

Capitol Area Council, Inc.

Boy Scouts of America

## Risk Management Plan

# COVID - 19 - Guide to Conducting Council and District Events / Activities

January 14, 2021

## 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 and District Activities, both on and off Council Property. This document is intended to provide guidance on the use of Lost Pines, Camp Tom Wooten, Camp Green Dickson, and Smilin V. Other Council locations are to remain closed for activities at this time. Additional plans are in place for the use of the Fickett Center. The 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.

### 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.

- Chapter Order of the Arrow events may be allowed on and off Council property similar as the Order of the Arrow Assembly. It is recognized that OA Chapters fall under the Council organization.

### 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).

- District Level **Camping** activities and other “multi-unit” activities within the Capitol Area Council may resume in March 2021, following the same Application and review process outlined in this Guide for Council Level events.
  - o The District must submit a plan for the event as well as an application as required by the Guide. Operation of the event will depend on adherence to the requirements of the Guide to Conducting Council and District Activities (whether the event is on or off Council property).
  - o Multi-unit events should not exceed a total of 300 people at the event.
  - o **Units participating in the District Camping Event must have a trained COVID Safety Officer for each camp site to monitor enforcement of the protocols outlines in the Guide.**
- Virtual District Level activities are authorized without engaging the Council review/approval process outlined in this Guide. Training that may be conducted virtually should continue to be held virtually.
- District Level **Meetings and Single-Day Events** (e.g., Round Tables, Key 3, OA Chapter meetings) should strive to follow the safety guidelines and best practices outlined in this Guide to mitigate the risk of COVID 19, although no Council application or review is required to conduct these types of meetings. Unless authorized to meet at the Fickett, these activities are not authorized to be conducted on Council Property at this time.

### 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, 2020. 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, the Council or District activity leader 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 1 – Application to Host Council / District Events]

[See Appendix 2 – Supplemental Event Application Template]

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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 4 – COVID-19 Risk Acknowledgement]

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 4 – 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.

### **Safety Guidelines for all Scouts:**

**Face Coverings:** Face coverings will be worn at all times over the nose and mouth whenever it is not feasible to maintain six (6) feet of social distancing from another person not in the same household.

- Scouts are asked to bring their own face covering and will wear them at all times except eating, sleeping participating in aquatics activities, and when they are alone inside of a single-occupancy location (e.g., bathhouse).
- Face coverings will be worn properly at all times to ensure the mouth and nose are covered.
- Gator/single-layer face coverings and face shields are not allowed.
- Additional face covering (e.g., surgical masks) should be available by the event leadership to replace as necessary if the mask become damp, damaged, or lost.

There are some additional guidelines by the CDC and the State of Texas to address when the face-covering requirement does not apply that the event leadership and the COVID Safety Officer should be aware of. These guidelines do not exempt anybody from wearing a face covering at a Council/District event, although there may be an opportunity to make reasonable, temporary accommodations. **Examples and possible options include:**

- 1) A child under the age of 2 years old arrives at a family Cub event. Recommendation: The CDC does not recommend face coverings for a child under the age of 2 years old. Parents of the child should be advised to ensure social distancing is being monitored at all times.
- 2) A scout advises they have asthma or other medical condition that prevents the use of a face covering. Recommendation: The CDC advises that people with asthma are able to wear a mask and “most people with underlying medical conditions can and should wear masks”. If a scouter is having trouble breathing after some aerobic activity, they can be allowed to socially distance from others to catch their breath.
- 3) A parent arrives with a medical exemption card or some other doctors notice for a face covering exemption. Recommendation: The Department of Justice has released an advisory on fictitious medical exemption documentation threatening ADA action if the exemption is challenged. The Council encourages all of our event leadership to make reasonable accommodations with scouts during activities, but all scouts in attendance should properly wear their face covering.
- 4) A scout arrives with documentation they have already received a COVID-19 vaccine and advises they do not need to wear a mask. Recommendation: The vaccine is not listed by the CDC or State of Texas as an exemption to the face covering requirement. The face covering is still required to be worn as outlined in this Guide.



- 5) A scout advises they are unable to wear a face covering when actively providing or obtaining access to religious worship. Recommendation: The State of Texas advises that the face covering is strongly encouraged during religious activities. Reasonable accommodations may be taken if social distancing is available for a temporary period during the religious activity.

<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 the camp activity as soon as possible. Leaders should have completed the Parental Commitment to Transport Plan as part of the check in process.

[See Appendix 5 – Parental Commitment to Transport]

[See Appendix 6 – 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 activity. Re-admittance to camp will be on a very limited basis and units should plan accordingly.

### **Daily Temperature check and log**

Any person arriving for an activity will have their temperature taken before being allowed past the public parking area. Daily temperature checks will be taken at least once each day of the activity. Scouters will not be allowed remain at the activity if they, or any occupant of the vehicle they arrive in:

- 1) Have a temperature above 100.4, or
- 2) Advise they have had a fever or cough or been exposed to anyone with a COVID-19 infection in the previous 14 days.

Scouters will be asked to leave the property if they are arriving. If an elevated temperature above 100.4 is discovered after the activity starts, the scouter 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 the camp activity as soon as possible. Leaders should have completed the Parental Commitment to Transport Plan as part of the check in process.

- This temperature will be logged as “Pass” or “Fail” to limit the amount of specific medical information being documented. The logs will be kept by the Camp Medic and added to the record keeping system for that session.
- At the end of the activity, the logs will be turned in to the Council for retention of at least 90-days.

[See Appendix 8 – Unit Daily Health Screening Log]

### **Temperature Rechecks**

When conducting temperature checks, the initial reading may give a higher or lower temperature reading than expected due to equipment issues or external factors (e.g., aerobic activities in summer, car heaters / bundled up in warm clothing, hats) shortly before the temperature check is taken.

- A temperature re-check may be conducted with the same thermometer and/or another thermometer.
- If the temperature is believed to be due to external factors, a 5-10 minute “cool-down” period is reasonable before the temperature is taken again. Scouters may be allowed to take their jackets/hats off and/or sit with their vehicle windows down.
- If the elevated temperature is discovered upon arrival, all occupants are required to remain in the vehicle. The use of the camp bathrooms or water stations are prohibited during this time. At no time will anybody with a high temperature be allowed to remain on the camp property with out quarantine procedures being in place.

### **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 activities.

#### **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.

### **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 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'*
4. *Troop/Patrol style cooking may be utilized to prepare food. Meals must be prepared to be served individually.*

Disposable flatware (e.g., forks, knives, spoons) and plates should be used when serving meals. These items may be purchased in bulk but must be individually served.

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. Condiment bottles (e.g., mustard, pickles, salt, pepper) may be used but only if dispensed by a gloved server to reduce the amount of contact made with each item. 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, Kitchen, and 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**

Applications to conduct an event should include plans and safety protocols for the following program areas if they are being used. Cleaning procedures to disinfect shared equipment before and after each use should be included. This program area list includes, but is not limited to:

- Climbing Tower,
- COPE Course,
- Mountain Bike,
- Eagle Quest,
- Handicraft,
- Scoutcraft,
- Living History
- Welding
- ATV

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.

### 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.

## **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.

## **Campfire, Flag ceremonies and similar camp wide activities**

Campfires and Flag Assemblies may be conducted if proper measures are taken to ensure social distancing. Scouts gathered in patrol/troop lines will ensure there is a least 6 feet distance from another scout. The COVID Safety Officer's prior review and approval is required. The COVID Safety Officer will work with unit leadership and staff to review activities conducted for Campfire and Flag Assemblies.

- Flag bearers should apply hand sanitizer before handling flags or other items shared during these programs.

Programs may incorporate the limited use of songs/cheers/yells when proper safety considerations are taken. All scouters will be masked when asked to participate in a camp song/cheer/yell. While social distancing is recognized as at least 6 feet for normal camp activities, when songs/cheers/yells are used, the scouter engaging in these activities should be **at least 12 feet** from another (i.e., Extreme Social Distancing). A review of skits, songs, and yells

must be conducted by the COVID Safety Officer for approval before these activities to monitor safety protocols being taken.

## **6. Cleaning of Bathrooms, Facilities, and Other Program Areas**

The COVID Safety Officer will be familiar with the cleaning procedures developed for the program areas for each activity. In the event the specific program area is not listed in this Guide, the activity should follow the cleaning procedures that are closest to the program areas they are using (e.g., off-site public park pavilions, bathrooms being used instead of Lost Pines Bathhouse). Participants, including adults and scouts (e.g., service patrol) may be used to assist with cleaning procedures, if supervised by an adult designed and trained by the COVID Safety Officer. This cleaning group will be provided detailed instructions, equipment and materials to clean and sanitize all parts of camp including bathhouses and shared areas. The Council Guidelines for Cleaning and Disinfecting will be followed.

- Locations like the Dining Hall may require additional people to be assigned to clean the area in order to ensure all areas are wiped down and sanitized, especially after a meal break is taken.
- Cleaning Frequency: The event coordinator will designate teams of at least two (2) persons per building to clean and sanitize bathrooms and program areas at least twice a day, and preferably after every break for meals.
- Cleaning Supplies for off-site locations: If an event is approved for an off-site location, the event leadership is responsible for obtaining and supplying the cleaning supplies that will be used.
- All trash will be collected and placed in plastic can liners for transport to the designated location for event trash.
- Professional Cleaning Option: Events may receive the prior approval from Council 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.

[See Appendix 9 – Cleaning Procedures during COVID]

## **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.



## **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, Short Term 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 activity. The role of the COVID Safety Officer should not be the Event Director or the primary Event Medic (if required). Adult leaders with another role at the event may be a COVID Safety Officer as long as their duties do not interfere with the COVID's Safety Officer's ability to reasonably monitor all areas of the event. More than one COVID Safety Officer may also be designated for the event..

- The COVID Safety officer does not need to have medical experience or certifications but will be required to attend the Council's COVID Safety Officer Training before 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 activity 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**

### **Event Application Forms**

1. Application to Host Council / District Events
2. Supplemental Event Application Template

### **Pre-Event and Check-in Forms**

3. Pre-Event Medical Screening
4. COVID-19 Risk Acknowledgement Form
5. Parental Commitment to Transport
6. Event Check-In Form

### **Event Forms**

7. Unit Daily Health Screening Log
8. Event Daily Health Log Template
9. Cleaning Procedures During COVID
10. Flag Assembly Example