



COVID-19 PREPAREDNESS AND RESPONSE PLAN

Revised December 1, 2020

INTRODUCTION

Youth Haven is committed to the health and safety of all staff, campers, families, agency workers and volunteers who visit our campus. Since 1968 Youth Haven has been a “Haven”; or safe place for kids to come. In light of COVID-19 and the health risks presented, we decided to proceed with offering a virtual camp for much of the 2020 summer program. This has afforded us the opportunity to still offer content to the children we serve, while maintaining safety for all involved. Considering recent developments, we see it as appropriate to cautiously re-open the campus and be that “Haven” for kids to come once again. However, Youth Haven’s 2020 summer camp will be different.

This COVID-19 Preparedness and Response Plan (this “**plan**”) serves as our guideline to ensure we maintain the health and safety of everyone involved in Youth Haven’s programs to the best of our ability. Following guidelines set forth by both local and national agencies, fewer staff and campers can be accommodated, additional protocols will be implemented, activities will be altered, some interactions will be limited, and recommendations on “social distancing” and personal protection equipment will be followed.

Importantly, Youth Haven has taken many actions to prepare for summer campers. That preparation and continuing practices explained in this plan are intended to reduce the risk of COVID exposure and infection. However, Youth Haven cannot make our campus COVID risk-free. Youth Haven is not implying the actions taken and continuing practices have minimized or will minimize the risk of COVID exposure and infection. Along with other risks of staffing or attending a summer camp, those who join the Youth Haven staff or who come as campers will also be assuming a risk of COVID exposure. Consequently, those arriving on campus and staying on campus do so at their own risk.

This document is one part of Youth Haven’s efforts. This plan is available to all staff, campers, families, agencies and to any others who have an interest in it. To receive a copy or ask questions regarding this plan, please call (517) 569-3328 or email info@youthhaven.org.

Included in this plan is:

- Basic information on COVID-19.
- How we will monitor symptoms of COVID-19.
- Isolation procedure in case of symptoms or confirmed cases onsite.
- How our programs practice social distancing, as developmentally appropriate.
- How we will ensure hygiene (including regular cleaning and disinfecting).
- How we will obtain and use safety equipment.
- Training and communication with staff, parents, and campers related to new expectations.
- How we will maintain required staff to camper ratios in the event of staff illness.

INFORMATION ON COVID-19

The novel coronavirus, COVID-19 (“**COVID**”), has spread to become a worldwide pandemic. Michigan’s governor issued declarations of a statewide state of emergency due to the pandemic. COVID cases include all age groups and can lead to many complications. Cases of asymptomatic carriers of the virus have been reported to lead to its spread.

COVID is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Experts have learned much about COVID and its spread. But experts are still learning. And, because it seems that asymptomatic persons can carry and spread COVID, the most diligent screening and other disease prevention efforts cannot prevent its spread. Instead those efforts can only reduce the risk of exposure to and spreading COVID.

INFORMATION FOR CAMPERS’ PARENTS

I. Completed and Signed “COVID Awareness and Assumption of Risk Sheet” Required

All Youth Haven campers must have a completed and signed form attached to their registration form. This must be completed for each individual camper and signed by a parent/legal guardian.

II. Parents’ and Campers’ Roles in Risk Evaluation and Reduction

Families play a key role in COVID risk mitigation. The precautions taken and expectations of staff, campers, families, and Youth Haven visitors is more than just for the safety of a camper and the camper’s family. Even if a camper and the camper’s family are little concerned about COVID, Youth Haven is counting on them to help protect staff, other campers, visitors and all their families. Some are, due to age or preexisting medical conditions, especially vulnerable.

If there are individuals at Youth Haven who are ill, who have COVID symptoms, or who staff learns may have been exposed to COVID, there are procedures under this plan that will be implemented. Part of that procedure will include contacting the Jackson County Health Department (JCHD) and, if needed, LARA for risk assessment, risk mitigation, and risk response guidance. Parents, families, and others will be contacted in accordance with that guidance.

Children who have immunodeficiency conditions or who may otherwise be especially vulnerable if exposed to COVID should attend only in accordance with guidance from their primary care provider. Youth Haven also advises that all children attending should be current on their vaccinations before arriving on campus.

III. Camper Drop-off and Pick-Up

The arrival and departure process will look different this year in an effort to limit exposure during that time. Upon arrival, each vehicle will be given a number in the order they arrive. We are asking campers and families to remain in their vehicle until we come to their number. At this time, we request all but the arriving or departing camper(s) and one family member to remain in the vehicle.

Campers and parents must wear masks to protect others. Parents must practice social distancing, adhering to guidelines to keep family groups separate. Do not congregate. Parents should use available hand sanitizing products before and following interactions with staff.

IV. Camper Symptoms or Exposure

If a camper experiences symptoms while at camp or staff learns a camper has been exposed to a COVID positive person, (i) the camper will be removed to an area in which the camper cannot be in contact with others, and (ii) **the camper's parents will be contacted to pick up the camper.**

Symptomatic campers must be picked up promptly in order to minimize risk to other campers and staff. Appropriate staff with appropriate personal protective equipment will stay with the camper until the camper is picked up. We will work with parents to reschedule the child, following the guidelines described under "When Symptoms or Exposure Occurs, Section VI - Return to Camp."

V. Ask Questions

Please contact Youth Haven with any questions, desired clarification, or for more information by calling (517)569-3328 or by email at info@youthhaven.org.

COVID SCREENING AND MONITORING

I. Pre-Arrival Screening

Staff and campers are expected to:

- Monitor their symptoms (fever of 100.4°F or greater, new onset of a cough, new onset of shortness of breath, diarrhea, fatigue, headache, muscle or body aches, congestion or runny nose, nausea, loss of taste or smell, sore throat, vomiting, etc.) prior to arriving at camp.
- Any staff members or campers who have or develop COVID symptoms must not attend Youth Haven until they have a negative COVID test within a time frame acceptable to the JCHD.

II. Arrival Screening

Arrival screening is intended to (i) provide further means to prevent those who have COVID symptoms or who may have been exposed to COVID from remaining on Youth Haven property or from exposing others, and (ii) to emphasize with staff and campers' families Youth Haven's COVID procedures and protocols.

III. Staff Arrival Screening

When staff members arrive:

- Temperature checks will be performed. Thermometers will be cleaned and disinfected between use, following the manufacturer's instructions.

- Staff members will be asked:
 - Have you felt unwell in the last 3 days?
 - Within the last 3 days, have you had any fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
 - Within the last 14 days, have you been in contact with a person who has COVID, is suspected to have COVID, or has COVID symptoms?
- Any staff arriving with fever at or above 100.4 degrees or other symptoms will be sent home.
- Any staff arriving with any COVID symptoms or who has been in contact with a person who has or is suspected to have COVID-19 will be sent home.
- All staff must report any contact with anyone outside of work who has had a documented case of COVID.
- Staff must self-quarantine for 14 days if exposed to COVID and contact their doctor if they develop symptoms.

If staff leave Youth Haven for any reason including for laundry or supplies, they must follow the above health screening protocol upon return to the camp.

IV. Camper Arrival Screening

Fever is a key indicator for youth. If a camper's temperature is above 100.4 degrees, the camper will be excluded from camp. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.

When campers arrive:

- Temperature checks will be performed. Thermometers will be cleaned and disinfected between use, following the manufacturer's instructions.
- Campers' parents will be asked:
 - Has your child felt unwell in the last 3 days?
 - Within the last 3 days, has your child had any fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
 - Within the last 14 days, have you or your child been in contact with a person who has COVID, is suspected to have COVID, or has COVID symptoms?
- Campers will be asked:
 - Have you felt unwell in the last 3 days?
 - Within the last 3 days, have you had any fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
 - Within the last 14 days, have you been in contact with a person who has COVID, is suspected to have COVID, or has COVID symptoms?
- Campers will be visually checked for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

If a camper has any symptoms or has been in contact with a person who has or is suspected to have COVID-19, they will be sent home and not allowed to enter Camp.

COVID symptoms are similar in children and adults. However, children are less likely to have fever, cough or shortness of breath and are more likely to have milder symptoms or develop no symptoms at all. Their symptoms are often like symptoms of other common viral upper respiratory tract infections such as runny nose, cough, or sore throat, with or without fever. Vomiting and diarrhea have also been reported.

V. Mandatory Reporting

Youth Haven policy is to require reporting of COVID symptoms or exposure for the health and welfare of staff, campers, their respective families, and all others who could be exposed to COVID. Applicable law protects staff members against discharge, discipline, or other retaliation for reporting symptoms or staying home when they may have a risk of infecting others with COVID.

Youth Haven staff and campers must report:

- If they have any COVID symptoms including any fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- Any other staff member or camper who has COVID symptoms including any fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

Staff must report to the health officer. Campers must report to their team leader (camp counselor) or any other staff member.

Campers' parents will be asked to immediately contact Youth Haven if they have COVID symptoms or learn they were exposed to COVID.

WHEN SYMPTOMS OR EXPOSURE OCCURS

I. Staff Member Symptoms or Exposure

If a staff member has COVID symptoms or has been exposed to a person with COVID, the staff member will be (i) sent for testing, and (ii) sent home or, if from a distance away, quarantined in a location set aside for such quarantine until either the test result is negative or the staff member is cleared by the JCHD for return to staff duties. During that quarantine, meals will be delivered to the staff member and health checks will be made so that if symptoms become severe, medical treatment is provided.

The Director will contact JCHD and LARA to report the situation and for further guidance. The staff member must wear a mask and undertake any other measure recommended by the JCHD.

A staff member with serious symptoms will be transported for medical care.

Cleaning of surfaces and areas in Youth Haven will be undertaken in consultation with the JCHD.

II. Camper Symptoms or Exposure

If a camper experiences symptoms or staff learns a camper has been or may have been exposed to a COVID positive person, (i) the camper will be removed to an area in which the camper cannot be in contact with others, and (ii) the camper's parents will be contacted to pick up the camper. Appropriate staff with appropriate personal protective equipment will stay with the camper until the camper is picked up.

- The Director will contact JCHD and LARA to report the situation and for further guidance.
- A camper with serious symptoms will be transported for medical care.
- Cleaning of surfaces and areas in Youth Haven will be undertaken in consultation with the JCHD.

III. Reporting Illness or Exposure

If (i) a camper, staff member, family member, or visitor becomes ill, (ii) information is provided indicating a staff member, camper, or visitor (including a family member dropping off or picking up a camper) may have been exposed to COVID, or (iii) a COVID test of a camper, staff member, family member or visitor is positive, the Director will contact the JCHD and LARA for next steps.

Campers' parents will be notified in accordance with guidance from the JCHD and LARA. The privacy of individuals will be maintained by not sharing health information of a specific person.

IV. Campus Closure

A determination to close areas of Youth Haven or the entire campus due to COVID illness or exposure will be made by the Director in consultation with the JCHD and LARA.

V. Contact Tracing

Youth Haven personnel will participate in contact tracing as requested by the JCHD.

VI. Return to Camp

Staff members, campers and others who have tested COVID positive, are ill or exhibiting COVID symptoms, who were exposed or may have been exposed to COVID, will be allowed to be on Youth Haven property or to return to Youth Haven property only in accordance with guidance and direction from the JCHD.

General expectations for such guidance may be:

- For a camper who has a fever or a cough, staff will follow Youth Haven's communicable disease policy. Campers should be fever free for 72 hours without the use of medicine that reduces fever before returning to Youth Haven (even if other symptoms are not present). Campers will be referred to their primary care provider.

- A staff member or camper exhibiting COVID symptoms or testing COVID positive must stay home until:
 - They are fever-free for at least 72 hours without the use of medicine that reduces fevers, **AND**
 - Other symptoms have improved, **AND**
 - At least 14 days have passed since their symptoms first appeared or since they tested positive for COVID.
- Most campers and staff members can return to campus based on improved symptoms and the passage of time. JCHD may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

If campers or staff are sent home because of possible exposure to a symptomatic individual at camp, local health departments will help guide decisions about when these individuals can return to camp. Parents/guardians should have back-up childcare plans if the camper or a family member becomes ill or is required to self-quarantine due to possible COVID exposure.

CAMPUS PREPARATION

To reduce the risk of exposure to and the spread of COVID, Youth Haven has, in consultation with the JCHD, done the following:

I. Isolation of Symptomatic or Exposed Campers and Staff

- Designated locations to safely isolate staff members and campers who become ill, exhibit COVID symptoms, or who Youth Haven learns might have been exposed to COVID, while awaiting pick-up. Those locations have been reviewed with the JCHD. Staff will be able to monitor the staff members or campers in those locations pending their pick-up. If any illness or symptoms are severe, transport for medical care will be arranged.

II. Social Distancing

- Marked areas of Youth Haven for appropriate distancing when occupied by staff and campers.
- Installed physical barriers in spaces that cannot be marked or where 6-foot distancing is not possible.
- Removed from schedules activities where appropriate distancing cannot be maintained.
- Altered programming to provide that activities will occur within consistent groups to minimize the numbers of persons to whom staff and campers will be exposed.
- Altered programming to reduce indoor activities.
- Modified sleeping arrangements to provide for adequate spacing between beds.
- Altered drop-off and pick-up procedures to reduce the numbers of people in many areas of Youth Haven and the time needed for drop-off and pick-up.
- Limited non-essential visitors on campus.

III. Dining Hall Procedures

- Altered dining hall practices to (i) keep campers within their consistent groups, (ii) provide social distancing between those groups, (iii) reduce the numbers of persons touching common items, (iv) reduce the use of shared containers, (v) require servers to wear appropriate personal protective equipment (mostly masks and gloves), (vi) provide for daily temperature screening, (vii) provide for hand sanitizing before and after eating, (viii) reduce the numbers of areas where diners might congregate or get closer than 6 feet from one another, and (ix) in other ways consistent with guidance from the JCHD and LARA.

IV. Hygiene and Sanitization

- Installed or set out hand sanitizing stations throughout the campus.
- Installed signs providing handwashing instruction and inserted in the schedule breaks for handwashing or hand sanitizing.
- Cleaned and disinfected frequently touched surfaces and many areas of Youth Haven.
- Provided for cleaning and sanitizing of common equipment between users. Sometimes this will be undertaken by a user at the end of the use of the equipment, before using the equipment, or at both times. Sometimes a staff member will do so after equipment is returned or before making it available for use by a camper.
- Removed from schedules activities that involve common equipment that cannot be sanitized between uses or where appropriate distancing cannot be maintained.
- Altered cleaning procedures so frequently touched surfaces are cleaned and disinfected more frequently.

V. Safety Equipment

- Provided staff with masks for required use when indoors, or when outdoors and unable to maintain a 6-foot distance from other persons, and trained staff in proper use of masks.
- Purchased masks that will be provided to all children upon arrival and required to be worn when indoors, or when outdoors and unable to maintain a 6-foot distance from other persons.

VI. Training

- Trained staff regarding the changes and other measures in this plan, as well as proper use of cloth face masks.
- Altered team leader instructions to campers to include instruction regarding this plan, proper use of face masks, and the importance of handwashing. Many reminders will be given throughout the camp session.

PROTECTIVE MEASURES

I. Cloth Face Masks

Except for sleeping, showering, and when actually eating, unless they are medically unable to do so, all staff and all campers must wear face masks when indoors. Masks must be worn in the dining hall except after seated and while eating. Once finished eating, even if diners are remaining with their group, masks should be put on.

When outdoors, masks may be removed provided 6-foot social distancing is maintained.

Youth Haven will provide masks for staff. Each camper will be provided a mask or campers may use masks they bring with them.

Hands should be washed or sanitized before putting on a mask. Hands should be washed or sanitized before removing a mask. Hands should be washed or sanitized after removing a mask.

Staff will have labeled Ziploc bags to put children's masks in when not in use. Staff will ensure they always have the children's individual masks with them. Care will be taken to avoid contact with floors, bathroom surfaces, and other places where they may become contaminated or contaminate those surfaces.

II. Gloves

Staff will be issued gloves to use when engaged in certain activities such as (i) food preparation and service, (ii) cleaning and sanitizing, (iii) certain interactions with campers (such as during health screenings), (iv) interactions with camper parents, and (v) interactions with one another (such as during health screenings). Staff needing gloves will be trained in appropriate glove use and disposal.

The Director or other leadership staff will determine when and whether glove use may be appropriate.

III. Campus Equipment

Campus equipment that will be used by various users will be reasonably wiped down with a sanitizing agent before and after each use. Depending on the equipment, programming and circumstances, campers may be asked to participate in those efforts, or they may be managed and undertaken by staff.

Campus equipment that cannot be reasonably wiped down with a sanitizing agent between each use will not be available for use during the pandemic.

IV. Indoor Spaces

Bathrooms, restrooms, dining tables, dining chairs, chairs in the chapel and common areas, light switches, door knobs and handles, craft tables, and other commonly used surfaces and areas will be disinfected with sanitizing agents not less frequently than daily and, for some, after each use or period of more intensive use.

INCLEMENT WEATHER

Current weather conditions require some indoor activities. Activities are planned that involve appropriate social distancing when inside. Multiple inside venues will be used so campers can remain in their consistent groups socially distanced from other groups. Cloth masks will be required.

In case of a tornado warning, appropriate shelters will be used, and campers will use cloth masks until the warning expires or otherwise ends.

STAFF BACKUP

If a team leader becomes ill or shows COVID symptoms, another staff member will be asked to take that team leader's place until the JCHD has cleared the return of the ill or symptomatic counselor.

If several staff members become ill, show COVID symptoms, or may have been exposed to COVID, more senior staff will fill in until the JCHD has cleared the return of the ill, symptomatic, or possibly exposed staff members.

If too many staff members become ill, show COVID symptoms, or may have been exposed to COVID, the Director, in consultation with the JCHD and appropriate Youth Haven board members, will determine whether and how to proceed with summer camps or whether to close Youth Haven for some period of time.