

Capitol Area Council, Inc.

Boy Scouts of America

Risk Management Plan

COVID - 19 - Guide to Re-Opening Camp Properties

October 09, 2020

~~August 7, 2020~~

Introduction

The leadership of the Capitol Area Council has the health and safety of all Scouts, their families, staff, and general public as its highest priority and concern. This document was created to share with our local health departments the preparations and intentions Capitol Area Council has while operating our Council Camp Properties. This document is intended to provide guidance on the use of Lost Pines, Camp Tom Wooten, Camp Green Dickson, and Smilin V. Other locations are to remain closed for activities at this time. Additional plans are in place for the use of the Fickett Center. Capitol Area Council will meet or exceed the standards set forth in the announcements made on the minimum health protocols for resident and overnight camps set by the State of Texas on May 18, 2020 and revised on July 3, 2020.

~~The use of any camp property for any other event, including District and Unit events, will remain suspended until further notice.~~

Council Level Activities:

Effective immediately, these Guidelines will be used for all Council Level activities, including training and other events, both on and off Council properties.

District Level Activities:

District Level **Training** activities will follow these Guidelines when conducted on and off Council properties. District Level Training activities are meant to allow District Level Training that may not otherwise be conducted virtually (e.g., BALOO, IOLS).

- In-person District Level activities and other “multi-unit” activities within the Capitol Area Council are not authorized at this time, regardless of the location.
- Virtual District Level activities are authorized without engaging the Council review/approval process outlined in this Guide.

Unit Level Activities:

Unit Level activities, including meetings and campouts are not allowed on Council properties at this time. Unit leadership should engage in these activities upon consultation with their Chartered Organization but are not required to obtain Council review and approval. Units should continue to follow the Guide to Safe Scouting and consider the additional safety precautions outlined in this Guide for COVID-19.

The following information has helped form the planning and implementation of enhanced procedures in Capitol Area Council camps.

A commentary published in the journal *Pediatrics*, the official peer-reviewed journal of the American Academy of Pediatrics, concludes that children infrequently transmit COVID-19 to each other or to adults and that many schools, provided they follow appropriate social distancing guidelines and take into account rates of transmission in their community, can and should reopen in the fall.

The commentary states, “After six months, we have a wealth of accumulating data showing that children are less likely to become infected and seem less infectious; it is

congregating adults who aren't following safety protocols who are responsible for driving the upward curve..."

<https://www.sciencedaily.com/releases/2020/07/200710100934.htm>

Most school districts within the Capitol Area Council will resume in person classes, at least to a limited extent, between August 18 and September 10. Further assessment of re-opening dates can be made by local jurisdictions subject to guidance by the Texas Education Agency.

The Capitol Area Council is committed to working with local authorities to safely re-open its camps by providing re-opening plans and seeking approval from local authorities pursuant to the Governor's Guidance on COVID-19.

It is clear that COVID-19 presents a real risk to our ability to operate camps safely and can have very serious health consequences. Therefore, this plan assumes that COVID-19 will be present at camp(s) and our very best effort will be necessary to mitigate that risk.

The intent is to do everything possible to prepare the campers, staff, volunteers and facilities with safety protocols that will protect campers, Staff and volunteers. This plan contemplates opening camps when it is reasonably safe to do so with limited participation and social distancing standard as per current CDC, DSHS and local guidelines.

As such, the Capitol Area Council adopts as policy the guidance contained in the Texas Department of State Health Services Checklist for Resident /Overnight Youth Camp Operators and the provisions contained in the Center for Disease Control Guidance for Cleaning and Disinfecting and supplements that guidance as specifically noted herein.

<https://www.dshs.state.tx.us/coronavirus/opentexas.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

This guidance, as well as State and local laws and guidance, will be monitored and updated as necessary. This Guide is an effort to supplement the standards contained in the Texas Department of State Health Services Checklist for Resident /Overnight Youth Camp Operators and the provisions contained in the Center for Disease Control Guidance for Cleaning and Disinfecting. To the extent that any guidance herein conflicts with those documents, the Texas Department of State Health Services Checklist for Resident /Overnight Youth Camp Operators and the provisions contained in the Center for Disease Control Guidance for Cleaning and Disinfecting will control.

Everyone's cooperation is needed to preserve a safe, clean work environment and a safe and healthy camp. We pray to keep our campers, Staff and volunteers healthy and productive in order to continue to serve the mission of Scouting.

For all Council Level activities and District Level Training activities, ~~For all other overnight uses of Camp properties,~~ the Council or District sponsored activity leader or/ staff will submit a plan of operation consistent with and adopting the safety protocols contained in this document with any proposed changes or adaptations necessary for the specific program.

- Approval by the Council Vice President of Program will be necessary for the activity to proceed.

[See Appendix 15 – Council Check List for Fall 2020]

[See Appendix 16 – Event Plan Template]

~~Use of any Camp property for any other event including Unit or district use is suspended until further notice.~~

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1. Preparing the Staff

Camp Staff Training

Camp Staff will receive training specifically designed to reduce the potential spread of COVID-19:

The training will include how to protect themselves from becoming infected and protecting campers from contracting or spreading COVID-19. The latest guidelines from CDC will be incorporated into the training. Those will include but will not be limited to: Personal Protective Equipment (PPE) use and requirements, hand washing, sanitizing hands, sneeze etiquette, cleaning procedures for program areas and personal space and personal equipment.

Staff members are expected to clean their quarters at least daily. Staff management will inspect to ensure that this occurs. Staff members will also be assigned to clean common areas such as staff restrooms, pavilions, etc. on a daily basis.

If a staff member has had a fever, a cough, or been exposed to anyone with COVID-19 infection in the previous 14 days, we will that staff member to advise the camp director and please stay at home.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Staff consent and release form

Staff members will sign an acknowledgement of risk and agreement to follow all health and safety protocols while employed for the duration of the camp session(s).

[See Appendix 2 – CAC COVID-19 Risk Acknowledgement]

Daily temperature check and log

Staff will have a daily temperature check with at touchless (IR) thermometer daily at am. Those temperatures will be logged by the Camp Medic and kept for the duration of the camp season. The Staff temperature log will be added to the camp health log and stored at the Council Office after camp season is complete.

https://www.scdhec.gov/sites/default/files/media/document/Information_and_14-day_Monitoring_Sheet.pdf

Staff will be provided with Personal Protective Equipment (PPE)

PPE will include face coverings (masks) and disposable gloves as necessary. All Staff will be required to wear a face covering (over nose and mouth). Face masks will only be allowed off when in personal tent/cabin after work duty is complete or during meals while maintaining a 6 ft. distance with other individuals. While in the water at the waterfront or pool, masks may be removed by staff when following social distancing guidelines.

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Overnight-Youth-Camp-Operators.pdf>

2. Camper and Family Responsibilities

Youth consent and release form prior to camp

Prior to camp, each Scout Family will complete and acknowledgment of risk and agreement to follow all Health and Safety protocols while at camp. Those Youth consent and release forms will be signed by the Scout and the parent/ guardian and include a temperature check on the date of departure from home.

Campers and volunteers agree to abide by all in-effect CDC recommendations including wearing of face coverings and maintaining appropriate social distance at all times.

Parents agree that if their child is disqualified from attending camp (because of a fever, or because the child advises that they have had a fever, cough or been exposed to anyone with a COVID-19 infection in the previous 14 days, or if the child exhibits any symptoms of COVID-19 during his summer camp stay) that they will retrieve their child from camp at the earliest possible time.

[See Appendix 2 – CAC COVID-19 Risk Acknowledgement]

Visitors

There will be no family visitors during any camp session. If a unit is changing adults during the week, each new adult will need to check in at the office and complete pre-screening procedures.

For all Campers:

Please use respiratory etiquette, including covering coughs and sneezes. Wash your hands often with soap and water for 20 seconds. Masks are required to be worn at all times with the exception of eating, [sleeping](#), swimming, or boating.

Social distancing, maintaining a distance of at least 6 feet between you and any other person, shall be observed while at camp.

Additionally, the CDC advises to avoid the use of masks when in the water since they may be difficult to breathe when wet. Swimmers should continue to maintain social distancing even in the water.

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

You will be responsible for sanitizing your personal space during the hours you are at camp. Please use the sanitizing products that will be provided. It is recommended that you clean your personal space a minimum of 3 times daily. i.e. upon arrival, mid-point of your day and upon departure.

Check in screening procedures on Day-1 arrival

If a camper has had a fever, a cough, or been exposed to anyone with COVID-19 infection in the previous 14 days, **we will ask you to please stay at home.**

If any Scout or volunteer arrives at camp with a temperature above 100.4 or, if any Scout or volunteer, advises they have had a fever or cough or been exposed to anyone with a COVID-19 infection in the previous 14 days, that scout or volunteer will be quarantined as per the protocols herein and will be asked to go home or call a family member to pick them up from camp property as soon as possible. Leaders should have completed the Scout's Commitment to Transport Plan as part of the check in process.

[See Appendix 5 – Commitment to Transport]
[See Appendix 11 – CAC Arrival Check-in Procedures]
[See Appendix 17 – Event Check-In Form]

Everyone will receive a temperature check (IR thermometer) at their medical re-check upon entering camp. This temperature will be logged and kept by the Camp Medic and added to the record keeping system for that session. At the end of camp all temperature logs will be kept on permanent file at the council office.

Everyone will also turn in the currently required BSA Medical health form during their medical check. Appropriate COVID-19 screening questions will be asked to ascertain current health status, recent travel and possible exposure risks.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

Once an individual (youth or adult) has checked in to camp they should not plan to leave the property. Re-admittance to camp will be on a very limited basis and units should plan accordingly.

Daily Temperature check and log

Everyone will receive a daily temperature check (IR thermometer) beginning with their arrival screening. The daily temperature check will be logged by the Troop Leadership and turned in at the daily leaders meeting. Appropriate steps will be taken by the Camp Medic if any Scout or Volunteer has a temperature above 100.4.

Participants presenting with symptoms of COVID-19 will be temporarily quarantined and sent home immediately.

All parents must fill out a “Commitment to Transport” that requires their written acceptance that they will provide transportation for their youth should that youth be identified as someone who needs to be sent home.

[See Appendix 12 – Daily Health Screening Log]

3. “At-Risk” Individuals - Staff and Volunteers

Persons in the following categories or with preexisting conditions should not attend camp.

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information from the CDC and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** appear to be at higher risk for severe illness from COVID-19.

Based on guidance from the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>

People of all ages with underlying medical conditions, particularly if not well controlled are at an increased risk of severe illness from COVID-19. These medical conditions include:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

People of all ages suffering from the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis
- Thalassemia
- Type 1 diabetes

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

If you are over 65 or older or have any of the above conditions, we are asking you to strongly consider staying at home until it is safer for you to return to camp properties.

4. Preparation of Facilities

LPSR Building Changes

Changes including signage, floor direction arrows, hand sanitizer stands, wipes, removal of furniture, locked buildings and prohibited areas are designed for hygiene and to limit the number of people in buildings. Signage will be posted throughout and outside of the building entries with directions on how to enter and exit buildings.

Face Coverings are to be worn at all times while in or around any building unless you are actually eating or drinking.

LPSR Dining Hall

The Dining Hall will be entered from the south and exited through either of the north doors. The doors will have appropriate signage. The floor will have decals to spread out campers and aid in 6 foot social distancing.

Hand washing stations and sanitizer protocols will be in place upon entering and exiting dining hall. Sanitizer dispensers will be placed next to each hand washing station or faucet available for use.

Arrow decals on the floor are provided to observe social distancing requirements. Admittance into the Dining Hall will be limited to 25% of capacity of 120 and 6 foot spacing of all campers and staff members will be observed.

Leaders will do an assessment each morning before going to the dining hall and will report any issues to a camp staff member as the unit approaches the dining hall and before entering.

We will avoid large gatherings in front of the dining hall and use social distancing while waiting in line for temperature checks and receiving food.

Participants and staff will eat in shifts to allow social distancing in the eating area, reducing the number of people under the roof at all times. We will work with State, local and CDC guidelines. This includes staff, participants and cooks (cook team, dishwashers etc.)

All meals will be served cafeteria-style (served by certified staff) no self-serve buffet areas.

Food Service options:

1. *Participants will bring their own non-perishable food.*
2. *Food will be prepared in the kitchen area and served in the dining hall in prepared 'to go clam shells'*
3. *Food will be prepared in the kitchen and served in the camp sites in prepared 'to go clam shells'*

Sealed disposable flat wear along with plates and cups will be used when at all possible. This will include a napkin, salt and pepper, knife, spoon and fork, plates, and cups.

Table occupancy is limited to 2 campers on opposite sides of the table.

Tables, chairs, etc. will be disinfected between shifts and after each meal.

Appropriate 6 foot spacing will be enforced at all queuing lines into the dining hall and fountain drink stations. No self-serve stations will be allowed such as salad bar, peanut butter & jelly bar, desert bar or leftover bar. Condiments will come pre-packed. i.e. knife, fork, spoon, salt pepper napkin packets, ketchup, mustard, mayonnaise hot sauce packets. No food will be returned to the commissary. All food not consumed will be disposed of.

Meal Service at Camp Green-Dickson and Smilin V.

For any overnight Camp, the Staff will prepare a meal service plan and submit the plan to the Council Vice President of Program for approval.

LPSR Bath houses (Including Pool Area and Wooten Bathrooms)

Lost Pines Bathrooms will be equipped with soap dispensers, paper towels and signage reinforcing the hand washing requirements to prevent the spread of COVID-19. All bath houses are single user facilities and will be cleaned throughout the day according to the cleaning schedule.

LPSR Trading post

Enter and exit only through the door as indicated on the signage. Follow the arrows on the floor and observe social distancing requirements. Admittance in the Trading Post will be limited to 25% of capacity and 6 foot spacing will be observed.

Administration Building

Enter and exit only through the door as indicated on the signage. Follow the arrows on the floor and observe social distancing requirements. Admittance into Administration Building will be limited to 25% of capacity and 6 foot spacing will be observed

Lindsay Lodge

Enter and exit only through the door as indicated on the signage. Follow the arrows on the floor and observe social distancing requirements. Admittance into Lindsay Lodge will be limited to 25% of capacity and 6 foot spacing will be observed.

Pavilion at Camp Green- Dickson and Smilin V

Masks shall be worn at all times and social distancing practiced at all times.

Kitchen at Camp Green Dickson and Smilin V

Masks shall be worn at all times and social distancing practiced at all times.

Bath houses at Camp Green- Dickson and Smilin V

Masks shall be worn at all times and social distancing practiced at all times.

5. Program Areas

General Operations

Participants will be instructed to maintain at least **6 feet of separation** as much as possible. Face coverings must be worn at all times.

Class / activity size may be limited. To the extent possible groups of campers should remain in smaller cohorts for attending activities.

Each participant will be encouraged to bring their own camp chair to their classes as **social distancing** will not allow more than two (2) participants per picnic table.

Participants, adults and staff should bring their own water bottle, unless the event will provide one. Individual names will be printed on all water bottles and only that individual should use their water bottle.

- The event may provide water stations using enclosed water containers that have been sanitized prior to use. A hand sanitizer station will be next to each water station.

All community and reusable program equipment will be sanitized after each use. This includes teaching and visual aids (posters, sample items), tools, terrariums, aquariums, tables, benches.

Aquatic Program Considerations:

1. The lifeguard stands will have a social distance area taped off to remind patrons to stay away from the lifeguards.
2. Lifeguards and Rescue personnel are not responsible for sanitizing, cleaning and mask enforcement. That job is given to a designated staff member.
3. Signs will be placed at the entrance and other areas to remind guest to follow the wearing of masks and social distancing.

Living History

Each piece of equipment used will be sprayed and wiped with disinfectant.

Welding

Welding station will be sprayed with disinfectant and the welding masks and equipment will be wiped down with disinfecting wipes.

Shooting Sports

Archery - Each scout on the firing line will be given a disinfectant wipe to wipe down each bow, arrow, safety glasses, and target stand.

Rifle - Each scout on the firing line will be given a disinfectant wipe to wipe down each rifle, ammo block, safety glasses, hearing protection, and shooting stand.

Shotgun - Each scout on the firing line will be given a disinfectant wipe to wipe down each rifle, ammo block, safety glasses, hearing protection, and shooting stand.

Pistol - Each scout on the firing line will be given a disinfectant wipe to wipe down each pistol, ammo block, safety glasses, hearing protection, and shooting stand.

Black Powder - Each scout on the firing line will be given a disinfectant wipe to wipe down each rifle, ammo block, safety glasses, hearing protection, and shooting stand.

Waterfront

In addition to the safety considerations outlined in the BSA Safety Afloat guidelines, all individuals will wear a mask within the waterfront area unless the person is in the water. Masks should not be worn in the water when they can become wet making it difficult to breathe through. Lifeguards and other rescue personnel that are on duty should also not wear a mask.

Dock Area – The dock spaces are considered boating areas. Anyone who enters a dock space will remove their face mask. Social distancing must be maintained.

Life Jackets - Cleaned according to US Coast spec. 72-hour rotation or Scout uses his/her own PFD for the duration of the camp session.

Participants are encouraged (not required) to bring their own US Coast Guard type III approved lifejacket to participate in aquatic activities

Paddles - Shared equipment will be disinfected before and after each use.

Canoes - Shared equipment will be disinfected before and after each use. Following use the boats will be drained of any water and left face up to dry in the sun.

Sailboats - Shared equipment will be disinfected before and after each use. Following use the boat will be drained of any water and left face up to dry in the sun.

Stand up Paddleboards - Shared equipment will be disinfected before and after each use. Following use the boards will be drained of any water and left face up to dry in the sun.

Pools

In addition to the safety considerations outlined in the BSA Safe Swim Defense guidelines, all individuals will wear a mask within the pool area unless the person is in the water. Masks should not be worn in the water when they can become wet making it difficult to breathe through. Lifeguards and other rescue personnel that are on duty should also not wear a mask.

- SCUBA- Shared equipment will be disinfected before and after use.
- Kick board - Shared equipment will be disinfected before and after use.
- Snorkel - Shared equipment will be disinfected before and after use.

Climbing Tower

Climbing will not be conducted due to the inability to disinfect shared equipment between users.

COPE Course

COPE will not be conducted due to the inability to disinfect shared equipment between users.

Mountain Bike

Shared equipment will be disinfected before and after each use.

Eagle Quest

Shared equipment will be disinfected before and after each use.

Handicraft

Shared equipment will be disinfected before and after each use.

Scoutcraft

Shared equipment will be disinfected before and after each use.

Cooking

Cooking will not be conducted due to the inability to disinfect shared equipment between users and the high risk of food stuffs becoming spread agents.

ATV

ATV programs will not be conducted due to the inability to disinfect shared equipment between users.

Campfire, Flag ceremonies and similar camp wide activities

Camp wide campfires, gatherings for flag ceremonies and all other camp wide gatherings, except for camp wide emergencies, are suspended until further notice and guidance.

6. Cleaning Protocols

“Camp Sanitation Personnel.”

Volunteers from attending adults will be asked to serve as “Camp Sanitation Personnel.” This group of volunteers will be provided detailed instructions, equipment and materials to clean and sanitize all parts of camp including bathhouses and shared areas. The EPA Guidelines for Cleaning and Disinfecting will be followed. Those guidelines are adopted in this protocol.

[See Appendix 13 – EPA Guidance for Cleaning]
[See Appendix 14 – Cleaning Procedures for Council Properties]

<https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work-and>

The Camp Commissioners will maintain a duty roster of these “Camp Sanitation Personnel” and hand out assignments to specific parts of camp each morning after breakfast.

For events other than long-term camp, the event coordinator will designate teams of at least 2 persons per building to clean and sanitize those buildings at least twice a day. In the case of the dining hall, a team of at least 5 people will be designated to perform cleaning, wipe down and sanitation after every meal. All trash will be placed in plastic can liners for transport to the dumpster after every meal.

The Council has the option to retain paid cleaning personnel for any event. Events will present a budget with their activity request that includes a \$5 per person fee for the provision of these cleaning services. In the event the Council retains paid cleaning personnel for the event, event staff is still responsible for trash disposal and the sanitation of all other areas not addressed by the paid cleaning personnel.

7. Steps if a Camper, Staff or Volunteer presents with COVID-19 symptoms

Anyone experiencing symptoms of COVID-19 and/or having an abnormal screening/temperature check and/or oximeter reading shall be placed in temporary quarantine at camp until the issue is resolved (recheck for normal signs, removed from camp, etc.). In addition, anyone leaving camp for any reason shall have to complete a pre-screening self- assessment tool and screening/temperature check as well as oximeter reading prior to being allowed to return to normal camp activities.

[See Appendix 10 – CAC Health Lodge Procedure]

8. Pre-Camp Inspection for Long Term Camps

Each year, a national camp assessment team (for long-term camps and challenge/ climbing courses and associated camp properties) or the council self-assessment team (for day camps, family camps, and camp properties) will visit the camp property or camp to assess whether it qualifies for accreditation. If the camp assessment team finds that the camp property or camp complies with the standards and Authorization to Operate and is appropriately implementing the continuous camp improvement program, it will confirm the camp property’s or camp’s accredited status. If there are issues, the team will work with the council to address them and implement appropriate measures for correction. Capitol Area Council annually complies with the national standards.

<https://www.scouting.org/outdoor-programs/camp-accreditation/>

Camp Assessments completed prior to the start of a Camp program will review to ensure the event will comply with the standards established in this document.

9. COVID-19 Safety Guidelines Enforcement

Designation of a COVID Safety Officer

The person in charge of each event or program utilizing Council properties will designate at least one (1) individual to be the “COVID Safety Officer”. This person shall be responsible for knowing the guidelines provided in this document and any other that may be developed for the individual event or program. The Council Vice President of Program will maintain a list of approved adult leaders that may serve as a COVID Safety Officer.

The person in charge of the event or program agrees to provide the COVID Safety Officer with the authority to enforce the safety guidelines, up to and including the authority to direct an individual to be removed from the property. The role of the COVID Safety Officer should be the adult leader’s primary role at the event.

The designation of a COVID Safety Officer does not alleviate any other person that is part of the event of their responsibility to ensure the safety rules are followed.

Authority of the Council to Inspect

The Chair of the Council Risk Management Committee and/or the Chair of any Council Committee (e.g., Camping, Training, Outdoor) over an event may designate a person to perform inspections without notice. This person shall also have the authority to enforce the safety guidelines, up to, and including the authority to direct an individual or group be removed from the property and/or direct that the event be suspended

10. Resources

Center for Disease Controls
Environmental Protection Agency
Governor’s Strike Force to Open Texas
Occupational Safety and Health Administration
Texas Department of State Health Services
U.S. Coast Guard

11. Appendix

1. Pre-Event Medical Screening
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