

COVID-19: Risk Management and Emergency Response Plan Addendum

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Overview

To preserve the health and safety of our campers, guardians, and staff, and to prevent the spread of COVID-19 in our community, the following is an addendum to the Keystone Science School (KSS) Risk Management and Emergency Response Plan.

This addendum is to be used in conjunction with the 2019 edition of the Risk Management and Emergency Response Plan, where there may be differences between plans, this COVID-19 Addendum serves as the primary source for guidance in those instances.

For staff specific COVID-19 guidance refer to the current Employee Handbook and other Human Resource specific guidance, policies, and procedures.

As the COVID-19 Pandemic situation evolves, this addendum may change based on guidance from Summit County, other Public Health officials, and the Keystone Science School Team.

This addendum will be initially approved by the Safety Committee and KSS Board members. Any additional changes to the addendum (including discontinuation), will be reviewed and approved by the Safety Committee with Board member guidance.

Quick Links

1. [Symptom Assessment Form](#): This document is a resource to help staff gather information if a participant begins feeling unwell or showing symptoms during programming. Staff should not use this document to diagnose or make exclusion decisions. Staff should take symptoms seriously and not hold consequences of exclusion over participants.

2. [Return to Learn Flow Chart](#): Scroll to the Return to Learn Guidance document. This document outlines when we can return kids to programming. We also may use this document when identifying if we should be concerned about campers leaving KSS with symptoms and whether we may need to inform parents of a possible COVID exposure.

3. [How Sick is Too Sick](#): A guide for returning to programming if symptoms still persist and the child has a negative COVID test.

Preventing the Spread of COVID-19 Before Camp

1. Health Screening

- KSS encourages guardians to check their child's temperature and look for signs and symptoms of illness Sunday night before the start of a week-long session, and each night before attending KSS programming. Regular nightly temperature checks and health assessments can help mitigate the spread of infectious illnesses to KSS staff and other children and guardians.
 - Guardians and children will not come to any KSS programming if sick.
 - Including any of the following: Fever or chills (>100.4 deg F), new persistent cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- [A Healthy Camp Begins and Ends at Home](#), is a great resource for guardian and prospective participant communication.

2. Quarantining Before Coming to Camp

- All KSS overnight participants will be asked to quarantine for 7 days prior to camp arrival. During the 7 day quarantine period, campers should interact only with their immediate family, and should not attend other camps, sports practices or games, social gatherings (e.g. Playdates, weddings, parties), mass gatherings (e.g. sporting events, concerts, parades), or be in places such as restaurants, fitness centers, or movie theaters. If there are necessary interactions in public (e.g. doctor appointments, travel to camp) campers and their families wear masks.

3. Testing Recommended Before Camp

All participants in KSS Overnight Programming are recommended to take a PCR test or proof of a COVID diagnosis (in the form of a positive COVID test result) in the last 90 days upon camp arrival.

- This test should be administered no more than 5 days prior to camp arrival.
- Any camper who believes to have had COVID-19 in the last 90 days, but does not have proof of a positive PCR test, must get tested no less than 11 days before the start of camp, so they can quarantine for 10 days prior to arriving.

- Fully vaccinated campers are not required to arrive to camp with documentation of a negative PCR test.
- Campers that have tested positive within 90 days of camp arrival will not be required to arrive with recent PCR test results but are required to provide a copy of a positive PCR test result dated between 90 and 11 days prior to camp.
- Campers that have tested positive more than 90 days before camp starts must arrive with documentation of a negative PCR test.

4. KSS Program Staff

- Keystone Science School program staff will follow the same procedures and policies as campers regarding COVID-19, and will teach and model them for campers.
 - Prior to arrival at staff training, camp staff will be encouraged to receive a COVID-19 vaccination, quarantine for 7 days, receive a health screen upon arrival, and take a PCR test.
 - At staff training, thorough review of all health, hygiene and wellness practices will prepare our staff to teach and monitor campers throughout the summer.
 - Staff will continue to perform daily health check-ins throughout the summer.
 - Staff will be following guidelines to limit exposure during days off, and will be aware of sick-leave and other employment policies.

5. Vaccination

- Staff are encouraged to get the COVID-19 vaccine before coming to work at KSS. KSS will prioritize allowing staff to get vaccinated after arriving at camp.
- People are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- It is unlikely that children under the age of 12 will be vaccinated before the start of camp. Any campers that have been vaccinated should follow all guidelines of unvaccinated campers.
- Fully vaccinated campers and staff do not need to get tested, but must still quarantine and health screen before arriving at camp.
- For vaccinated staff:
 - When on campus, staff should follow all guidelines outlined in this document.
 - When off campus, staff should follow CDC/CDPHE guidelines for vaccinated adults.
 - Vaccinated staff may be unmasked in the same room with other vaccinated staff. It is advised that If any member of the group is unvaccinated, the rest of the group should follow guidance as though they are unvaccinated.
 - Vaccinated staff may be able to avoid quarantines in the event of a close contact. Quarantines are determined by Summit County Public Health.
 - Vaccinated staff experiencing COVID-19 symptoms should still isolate and get tested.

Preventing the Spread of COVID-19 at Camp

- Non-Pharmaceutical Interventions (NPIs): Actions, apart from getting vaccinated and taking medicine, that people and communities can take to help slow the spread of COVID-19.

1. Health Screening

- Initial health screening, to be done by overnight schools prior to boarding transportation to KSS, includes asking participants if:
 - They are experiencing symptoms of COVID-19, or have in the last 24 hours
 - Measuring their temperature
 - They have been in close contact with someone with COVID in the last 14 days
 - They have tested positive for COVID-19 in the last 14 days
 - They are currently required to quarantine from a public health authority
- All participants should be screened each time they arrive at programming.
- Staff should be screened before reporting to work, or once per day for residential staff.
 - If staff develop new symptoms, they should fill out a new symptom screening form
- Symptom screenings will be reviewed by the nurse and/or Safety Manager.

2. Face Coverings

- Staff and children will be required to wear a face covering or mask during certain parts of programming, despite vaccination status.
- Masks must be worn at all times while indoors and while in vans.
- Face masks and facial coverings should be laundered or changed daily to prevent spread of infection.
 - Students should bring a minimum of 4 masks for overnight camp or 2 for each day of day programs.
 - Students should change masks when soiled or wet.
 - Masks can be hung to dry overnight and then reused once dry.
- Staff and children may take off their masks only in the following situations:
 - When outdoors and physical distancing can be prioritized
 - While eating or drinking
 - While sleeping
 - While showering/brushing teeth/cleaning
 - When changing face covering
 - In a medical incident
 - As approved by manager in unique situations
- Masks should:
 - Completely cover the nose and mouth and fit snugly against the sides of the face without gaps.
 - Be made of multiple layers of tightly woven, breathable fabric.
- Masks should not:
 - Have exhalation valves or vents
 - Be only a single layer or made of thin fabric that doesn't block light. Buffs are not acceptable.

- Staff or campers who are unable to wear face coverings due to medical reasons must have prior approval from a licensed physician before arriving at camp.
- Refer to the Face Covering Guidance section of this document for additional information: [CDPHE-Face Covering Guidance for Child Care Operations](#).

3. Physical Distancing

- Participants should strive to maintain six feet of physical distancing when outdoors and not wearing masks
- Indoor cohort sizes are limited by the indoor space. The room should be large enough to accommodate six feet physical distancing for participants.
- Visual and/or physical barriers will be considered (such as floor tape, tables, chairs, etc.).
- Whenever possible, windows and doors will remain open to facilitate ventilation.
- Physical distancing will be prioritized for certain activities like riding in a van, sleeping in a dorm room, sleeping in a tent, etc.

4. Hygiene

- Children will be taught to sneeze and cough into the fold of their arms.
- Staff will encourage campers to avoid touching their eyes, nose, and mouth.
- Children will not share any personal items including food and water bottles.
- All children and staff are taught the Standard Precautions “20-second” protocol for hand washing and are required to thoroughly wash their hands frequently throughout the day, including:
 - ✓ Upon the start of each day at camp
 - ✓ Before and after snacks and lunch
 - ✓ Before and after staff prepare food
 - ✓ After an “unguarded” sneeze or cough
 - ✓ After using the restroom
 - ✓ At the end of the camp day
- Staff will carry extra water and soap for washing hands if programming while on trail away from their home campus. In the event that water and soap are not available, staff are permitted to use hand sanitizer. Mobile hand washing stations may be utilized outside program spaces when running water is not available. Hand sanitizer will also be available at every indoor programming space where soap and water are not readily available.

5. Cohorts

- Day camp/CATCH camp:
 - Each group will be a cohort for the week of camp.
 - Cohorts will be up to 14 participants with 2 staff.
- Overnight camps:
 - Cohorts will be dictated by participating school policy
- Children will not switch groups or engage in activities with children from another group.

- Separate cohorts may participate in outdoor activities where the cohorts are physically distant from each other and children do not mix. Staff should designate boundaries for each cohort to ensure they do not mix.
- Separate cohorts may participate in indoor activities where the cohorts are 12 ft from each other and the children do not mix. Staff should designate boundaries for each cohort to ensure they do not mix.
- When possible, staff will be with the same groups of students. Substitutes will be used in specific scenarios.
- Only vaccinated staff will move between groups.

Cleaning and Disinfection

1. General

- Program locations should follow cleaning procedures as outlined by the Centers for Disease Control (CDC), unless directed otherwise by Summit School District.
 - Guidance for products that meet the EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- Each indoor programming space will have access to cleaning products. It is the responsibility of the instructors operating in a particular program space to check that cleaning products are available before programming begins.
- Cleaning products include:
 - Hand washing soap and available water
 - Hand sanitizer
 - Spray disinfectant
 - Spray sanitizer
 - PPE - gloves and masks
 - Fully stocked biohazard bucket
- The Operations Team is responsible for ordering cleaning supplies.

2. Cleaning During Programs

- Disinfect, clean and sanitize all high-touch areas at start and end of the day and, when possible, throughout the day (Additional Guidance).
 - High-touch areas include: tables, doorknobs, countertops, handles, desks, toilets, faucets, sinks, etc.
 - Surfaces should be dry before sanitizing.
- Bathrooms should be sanitized before and after group bathroom breaks. It may not be possible to clean before and after individual bathroom visits.
 - Instructors on the KSS Campus will communicate with other cohorts when they have a bathroom break to avoid congestion.
 - If shared materials are used, they should be sanitized before and after use.
- Laundry:
 - Any borrowed gear should be laundered/cleaned appropriately after each day.
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Wear disposable gloves when handling dirty laundry from a person who is sick.
 - Dirty laundry from a person who is sick can be washed with other people's items.

- Do not shake dirty laundry.
- Costumes may not be shared and must be laundered in between use. Costumes should not be provided to participants.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Programming Guidelines

1. Pick up and Drop Off

- In order to minimize mixing between groups, each program will have its own drop off and pick up time and cohorts will have separate spots at the drop off location.
- Guardians must wear a mask or face covering and practice physical distancing while interacting with KSS staff, including while in vehicles. Exceptions include emergencies, especially those that pertain to the guardian's wellbeing.
 - Guardians, children, or staff who refuse to wear a facial covering or uphold physical distancing guidelines will be addressed on a case by case basis. If safety to others is compromised, these individuals may not be eligible for participation or asked to leave.
- Guardians are asked to stay in vehicles or designated areas in the parking lot for pickup and drop off, unless otherwise directed by KSS staff.
- Guardians are asked to stay at home when sick and not pick-up or drop off their children.
- Guardians will not be allowed into any building, unless otherwise directed by KSS staff. Exceptions would include if a staff member invites the guardian into a building or in an emergency involving the safety, health, and well being of the child or guardian. Guardians will not be allowed to use the bathroom and will be advised to plan accordingly.
- Guardians must maintain physical distancing with other children/guardians.
- If a child does not meet the health screen standards this guardian will be responsible for the child.
- Designate one guardian to drop off/pick up campers, if possible. Individuals who are at a higher risk for severe illness should avoid dropping off or picking up campers.
- Physical barriers, ground markings, and signs may be used to help maintain physical distancing.
- Guardians or an adult responsible for the child must be present and attend the health screen process every time they drop off their children. If the child does not meet the health screening for attendance the guardian should be prepared to remove their child from programming, as detailed in the Health Screening Section.
- See "Participant Health" in this document for specific screening procedures.

2. KSS Programming Spaces

- At the beginning of each day, staff will discuss their designated indoor and outdoor spaces.
- Groups should spend as much time outside as possible. Groups should eat outdoors as much as possible. Research shows that transmission rates are much higher indoors than outdoors.
- Groups will be provided with an indoor teaching space that has a minimum of 36 sq ft of space per child.
- KSS Campus Indoor Programming Spaces:
 - Rives Dining Hall meets the minimum space requirements for a single group of 14 children and 2 staff. Participants should not enter Hawkeye or the cereal/kitchen area. Staff should not enter the back of the kitchen area.

- o Carver A+B Classroom (with no divider) meets the minimum space requirements for a single group of 12 children and 2 staff. Groups should enter and exit only through the west entrance. Participants and staff should not enter the Mindfield. Only staff should enter the Copy Room.
- o The Yurt and Taylor can be used for groups no more than 6 total.
- o The large white tents may be used for one group at a time.
- o Rives bathroom will be the designated bathroom for all Day Camp cohorts. Bighorn and Henry cohorts should use the bathrooms in their dorms. The tent cohort will use the dorm bathrooms during the day, and the Rives bathrooms at night.
- Elementary School Indoor Program Spaces
 - o Program spaces will be determined by Summit County School District guidance.
- Additional Programming Sites Indoor Program Spaces
 - o Program spaces will be determined based on licensing requirements.
- Staff should communicate the designated programming spaces with their campers at the beginning of each day and as necessary throughout the day.
- All personal belongings must be labeled with the child's name and will be kept in a designated area 6ft away from other children's belongings.

3. Program Activities

- Programming will be designed to promote physical distancing and limit physical contact among children while in their daily cohort.
- Staff should discuss COVID-19 spread mitigation strategies for specific activities each morning during the morning meeting.
- Shared materials should be minimized. If shared materials are used, they should be sanitized before and after use. Participants should wash their hands before and after activities involving shared materials. Participants should not handle or remove face coverings or touch their face during activities using shared materials. Shared materials include but are not limited to: sports equipment, craft materials, toys, costumes, scientific tools , etc.
- Limit the materials in use to those that are easily cleanable, and not use dress-up clothing/costumes, sensory tables and water play.
 - o Students may not pick or wear costumes from a communal costume bin or share costume materials. Encourage students to bring costumes.
 - o Staff may wear costumes but may not share costumes and costumes should be laundered after each use.
 - o Waterplay involves: pouring, squeezing, stirring, scrubbing, and squirting of water. Instructors should not foster activities that involve students touching/interacting with mud, wet sand, small isolated communal bodies of water such as buckets, body painting, finger painting, face painting, etc.
 - Staff may don body paint.
 - Students may paint with individual supplies.
 - o Water balloons and slip and slides and similar may not be used.
 - o Squirt guns may be used, if filled and managed by a masked and gloved instructor, and fired at children targeting below the waist.
 - o Students may handle macroinvertebrates in water, staff must maintain high standards for mask and physical distancing for all participants. Students/staff must wash their hands before removing masks after participating in any form of aquatic ecology/streamside survey activities.

- Staff should only play small group games and games that do not include physical contact.
- Programming will avoid public indoor spaces (rec centers, museums, etc).

4. Residential Living

- In the dorms:
 - Dorm rooms will be limited to two participants in order to maintain physical distancing.
 - To maintain physical distancing in each room, one participant should use the top bunk and one should use the opposite bottom bunk. Participants should be facing in opposite directions (head to toe). Bunks should be labeled.
 - Participants should have a labeled space for their belongings, and their belongings should not mix with others belongings.
 - Each wing of each dorm will be designated as a cohort. Each cohort should use the side door at the end of the hallway to enter/exit. The door to the common area should be kept shut.
 - Each cohort will use the bathroom on their side of the dorm. Bathrooms should be clearly labeled. Bathroom doors should be kept shut.
 - Masks should be worn while in the dorms unless:
 - Showering, brushing teeth, cleaning faces, eating, etc.
 - Participants are in their own room with their door closed.
 - When showering, brushing teeth, or cleaning, the number of participants in the bathrooms should be limited. For best practice, have dorm pairs go to the bathroom at the same time.
 - Bathrooms should be cleaned once per day minimum, and sanitized often.
- Snake River Village:
 - Snake River village tents will be limited to four participants in order to maintain physical distancing.
 - Participants should have a labeled space for their belongings, and their belongings should not mix with others belongings.
 - The entire Snake River Village will be one cohort.
 - During the day, SRV participants will use bathrooms in Bighorn in Henry. In the evening, SRV participants will use the Rives bathrooms.
 - Masks should be worn while in the dorms unless:
 - Showering, brushing teeth, cleaning faces, eating, etc.
 - Participants are in their own tent.
 - When showering, brushing teeth, or cleaning, the number of participants in the bathrooms should be limited. For best practice, have tent groups go to the bathroom at the same time.
- Adventures and Expeditions:
 - Camping tents will be limited to two participants in order to maintain physical distancing. 3 and 4 person tents will be prioritized over 2 person tents.
 - Participants should have a labeled space for their belongings, and their belongings should not mix with others belongings.
 - Bathrooms at campgrounds may be shared with the public. Staff should prioritize group bathroom breaks and sanitize public restrooms before and after use. Staff should be flexible and improvise ways to brush teeth, wash hands, clean faces, etc at the campsite and not in the public bathroom.
 - Masks should be worn around the tent areas unless:

- Brushing teeth, cleaning faces, eating, etc.
 - Participants are in their own tent.
- When showering, brushing teeth, or cleaning, the number of participants in the bathrooms should be limited. For best practice, have tent groups go to the bathroom at the same time.

5. Camp Travel- Buses and Vans

- Masks must be worn at all times in vans.
- All windows should be opened at least 3 inches to increase ventilation, except in the case where opening the window inhibits the driver during adverse weather conditions.

6. Incident Response

- In any incident concerning the immediate safety of a child or children, physical distancing may not be practical.
- In any incident, follow standard KSS guidelines as outlined in the Risk Management Plan.
- Try to limit the number of individuals in contact with the person in need of care.
- When providing care, staff should wear a face covering and gloves.
- Following care, first aid providers should perform hand hygiene as they would normally do and discard personal protective equipment (PPE) following standard precautions procedures.
- While wearing PPE, clean and disinfect items which have touched the patient. After cleaning, dispose of PPE and perform hand hygiene.
- For more information on best practices when responding to medical emergencies, refer to CDC and American Red Cross guidance.
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>
 - <https://www.redcross.org/take-a-class/in-the-news/coronavirus-prevention-information-for-students>

7. Emergency Drills

- Emergency drills should be practiced with physical distancing procedures.

8. Emergency Communication

- A manager will be assigned to be on-call each day. Follow risk management plan for guidance on when to contact the on call manager.
- Special communication for COVID-19: The on-call manager should be contacted when:
 - Any participant or staff is denied into programming because of a health screen
 - Any participant or staff exhibits signs and symptoms of an infectious illness
 - There is an exposure incident which cannot be handled by program staff
 - There is a need for immediate cleaning support
 - There is deliberate and egregious non-compliance of the COVID-19 guidelines by a participant, guardian, or staff member.
 - In addition, staff should work with the on call manager to complete an incident report.

Food Service and Dining

1. General

- Staff should clean and sanitize all surfaces before and after all meals and snack times.
- Children should not share any personal items including food and water bottles.
- All clients should wash hands before AND after meals or snacks.

2. Food Preparation and Serving

- Each staff member working in the KSS kitchen will participate in Food Safety & Sanitation Training with the Chef, or another person who has completed the state Food Safety Manager Training.
- Staff should wear gloves and facial coverings while serving and preparing food and should not contact serving utensils to participant plates or bowls.
- Food should be served into clean dishes only. Food should not be served into hands or other containers.
- All electronic devices should be away during meal times, unless for essential or emergency communication. For staff working directly with a group of children, a pocket or backpack is acceptable storage; for kitchen staff there will be a designated area in the kitchen to leave electronics during a shift. Hands must be washed immediately after using an electronic device.
- Staff should only touch food service utensils and dishes while wearing gloves. Do not touch face, facial coverings, door handles, light switches, writing implements, or dishes touched by clients. Follow all glove practices from Standard Precautions Training.
- Additional physical barriers may be used for serving (i.e. sneeze guard).
- While serving food, staff members can rotate through eating breaks. During snack times staff should serve all clients first, wash hands, and then may eat.
- Program staff should not go into the back kitchen area unless directed by Kitchen Staff.
- Suppliers, vendors, and contractors entering the kitchen should wear face coverings and gloves.
- Kitchen staff should maintain physical distancing with other staff.

3. Dining Plan

- Groups should only eat with their own cohort. Each group should have a designated space to eat. Each large white tent can accommodate one group. Only one group may eat in Rives at a time, and steps should be taken to increase ventilation. Any other outdoor areas may be used as long as there are designated spaces with boundaries.
- Participants should be 6 feet apart and stationary while eating. Tables should be marked with specific spots for participants.
- On days when there are more groups on campus than eating spaces, or in case of inclement weather, meals should be staggered.
- Dining should take place outside as much as possible.

Responding to a Potential COVID-19 Case or Outbreak

1. General

- Participants and cohorts with symptoms, probable cases, or confirmed cases will be managed according to CDPHE “Child/staff feels/appears unwell after arriving at school” guidance for child care and schools:
 - <https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>
 - [How Sick is Too Sick](#) will be used to complement the Decision Tree.

2. Symptomatic Participants

- If a participant develops a new symptom during programming, they should be assessed and monitored to confirm symptoms.
 - Staff should encourage campers to tell staff if they are experiencing COVID-19 symptoms.
 - When a participant is feeling unwell or showing any symptom on the most current list of symptoms, follow this procedure:
 - Isolate the participant with adequate supervision
 - Record the participant’s temperature
 - Perform a secondary assessment
 - Monitor the participant for 15 minutes
 - The full procedure is documented on the [Symptom Assessment form](#). This document is a resource to help staff gather information if a participant begins feeling unwell or showing symptoms during programming. Staff should not use this document to diagnose or make exclusion decisions. Staff should take symptoms seriously and not hold consequences of exclusion over participants.
- For Day and CATCH Camp:
 - If a child becomes ill and meets isolation criteria, guardians should be prepared to pick up their child within 1 hour of receiving notification of isolation. Staff will supervise the child until pick up if guardians cannot make this deadline. A recommendation will be made for the symptomatic camper to get tested immediately and adhere to isolation and exclusion requirements.
 - A designated isolation space and bathroom for that child will be determined at each elementary school.
- For Overnight Camp:
 - While on campus:
 - The child will be isolated in a pre-designated isolation cabin and the participating school chaperones will handle all supervision of the participant.
 - If a child becomes ill and meets isolation criteria, guardians should be prepared to pick up their child as quickly as possible, or within 3 hours of receiving notification of isolation.
 - It is the responsibility of the participating school and chaperones to prepare and execute a sick participant pick up plan from KSS property.

- Guardians could be called at any time of the day/night to pick up their child due to the capacity of our health center and to best mitigate the spread of COVID-19.
 - If primary guardians are not able to meet this requirement, they must provide contact information for a local contact who can pick up their child.
 - Children may need to be picked up at their camping location.
- While on overnight trips:
 - The child will be isolated in their own tent and staff will supervise the child. Staff need to make evacuation arrangements with support staff.
 - For minor symptoms, evacuation is not urgent and may be delayed until the next day if needed. For multiple symptoms, major symptoms, or loss of taste or smell, evacuation is more urgent.
 - Staff should notify managers as soon as a student is isolated. Managers will notify guardians that they may need to pick up their child in the next 24 hours.

3. Symptomatic Staff

- If a staff member develops a new COVID-like symptom, they should isolate themselves in the Marmot cabin (if living on campus) or in their own residence (if off campus).
 - Arrangements should be made to deliver meals to isolated on-campus staff.
 - Staff are encouraged to self report if they are experiencing COVID-19 symptoms.
 - When a staff is feeling unwell or showing any symptom on the most current list of symptoms, follow this procedure:
 - Isolate for 3 days since Exposure.
 - Contact the Safety and Training Manager if showing symptoms
 - PCR test through Mako Testing Center at onset of symptoms
 - Symptomatic staff members should get tested as soon as possible.
- Substitute plan - KSS support staff and administrative staff will be prioritized for day to day substitutes since they are not designated to a specific cohort. If staff are quarantined for more than a week, substitute staff should be part of the designated cohort for the entire week.

4. Close Contact, Non-Symptomatic Staff (Vaccinated and Unvaccinated)

- Those within 3 feet for 15 cumulative minutes in a 24 hour period are considered a close contact.
- If a **fully vaccinated** staff member comes in close contact COVID-19 Positive Individual they should –
 - Isolate and quarantine for **3** days
 - May return to programming after a negative PCR test on day **4**
- If an **unvaccinated** staff member comes in close contact with a COVID-19 Positive Individual

- Isolate and Quarantine for a minimum of 7 days with no symptoms and negative COVID-19 tests
 - May return back to programming with a negative PCR test *and* no symptoms after day 8
- If a staff member tests positive for COVID-19, they will be given a return to work date through Summit County Public Health.

5. Pre-existing Chronic Symptoms

- Any child or staff who has a chronic health condition that exhibits symptoms similar to any COVID like symptoms must have on file documentation from a medical provider stating the condition and describing the baseline symptoms of the condition. If this is not on file at the time symptoms are observed, guardians must arrange for children to be picked up from camp. Staff will be isolated per CDPHE COVID guidance.
- Children and adult staff with underlying chronic conditions that have symptoms similar to those we are tracking for COVID, such as seasonal allergies with runny nose, should be screened as usual upon arrival. If they do not have a temp of 100.4 or greater, and have no other symptoms that are not attributed to their underlying condition, should be observed individually for 15-20 minutes after drop off. This can be achieved by waiting in an area near the drop off to ensure ratios are met. If no other symptoms are observed, and the symptom related to their chronic health condition does not worsen during the observation time, they may proceed to their group. The adult staff working with the child should be made aware of the symptoms and should continuously monitor throughout the day to ensure symptoms are not worsening.
- This observation is required once, and does not need to be repeated daily unless different symptoms related to the chronic health condition are reported. Example: a child with seasonal allergies is observed with a runny nose and "cleared." No further daily observation is needed at that point. On a later date, the same child presents with sneezing. Children should be observed at drop off as noted above. If "cleared," no additional daily drop off observations are needed for sneezing or runny nose, unless symptoms worsen or new symptoms appear.

6. Returning to Programming

- Returning to programming for both participants and staff will follow the R2 portion of the "Return to Learn" procedure outlined by CDPHE:
<https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>
- Guardians, participants, and staff must also follow the How Sick is Too Sick document to address timing for returning to programming:
https://www.colorado.gov/pacific/sites/default/files/DEHS_ChildCare_HowSickistooSickIllnessPolicy_English.pdf
- Children who have resolved symptoms in the given time frame may return to Discovery Overnight and Discovery Adventures programming.
 - Due to logistic challenges, children might not be able to return to Discovery Expedition Programs.
- If a child's symptoms do not resolve in the time frame, the child should be tested.
- Coughing:

- A cough observed while someone is eating or drinking will have their temperature taken and must be observed for 15-20 minutes. If there is no presence of fever, other COVID-19 symptoms, or additional coughs, the individual may return back to programming.
- “New or worsening cough”: For any isolated cough witnessed for someone not eating or drinking, will have their temperature taken and must be observed for 15-20 minutes. If there is no presence of fever, other COVID-19 symptoms, or additional coughs, the individual may return back to programming. Those with a pattern of coughing episodes should be considered for exclusion.
- Keystone Science School has prior arrangements, made with Mako Medical to be the primary provider of testing at their Silverthorne testing site. Families can sign up for a testing time by visiting <http://summitcountyco.gov/1324/Testing>. Insurance is accepted, but there will be no cost to anyone who has a copay or is uninsured.
- Participants and Staff have access to molecular testing on Keystone Science School campus. Participants need prior parent approval to be tested.

7. Cohort Exclusions and Quarantines

- Cohort quarantines will follow the “What happens to the contacts?” procedure outlined by CDPHE: <https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>
- Cohorts will need to be sent home if more than 5 children/staff has any of the following:
 - Positive COVID test
 - Close contact with someone who has COVID and new symptoms
 - New loss of taste or smell
- Cohorts may need to quarantine if a child/staff has any of the following:
 - Major symptom
 - Two or more minor symptoms
 - 10% or more of children/staff in that cohort have COVID symptoms
- Cohorts may continue normal programming if an isolated child has only one minor symptom

If there is a confirmed, probably or suspected case of COVID-19 among campers or camp staff:

- KSS Safety and Training Manager will notify public health within 24 hours
- Provide public health with access to campers and staff for case investigations/contact tracing
- Allow public health to determine who is a close contact and place in quarantine
 - All cabin-mates are considered close-contacts
 - All members of cohorts are considered close-contacts
 - All other staff and campers who spent a cumulative of 15 minutes within 3 feet of the case.
- Immediately offer COVID-19 testing for anyone with symptoms via local PCR testing.
- Staff members or campers who leave camps must adhere to isolation and exclusion requirements, including limitations on travel.
 - Campers or staff who are in quarantine or isolation may not travel by air.
 - Campers or staff who are in quarantine or isolation may not leave the state of Colorado without permission from public health.

- Campers or staff who are in quarantine or isolation may not travel with others unless those people will quarantine with them.
- Campers or staff who are in quarantine or isolation may only travel by car if they can reach their destination without stopping (for gas, rest stops, etc).
- In the event that the above travel requirements cannot be met, then the parent/guardian or local emergency contact for the camper must provide off-campus quarantine housing at the expense of the parent/guardian.
- If both parents (or designated local contacts) are under quarantine or isolation orders and are unable to pick up a camper if symptomatic or when camp is over, reasonable efforts must be made to identify alternative guardians to pick up their child. If the child has to quarantine on KSS campus, the health center will be made available.

Appendix A: Guiding Resources

The guiding resources listed below serve to support, educate, and strengthen program specific protocols, policies, and procedures.

General

Department of Education and CDPHE: [Health Guidance by COVID-19 Phase](#)

School opening guidance, physical distancing, space, etc.

Summit County Government: [Summit County Business Physical Distancing Protocols](#)

To be operational in the county, KSS must follow this document

Summit County Government: [COVID-19 Road Map to Recovery](#)

Understand the stages of Stay at Home, Safer at Home, Protect Your Neighbor

CDPHE: [Cases and Outbreaks in Childcare and School](#)

Decision trees, what to do during an outbreak, siblings

CDPHE: [Children's Day Camp and Youth Sports](#)

Safety guidance for Day Programming

CDPHE: [Residential Camps](#)

Safety guidance for Overnight Programming

Office of Early Childhood: [Office of Early Childhood- COVID-19](#)

Licensing guidelines

Healthcare Guidance

[American Camp Association- Health and Wellness Resources](#)

[Healthy Child Care Colorado- Healthcare Licensing Guidance](#)

[Association of Camp Nursing- Guidance on health screening and best healthcare practices for camps](#)

Center for Disease Control- CDC

[CDC- Managing asthma at camp](#)

[CDC- Guidance for Schools and Childcare Programs](#)

Face Mask Resources

[Colorado Mask Project](#)

CDPHE Guidance on wearing face covering