - Participants will be informed that lifeguards will not be present at our waterfront areas and to swim at their own risk
 - Limit numbers at each swimming area to no more than 20 people
 - Clearly identify clean PFD and paddle area from used area. Used PFDs and paddles will be disinfected regularly by team members in order to keep ample clean equipment available
 - Team members will instruct participants on a checkout process and cleaning protocol for boats. Camp will provide disinfectant at each waterfront location

Signage:

- Explain Waterfront rules and protocols that impact how participants use the space and equipment

A Field and Group Games

Guidelines to control and that promote ongoing safety and precautionary measures. YMCA Team Members identified to assist in the following procedures.

These include:

- Limit capacity based on group game size and/or to family groups only
- Hand sanitizer/handwashing stations near, gaga pit and 9 square, human foosball

Signage:

- Explain rules and protocols that impact how participants use the area

CABINS

- Biffies: cabins with shared bathrooms, will each have a biffy OR porta-pottie assigned for their use only during their stay.
- Handwashing Stations: will be located near biffies.
- Bathhouses: will be open for participants to use, and will be disinfected numerous times each day.
- Storm Shelters: will be open as usual. Each site will be assigned a space, and we will require mask use if shared with another family.

MEAL SERVICES

We will be following guidelines and recommendations to reopen from the CDC, FDA and National Restaurant Association/ServSafe. Here are a few references.

<https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19#operations>

<http://www.afdo.org/resources/Documents/COVID19/AFDO%20Restaurant%20Reopening%20Fact%20Sheet%20v.5.pdf>

In addition to the recommendations for restaurants and retail food stores, we will be applying them to our unique food service operation.

The Dining Hall will be used at 50% capacity for participants.

Updated signage will be posted near restrooms and staff entrance to Dining Hall.

Only kitchen staff will be allowed in kitchen and signage will be updated throughout.

Kitchen staff will follow food safety protocols and wear a facemask at all times while in the kitchen.

We will serve all staff meals to go or in the Dining Hall at scheduled times before/after participant to-go pickup times to create less traffic. Seating areas will be set 6'+ apart.

Meals will be served grab and go, and eating family style within their participant pods.

Appliances, such as the microwave and bread toaster, will only be available to staff and will be sanitized before and after meals.

Communal condiments, such as ketchup, salt and pepper will be removed from the table and served individually, or sanitized between use.

Bread/granola/PB, etc. will be available to staff by request only.

Leftover sharing will be discouraged among staff and staff will be served according to their individual requests.

Participants will be served to-go family style/participant pod. Meals will be packaged and are intended to be consumed or refrigerated immediately. Dietary needs and kid-friendly options will be available.

All meals will be available for campers to pick up from the Dining hall.

Food safety and our environment are our top priority when serving our campers and staff.

If to-go serving dishes are reusable, we will create a dirty return center for campers to drop off dirty dishes. Gloved employee will move dirty dishes directly to sanitizer and/or dish machine. Clean dishes will be placed in a labeled "clean" container for re-use. If we determine reusable dishes are not feasible during this time, we will use biodegradable/recyclable to-go containers.

Kitchen Manager will continue to follow updated guidelines and implement as needed.

Process for Reporting and Responding to a Confirmed COVID-19 Case

This information can be accessed in the document "Process for Reporting and Responding to a Confirmed COVID-19 Case – Camps updated." This information maintained by Senior Director of Enterprise Risk Management Mary Herbst

Families and team members will be asked for information related to their illness if they have a confirmed diagnosis of COVID-19. This information will be secured and held confidential based on HIPAA guidelines and will be used by the CDC and MDH for tracing purposes.

Based on ADA guidelines, we can ask people if they have symptoms that are consistent with COVID-19, but we CANNOT ask them whether they have any underlying medical conditions unless they disclose them in the process of asking for special accommodations.

Accommodations

Team members may ask for accommodations to be made for them to perform their job. If a team member requests an accommodation, they should direct the request to their supervisor. The supervisor should then contact their HR generalist to start an interactive dialogue on how this accommodation might be made. If a plan is developed, this should be documented and a copy sent to the Sr. Director of Enterprise Risk Management.