



**KUTZTOWN UNIVERSITY
CONFERENCE & EVENT SERVICES
SUMMER CAMPS**

**COVID-19
Opening Plan
Summer 2021
(Residential)**

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Drop Off and Pick up

Check-in Process

Camp Staff: Prior to the first day of residential camp, Camp Staff will provide Conference and Event Services (CES) office with a final roster. CES staff will use this roster for verification purposes during COVID screening. NO walk-ins or late registrants will be allowed.

Parents & Caretakers: Parents and caretakers are mandated to wear a cloth or surgical facemask for drop-off and pick-up. We highly encourage that the same parent or caretaker conduct drop-off and pick-up.

COVID-19 Initial Screening: CES staff will ask a series of questions and make a visual inspection of the campers and camp staff for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or fatigue.

Carpooling: Anyone who is in the same drop-off vehicle with someone who fails these screenings will also be denied entry into camp that day.

Admittance: Once the visual inspection and the series of questions are answered to the appropriate standards, the camper will be allowed to participate in the camp. **Day Campers must wear their cloth or surgical facemask throughout the duration of camp unless instructed otherwise.**

Drop-Off:

- Parents and Caretakers will drop off their camper wearing a cloth or surgical facemask at the assigned residential community.
- Camper will proceed to the designated check-in area for their specific camp.
- If required, only one helper will be allowed to assist camper in bringing their belongings into the residence hall. This helper must be masked at all times and is subject to the same COVID-19 screening as the camper.

Check-Out Process

- Pick up location will be marked on the map provided by Camp Staff.
- Parents and/or caretakers should remain in the vehicle while waiting for camper.
- If parent and/or caretaker needs to come out of the car to pick up camper or to assist camper bringing out belongings from residential camp, wearing a cloth or surgical facemask is mandatory and only one "helper" should be assigned to camper.
- All campers are mandated to wear a cloth or surgical facemask as they depart from camp to their cars.

Residential Camps

The Office of Conference and Event Services holds the right to assign any and all groups staying on Kutztown University's Campus to specific residential communities and bedrooms. CES Staff will work with Camp Staff to best accommodate their needs for housing during their camp. Due to the pandemic the following procedures will be followed:

- Prior to residential camp checking-in, CES staff will provide camp with available rooms. The default assignments will be 2 campers per bedroom. Campers will be provided with notices about the risks involved with the spread of COVID-19 and rooming with another person in the same bedroom. Camps will have the option of assigning 1 camper per bedroom if they so choose (increased fee may apply).
- One helper per person will be allowed in the residence hall at the time of check-in to assist camper in bringing in belongings. Helper must complete COVID screening prior to entering residential community.
- All common areas such as conference rooms, recreation rooms, computer labs, and study lounges will not be accessible in the residence hall for general use. The use of any of these areas will need to be discussed with CES

leadership staff prior to camp to ensure its usage is serving a functional purpose and capacity numbers have been communicated.

- Campers must wear a cloth or surgical facemask when traveling to and from their bedrooms. When camper has entered their living quarters, they will be allowed to take their cloth or surgical facemask off.

Dining

Residential camps will utilize the following COVID-19 Guidelines when dining on campus.

- All meals will be offered at the South Dining Hall.
- Camps may be asked to select a boxed meal option during certain days depending on the amount of camps on campus at one time. This helps in alleviating any building capacity issues.
- Camps will be assigned a specific meal time. Depending on the size of the camp, some camps may be offered multiple meal times for a specific meal to help alleviate building capacity issues. CES staff and Camp Staff will determine best possible meal time(s).
- Camps will go through the multiple meal lines provided by our food service provider and sit in an assigned area in the South Dining Hall.
- Camps will not be allowed to sit with other camps during their meal time.

Gatherings

While it is understood that social gatherings may occur on the campus it is important that camps adhere to the following Guidelines:

- Groups should do everything possible to gather outside while wearing a cloth or surgical facemask.
- All campers must follow KU, PA Dept. of Health, and CDC guidelines on gatherings.
- No communal/shared food or beverage are allowed at gatherings.
- Social Distancing should be encouraged and followed as best as possible during gatherings.

Sales and Solicitation

Kutztown University reserves the right to refuse any sales and/or solicitation of goods to any camp on Kutztown University's Campus. If a camp would like to sell any goods such as food, clothing, branded items, etc. a formal request must be made to the Office of Conference and Event Services. If approved the following guidelines must be followed:

- A designated area must be reserved with limited hours of availability.
- All items must be individually pre-packaged especially food items.
- No buffet style food may be served or sold.
- Camp Staff overseeing selling area must follow and enforce COVID-19 Safety Guidelines such as:
 - Cloth or surgical facemasks should be worn at all times.
 - Social distancing should be enforced.
 - COVID-19 restricted capacity numbers must be followed.

Standard Procedures/Reminders

While attending a residential camp at Kutztown University, campers should remember to follow all recommended health and safety actions. Per the CDC and PA department of Health, these include things like:

Mask/Face Coverings: Campers must use masks/face coverings that have 2 or more layers and cover specifically the mouth and nose. No Gaiters. For proper use and selection of a mask/face covering please refer to CDC Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

Hand Washing: Campers will need to wash their hands often with soap and water for at least 20 seconds especially after handling equipment, blowing their nose, coughing, or sneezing. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Social Distancing: It is recommended to stay at least 6 feet (about 2 arms' length) from other people, when possible. We will be implementing social distancing through increased spacing, small groups, and limited mixing between groups if using multiple spaces as appropriate.

Cover Coughs and Sneezes: Always remember to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

NO SPITTING. NO HIGH-FIVES. NO HANDSHAKES

Sanitation & Cleaning Procedures

Frequently Touched Surfaces: Training equipment will be the responsibility of the Camp Staff to clean and sanitize. Campers should not help with cleanup of equipment. Kutztown University Custodial Staff and/or a third-party cleaning company will clean high touch surface areas throughout the campus.

Cleaning Stations: Camp will be responsible for providing campers cleaning/sanitizing products. Each coach will have cleaning products and hand sanitizer for use as needed. Camper's should arrive with their own hand sanitizers and additional masks.

Hand Washing & Sanitizing: Promoting frequent hand washing for campers and staff is encouraged. In addition to personal use hand sanitizer by campers, Camp Staff will have sanitizer as well.

Camper Belongings: Camp Staff will designate an area at training venue where campers can place personal belongings/equipment that is distanced from other camps personal items to prevent any cross contamination.

Staff Training: All CES Staff will be trained on all new health and safety protocols. Camp Staff will be updated on approved KU Summer COVID guidelines.

On-Going Monitoring

When to Stay Home: We encourage any camper who is sick, or coming from a household where someone is sick, to stay home.

Daily Medical Considerations: Campers will be subject to an initial screening on the first day they arrive on campus. If commuting daily to campus and camper has a fever, they should not come to campus and they should communicate with the camps leadership immediately. If camper is already residing on-campus they should stay in their bedroom, communicate with their Camp Staff and wait for further instructions on the next steps to take.

Campers should not participate in activities if they have any of the symptoms listed below:

- COVID exposure in past 14 days
- Sore throat
- Shortness of breath/difficulty breathing
- Fever (>100.4)
- Chills
- Headache
- Sinus congestion
- Cough persistent and or productive
- Joint aches and soreness
- Vomiting or diarrhea
- Sudden loss of taste or smell
- Rash

Symptomatic and Confirmed Cases

New Developments: The CES team will regularly communicate and monitor developments with local authorities, employees regarding cases, exposures, and updates to policies and procedures.

Positive Cases: If a camper, Camp Staff, or a CES staff member tests positive for Covid-19, it should be reported to the camp director immediately and to CES leadership. CES will follow University guidelines on communication of positive cases as directed by the Kutztown University Emergency Management Team. CES leadership staff will instruct camp on next steps such as, if applicable, quarantining, evacuation from campus, cleaning and sanitation, etc....

Symptomatic Individuals: Campers will be sent home if showing symptoms and will not be allowed to return to campus.

Roommate is symptomatic or tests positive for COVID-19: If a person rooming with a camper, Camp Staff, or CES Staff tests positive, they must stay home and isolate as recommended by the CDC.

Return to Camp: The camper who is symptomatic or has tested positive will not be permitted back on campus.

Cloth or surgical facemasks/Face Coverings

All campers, camp leadership, and CES staff will use masks/face coverings while on Kutztown University property unless instructed otherwise.

Shared Objects

Items that are difficult to clean, sanitize, or disinfect are discouraged from being brought to campus.

- Each camper's belongings should be separated from others' to further assist in preventing cross contamination.
- Training equipment is to be put out and cleaned up by Camp Staff only.
- Equipment that may be shared should be placed in open areas that provide the ability for social distancing.

Water/Snack Breaks

Snacks: Campers are welcome to bring their own snack. These must be kept with their personal items to prevent cross contamination.

Water Bottles: No communal water containers will be available during camp. There are touchless water filling stations that are available for use in the residence halls and in designated areas around the campus.

Group Sizes and Ratios

Camp attendees may be limited to capacity allowances in venues.

Weather

Weather: Camp Staff will take into consideration weather-related issues during the duration of their stay such as excessive heat, high humidity, etc. During these weather-related scenarios Camp Staff should consider providing extra bottles of water and/or rest breaks all while following COVID-19 Guidelines.

Weather Cancellations: Camp Staff should be aware that indoor venues have new capacity restrictions due to COVID-19. Therefore, a severe weather plan should be created with the Coordinator of Camps and Conferences and communicated to all campers.

Enforcement

Enforcement of these guidelines will be the responsibility of the event facilitator. Failure to follow any of the above Guidelines may result in the removal of individuals and/or cancellation of the event.

Exclusionary Criteria

Exceptions to mask wearing: It is the responsibility of sponsors of athletic events, contests, training and clinics to consult the proper authority (CDC, Pennsylvania Department of Health, Athletic Governing body or team physician) to determine the requirements, recommendations and use of masks or implementation of infection control procedures during the sponsored athletic activities where participants are physically exerting themselves.

Series of Questions: Parents and caretakers will have to answer several questions for anyone who they are responsible for dropping off at camp regarding the campers' health, and the health of the campers' household. If these questions are not answered to the satisfaction of CES Staff, the camper will not be permitted in until further information is gathered.

Questions include:

- Have you received the COVID-19 Vaccine? If so, how many days have elapsed since you received the final dosage?
- In the last five days, have you experienced any of the following: fever, shortness of breath, cough, chills, etc.?
- Are you caring for, or is someone in your household ill?
- In the past two weeks, have you had contact with someone who tested positive for COVID?
- In the past two weeks, have you lived in or visited a place where there was a known COVID case?

Symptomatic Individuals: Campers will be sent home if showing symptoms and will not be allowed to return to the campus.

Camp Cancellations: If CES officially cancels a camp, the Camp Staff will be notified immediately and an alternative date maybe considered. Refunds or credits will be determined on an individual basis.