



**PHANTOM LAKE YMCA CAMP**  
Where kids are free to *just be*



## **2021 Covid Procedures: Day Camp**

Hello from Phantom Lake! This past year we have worked tirelessly to understand the impacts of COVID-19 on our program and how to implement risk mitigation strategies that will best allow us to run programming at Camp in 2021. This handbook is a collection of best practices that has been informed by guidance provided by the CDC, the American Camping Association, local health agencies, and Camp's medical advisory committee to lower the risk of COVID-19 entering our Camp community and to limit the spread if it does enter our community.

While there is no way to completely eliminate the risk, camp is using the "swiss cheese" philosophy by incorporating various risk mitigation strategies to lower the risk of spreading COVID-19.

We hope this handbook will provide you with enough information about our practices to allow you to make an informed decision about whether to send your camper to Camp this summer.

***We also know that the information surrounding COVID-19 continues to change and evolve. As such, this document is a living document. As new information changes and evolves, so too will this handbook to reflect current information. Please see the edit date at the top for updates.***

Camp will look and feel different this year, but we believe that our youth are not only craving, but need a Phantom Lake Experience in 2021.

To help prepare you and your campers for this summer, we ask that all staff, parents and guardians review this handbook with their campers.

If you have any questions specifically related to PLYC's procedures and COVID-19, please contact Phantom Lake YMCA Camp at (262) 363-4386 between the hours of 9 AM and 3 PM or email the team at [office@phantomlakeymca.org](mailto:office@phantomlakeymca.org).

### **COVID-19 Symptoms (Information taken from the CDC)**

In adults: Fever (greater or equal to 100.4F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

In children: Fever (greater or equal to 100.4 F), cough, shortness of breath, runny nose, cough, sore throat, vomiting, rash, nausea, diarrhea, loss of sense of smell or taste, muscle pain, headache, moody attitude, frequent crying, displaying signs of anxiety.

### **Before Camp**

In order to lower the risk of COVID-19 entering camp, campers and staff will need to take additional safety measures leading up to camp. Please review the different guidance for vaccinated and unvaccinated staff and campers.

### **Vaccination Summary**

As per the CDC guidelines once completing an approved COVID-19 vaccine and achieving maximum immunity (2 weeks post 2<sup>nd</sup> dose or single dose for Johnson and Johnson) you are not required to quarantine even if exposed to someone who is positive with the COVID-19 virus. Staff and campers who are fully vaccinated and can provide proof of vaccination before or upon arrival will not be required to quarantine if exposed to a positive case unless they develop symptoms. Proof of vaccination can be uploaded to your camp intouch account. Due to vaccines not being currently available to everyone, not everyone at camp will be vaccinated. The CDC does strongly encourage everyone 12 years and older to get vaccinated. If you need assistance locating a vaccine provider please use this link; <https://www.vaccines.gov/>

### **Testing for Staff and Campers**

All unvaccinated staff or symptomatic vaccinated staff will be COVID-19 tested throughout the week at Camp. Testing of campers is not mandated however the CDC does have recommendations for COVID testing and travel specifically in relation to attending overnight camp. Please make yourself familiar with these CDC resources but please remember testing is just one part of the many precautions campers should be considering;



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[CDC Guidance for Operating Camps Link](#)

[CDC Travel Recommendation Link](#)

### **Limiting Interactions for Unvaccinated Staff and Campers**

We ask that all unvaccinated staff and campers limit interactions to those inside of their family pod as much as possible before attending camp.

We ask that if they must leave the house, they wear masks appropriately, wash their hands often, and maintain appropriate physical distancing.

We also ask other members of the household to uphold mask usage, handwashing and physical distancing.

Staff and participants should monitor for signs and symptoms 14 days prior to arrival and during Camp. Additionally, we will be requiring all staff and participants to complete a pre-arrival questionnaire that will be sent closer to your arrival date. If you have questions regarding signs and symptoms, please contact your medical provider. If an unvaccinated staff member or camper exhibits COVID-19 symptoms in the 14 days prior to arrival, has a positive COVID-19 test, has COVID-19 symptoms on the day of their arrival or has been determined to be a close contact of someone who has tested positive for COVID-19, they will not be permitted to join us at Camp until cleared by a medical professional.

### **Drop Off/Pick Up**

To limit potential exposure, we ask all parents and guardians and campers to wear masks at drop off regardless of vaccination status. Parents and guardians will be permitted to exit their vehicles to help unload and to say goodbyes but they must remain with the vehicle.

### **Personal Vehicle Drop off at Camp**

On-site drop off at camp will look different in 2021 than it has in previous years. Please follow signs and staff direction to help guide you through the process.

If you completed the pre arrival questionnaire prior to arriving at camp it will expedite your drop off.

If you cannot make the drop off or pick up time, please contact camp on (262) 363-4386.

<i>Am Care Drop Off:</i>	<i>7:30am - 8:30am</i>
<i>Regular Drop Off:</i>	<i>8:20am - 8:35am</i>
<i>Regular Pick Up:</i>	<i>3:55pm - 4:10pm</i>
<i>Pm Care Pick UP:</i>	<i>4:00pm - 5:30pm</i>

### **Below are the different steps of the drop off process**

#### **Step 1 Health Screening**

Camp staff will ask for your completed pre-arrival questionnaire. If you have completed the questionnaire, staff will administer a touchless temperature check. If the questionnaire is not complete, staff will ask symptom screening questions. If the camper is symptom free and has a temperature below 100.4 degree you will be able to proceed to step 2 of drop off. If you do not pass the symptom or temperature screening you will not be permitted to enter camp.

#### **Step 2 Medication Drop Off**

Please have all medication in a labeled clear ziplock bag ready for a seamless drop off with our health care staff. If you do not have medication to drop off, please proceed straight to step 3 of drop off.



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### **Step 3 Camper Drop Off**

Campers will be unloaded with the assistance of camp staff. Campers can say their goodbyes and will then be escorted to their camp bubble group.

### **Camper Pick up**

Pick up will occur in the same area as drop off. Pick up times are as follows:

*Regular Pick Up:*                      3:55pm - 4:10pm  
*Pm Care Pick UP:*                      4:00pm - 5:30pm

### **During Camp**

In order to lower the risk of the transmission of COVID-19 in Camp, we have adjusted our camp procedures, policies, and lowered our capacity. We may need to change any or all of these procedures as we adapt to the latest data and guidance from public health officials.

These expectations will be announced to all campers during the first days of camp and throughout their time at Camp as needed.

### **Bubble Groups**

This year at camp groups will be divided into a number of bubble groups. We aim to limit bubble group sizes to less than 30 campers whenever possible. The bubbles will participate in camp activities together but will remain separate from other bubbles around camp. The only time this separation will not apply will be during restroom time and emergency situations. The implementation of this bubble group system will allow camp to operate in a way that allows camper interaction but ensures that should COVID-19 enter camp it can be contained. This will allow the rest of camp to continue operations whilst also allowing fast and effective contact tracing to occur.

Any large camp activities that occur will ensure social distancing is maintained between bubble groups.

### **Mask Wearing Policy**

In order to contain possible exposure and spread of COVID-19, Camp will be requiring the use of [facemasks](#) with two or more layers that cover both the nose and mouth. Staff and campers will be required to wear masks when inside of any building regardless of vaccination status. Campers and staff are also welcome to wear a mask whenever they choose. Below are exemptions to the mask requirements.

Masks will **not** be required when:

- Campers are outdoors and able to socially distance.
- Campers and/or staff are seated at their table and eating.

### **Testing for Unvaccinated Staff**

Camp has partnered with North Shore Laboratories to administer onsite testing of staff.

At this point in time all unvaccinated staff will undergo COVID testing several times per week. The frequent testing will allow us to identify and minimize the impact of COVID-19 at camp.

### **Cleaning, Handwashing & Sanitization Procedures**

Camp has also increased our cleaning processes. Our cleaning processes follow current recommendations of the Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health. The increased cleaning processes are not just for reducing COVID-19. It will help to reduce the spread of many nasty viruses and infections that may enter camp.

Cleaning around Camp is a two-step process: Cleaning and Disinfection. Cleaning entails washing with detergent and water to remove dirt from a surface. Once a surface has been cleaned, disinfection with an approved disinfectant is performed. In some areas around the property, campers will notice staff performing different levels of cleaning as determined by the specific area's frequency of use. Expect frequently touched surfaces, washhouses, restrooms, and shared spaces to be cleaned and disinfected a minimum of twice daily.



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Handwashing continues to be a very important risk mitigation step as it helps stop the spread of germs. In addition to the lavatory sinks, found in all restrooms around Camp you will find hand sanitizer in all tents, building entrances and activity areas.

Staff will ensure hand washing or sanitizing takes place when moving from one area of camp to another.

### **Meals**

Camp this year will require day camp families to provide a packed lunch and snack. Due to a large refrigeration unit at camp failing recently, we will not be able to refrigerate camper's lunches. We can however store lunches in an air conditioned room out of the heat.

Bubble groups will eat together outside whenever possible or they will eat in their bubble groups assigned indoor areas in poor weather.

The mercantile will be open for snack purchases in the afternoon for Zicahota and Nagi.

### **Program Areas**

Camp will apply many of the mitigation strategies described above to our program areas at Camp. In general, here are some modifications your camper may encounter at program areas:

- Washing or sanitizing hands prior to the start of an activity.
- Participating within bubble groups.
- Maintaining physical distancing and mask wearing as needed.
- Games will be modified to limit interactions like holding hands, linking elbows, etc.
- Equipment will be sanitized between bubble group use as required.
- Washing or sanitizing hands following the end of an activity.

### **Policy & Procedure for Suspected COVID-19 Symptoms and/or Positive COVID Test**

Should a camper or staff member begin to exhibit COVID-19 symptoms, they will be immediately removed from their group to allow for health center evaluation. If determined necessary, the participant will be quarantined, Parents contacted for pick up and may require a negative COVID test or medical clearance before returning to camp.

If a test is positive for COVID-19, the following steps will be taken:

1. [Contact tracing](#) will be completed and additional tests administered as warranted.
2. The health department will be contacted and their guidance will be followed and all parents of close contact campers will be contacted to collect their campers from camp if unvaccinated. Close contact staff will be placed in the health departments recommended quarantine in a separate location at camp if unvaccinated.
3. Other campers within the bubble that did not have close contact will have parents notified of a potential exposure.
4. Vaccinated staff or campers will not have to quarantine but will be monitored closely for symptoms. If vaccinated campers or staff develop symptoms, they will be immediately isolated for evaluation and/or testing by the health center.

### **Staff Time Off**

Appropriate time off for our staff is crucial to the success of our programming, mental well-being, and care of your children. Staff time off will be incorporated into Camp programming. At this time all seasonal staff will be living on site to reduce the chance of bringing COVID into camp. On days off staff will be asked to limit interactions to people outside of the camp bubble.

### **Camp Deliveries & Visitors**

Camp will continue to allow deliveries for essential items to Camp. This may include UPS, FedEx, USPS, food deliveries, septic, propane, laundry, etc. All vendors will be expected to check in with Camp and to comply with Camp's protocols related to COVID-19 to limit the risk of additional exposure.

All other visitors to camp must contact the Camp Director via phone at (262) 363-4386 or email at

[Chris@phantomlakeymca.org](mailto:Chris@phantomlakeymca.org) at least 48 hours prior to coming to camp. Visitors will be required to go through the same screening process as any staff member or camper and will only be allowed to visit under supervision for special circumstances. For emergencies the 48 hour notification period will not apply.