

Capitol Area Council, Inc.

Boy Scouts of America

Risk Management Plan

COVID - 19 – Council Guide to Conducting Events and Activities

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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 Council Camp Properties, including Lost Pines, Camp Tom Wooten, Camp Green Dickson, Smilin V, Alma McHenry, Griffith League, Rathgaber, and Roy D Rivers. Additional plans are in place for the use of the Fickett Center. The Capitol Area Council will meet or exceed the standards and health protocols set forth by the State of Texas for resident and overnight camps.

Events Covered:

These guidelines will be used for the following events that are not conducted virtually:

- 1) Council Level events and activities, including training,
- 2) Order of the Arrow Chapter gatherings,
- 3) District Level Training activities (e.g., BALOO, IOLS),
- 4) District Level Camping events and other “multi-unit” activities.
- 5) Unit Level use of Council Camp property.

Events Not Covered:

- 1) Council and District Level activities and training that are conducted virtually,
- 2) Council and District Level meetings (e.g., Roundtables, Key 3, OA Chapter Meetings),
 - While a COVID application and review is not needed, these events should still strive to follow the safety guidelines and best practices outlined in this Guide to mitigate the risk of COVID 19.
 - Unit Level activities that are off-Council Camp property.
 - Unit leadership should engage in these activities upon consultation with their Chartered Organization Units should continue to follow the Guide to Safe Scouting and consider the additional safety precautions outlined in this Guide for COVID-19 but Council review and approval is not required.

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 an Event]

Unit Level Camping on Council Camp Property:

- A. Units may make reservations and camp on Council Camp properties.
 - 1) Reserve a campsite / program area on the Council reservation system Camping - Boy Scouts of America - Capitol Area Council (bsacac.org).

- 2) Units with more than 75 participants at the event will complete the Council Application to Host an Event and Review process.
 - 3) The Unit Leader will complete the online "[Council Camp Unit User Agreement](#)" to complete the reservation.
 - Council review and approval is NOT required for Unit camping on Council Camp property after the Council Camp Unit User Agreement is completed.
 - 4) Units will have a primary Unit COVID Safety Officer designated for the event that will be accept responsible for ensuring the Unit is following the safety protocols of this Guide.
 - Additional Unit COVID Safety Officers are required to ensure there is at least one (1) COVID Safety Officer for every 25 attendees from the Unit.
 - 5) Each scout must have a Risk Acknowledgement form that has been signed by their parent/guardian before attending the activity on Council property.
 - The Unit Leader will be responsible for sending the Risk Acknowledgment form to the Council at garywyatt@scouting.org" at least seven (7) days before the activity on Camp property.
 - Should an attendee arrive after the forms have been submitted to the Council, the Unit Leader will ensure the form has been emailed to Council before the Unit arrives on Council property.
- B. The primary Unit COVID Safety Officer will be responsible for:
- 1) Unit check-in/temperature checks,
 - 2) Unit food preparation/service.
 - 3) Ensuring the Bath House being used by the Unit is regularly cleaned as required by the Guide.
 - i. The Unit COVID Safety Officer will coordinate with other units camping during their reservation to develop an equitable cleaning schedule.
 - 4) Coordinating with the Camp Staff on any equipment or location reservations (e.g., pool, canoes, shooting sports).
 - 5) Checking out with the Camp Ranger / Campmaster (if the property has one assigned) before the Unit departs the Camp property.

Before the Event

Camp Staff Training

For purposes of this document, "Camp Staff" refers to all individuals involved in putting on the event. Camp Director / Event Lead and Event COVID Safety Officers must train their staff on plans specific to reducing the potential spread of COVID-19 at their event by covering topics including:

- The latest guidelines from CDC
- Personal Protective Equipment (PPE) availability, use and requirements,
- Hand washing and sanitizing setup and locations,
- Cleaning procedures and schedules for program areas and personal space and personal equipment,
- Designated Quarantine location and procedures,
- Best methods of teaching/mentoring safe sneeze and cough etiquette.

Risk Acknowledgement and Release Form

Prior to arriving at camp, each participant, volunteer and camp staff member will complete the following forms:

- 1) **Pre-Event Medical Screening** – to provide information about current health, check for the presence of possible existing COVID symptoms and to report recent COVID exposures. This form is also suggested by BSA National to be used by units for all events.
- 2) **CAC COVID-19 Risk Acknowledgement Form** – used to acknowledge possible risk, the Council plan to mitigate risk, and agree to follow all Health and Safety protocols while at the event. This form is signed by the Scout and the parent/guardian (if a minor). Everyone attending should conduct a temperature check on the date of departure from home. By signing this form, there is an acknowledgement and agreement to:
 - Wear face coverings as required by the Guide, and
 - Maintain physical distancing.
- 3) **Parental Commitment to Transport (for YOUTH ONLY)** – Agreement by the parent/guardian that their youth is disqualified from attending camp because of a fever, cough, if the youth has been exposed to anyone believed to have COVID-19 within the previous 14-days or begins to show possible COVID-19 symptoms.
 - The parent/guardian must also agree to pick their youth up from camp **within 4 hours**, but no later than the end of the program.

At the Event **Visitors**

Visitors to any event should be limited, although may attend the event with the approval of the event lead. Anybody arriving at the event is required to complete the pre-screening procedures.

Safety Guidelines for all Scouts:

The Capitol Area Council remains committed to follow and/or exceed the current safety guidelines from the CDC, State of Texas and Local Authorities. The Council also respects the rights of individuals that may choose to wear or not wear a face covering as recommended by the CDC.

Face Coverings: Participants wearing a face covering are asked to bring their own and they should be properly worn over the nose and mouth. In addition to face coverings, physical distancing will continue to be a key step to our COVID-19 mitigation. This is especially necessary amongst those unvaccinated and when a face covering is not worn (e.g., eating).

Face coverings are not required when:

- 1) A person has been fully vaccinated (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>) for COVID-19,
- 2) Physical distancing of six (6) feet is possible from others that are not in the same household, or
- 3) Eating, sleeping, or engaged in aquatic activities.

Face coverings are required when:

- 1) A person has not been fully vaccinated for COVID-19.
 - As a reminder, many youth are not yet eligible for vaccination. For both these youth, and all other unvaccinated individuals, the use of face coverings continues to be required unless appropriate physical distancing can take place or individuals are kept within the same household (family).
- 2) A person has an underlying medical condition associated with high-risk for severe COVID-19 illnesses.

The Council recognizes that some participants may feel more comfortable maintaining social distancing from others, whether the person is wearing face covering or not. The event will have a yellow wristband available to provide participants if they voluntarily choose to wear this visible indicator that they prefer to maintain social distancing from others.

The Council will have a supply of yellow wristbands available at the Front Desk of the Fickett Center that will be available to Event Staff for distribution to these participants.

“At-Risk” Individuals

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

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. Those individuals who fall into this higher risk category should strongly consider staying at home until it is safer for you to return to camp activities.

To see a complete list of individuals who falls into this category, visit:

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

Check-In Screening Procedures

If any participant, staff 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 individual will be asked to leave immediately as well as all persons who traveled in a vehicle with them. 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) upon entering camp. This temperature will be logged as a Pass/Fail by the Camp Health Officer and added to the record keeping system for that event. At the end of camp all temperature logs will be kept on permanent file at the council office.

Appropriate COVID-19 screening questions will be asked to ascertain current health status, recent travel and possible exposure risks.

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.

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. Participants 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 without quarantine procedures being in place.

Daily Temperature Check and Log

Daily temperature checks will be taken at least once each day of the activity. If an elevated temperature above 100.4 is discovered after the activity starts, the individual will be quarantined 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 Health Officer 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]

Building Usage

Building usage may be permitted, but a maximum of 50% capacity should be maintained. Face coverings will be worn while inside of a building except when eating or sleeping. Weather permitting, doors and windows should remain open to allow for maximum airflow.

The Council will conduct a review of buildings that may be used and will provide the following:

- Signs indicating a designated Entrance/Exit and floor direction arrows.
- Hand sanitizer stands and wipes,
- Signage encouraging physical distancing.

Meal Service

All meals will be served cafeteria-style with 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 prepared packaging (e.g., brown bag, clam shells).
3. 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.

Cleaning Protocols

The COVID Safety Officer will be familiar with the cleaning procedures developed for the event. 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 are as follows:

- All shared equipment will be sanitized after each use.
- Program Areas are to be cleaned no less than 2 times per day.
- Personal areas should be cleaned and sanitized once per day.
- The Dining Hall should be cleaned after each use and may require additional people to be assigned to clean the area in order to ensure all areas are wiped down and sanitized
- 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 are available through the Camp Rangers/Event Staff Advisor.
- 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: Larger 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]

Program Areas

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. Class/activity size should be limited to no more than 15 individuals, including instructor. For class type activities, each participant will be encouraged to bring their own camp chair as **physical distancing** will not allow more than two (2) participants per picnic table.

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:

In addition to the safety considerations outlined in the BSA Safe Swim Defense and Safety Afloat guidelines, all individuals will wear a face covering within the aquatics area unless the person is in the water. Face coverings 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.

1. The lifeguard stands will have a physical 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 physical distancing.

Dock Area – The dock spaces are considered boating areas. Anyone who enters a dock space will remove their face mask. Physical 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

Canoes, Sailboats, Stand-Up Paddleboards - 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.

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, Shotgun, Pistol, and 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.

Campfire, Flag ceremonies and similar camp wide activities

Campfires and Flag Assemblies may be conducted if proper measures are taken to ensure physical 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 physical 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 Physical 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.

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.

Appendix

Event Application Forms

1. [Application to Host an Event](#)

2. [Council Unit Use Agreement](#) (Completed Online)

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 \(Option 2\)](#)
9. [Cleaning Procedures During COVID](#)
10. [Flag Assembly Example](#)

Reference Material

11. History and References for the Guide.