

## Dear Parents and Campers,

We have worked hard to develop policies and procedures in order to host our Camp Halloween event. These procedures were created based on the Washington State Department of Health and Snohomish County Health Department recommendations. Please review the information below before arrival to camp.

### Pre-Event Waiver:

All participants attending our event will be required to sign a waiver understanding the risk associated with participation.

## ARRIVAL & CHECK-IN PROCEDURES

### In the Parking Lot

1. **Guests and their families should park and wait IN or AT their vehicles** until a staff member arrives to assist them. Guests **should NOT mingle**, nor should they leave their vehicle until a staff member has made contact with them and instructed them to do so. There are **NO** exceptions to this requirement. Leaving the parking lot and entering camp prior to being checked presents a risk of infection to others. We **MUST** complete your checks and determine a guest is not a risk before they enter camp.
2. **A masked staff member will come to each vehicle** and complete the following upon arrival –
  - a. **Have you complete a health and safety questionnaire** for each person in the vehicle which verifies that a guest:
    - i. Has not experienced any of the symptoms associated with COVID-19 in the past 14 days. Symptoms listed below.
    - ii. Has not been in close contact with anyone who has exhibited symptoms in the past 14 days. (close contact defined as <6 feet for >10 minutes) Symptoms include:
      - a. Fever over 100.4° Fahrenheit
      - b. Dry cough (change from baseline)
      - c. Muscle aches
      - d. Sore throat
      - e. Headache
      - f. Fatigue
      - g. Difficulty breathing
  - b. **Complete temperature checks** of everyone using a non-contact thermometer placed an inch from the forehead. Temperature must not be greater than 100.3° Fahrenheit.
  - c. **Ensure that each guest has and is wearing a face covering.** The staff member will provide a disposable mask to those who have not arrived with their own.
  - d. **Ensure that each guest has sanitized their hands** before leaving the parking lot.

**IMPORTANT:** Any participant who has exhibited symptoms or been in close contact with someone who has exhibited symptoms in the past 14 days, OR who presents with a temperature of greater than the 100.3° Fahrenheit threshold will **NOT** be permitted entry to camp and will be asked to return home. We will measure temperature twice to ensure a mis-read has not occurred.

### At the Administration Office

After the completion of screening, the staff member will lead groups to the administration office in small groups. Only one leader/parent from each reservation should approach the check-in table. There will be cones spaced at 6 feet apart to provide for social distancing in the queue. Check-in staff will be wearing face-coverings.

The staff member will remain in the parade field with the scouts, until check-in is completed. At that time the scouts will be returned to the supervision of their leadership and the staff member will return to the parking lot to re-start the process with the next group.

### **At Check-In:**

- e. **Medical Form A and B** health and immunization record required for each participant, with requisite parental permission line signed. These forms will be retained by the adult leadership of the pack or den attending.
- f. **Assignment of each participant to a rotation group that is not to exceed 22 persons.** We will make every effort to keep families and dens/packs together. These groups will not intermingle throughout the day, other than at lunch, where preventative measures will be taken during service and social distancing will be provided for.
- g. **Groups will be advised that facial coverings are REQUIRED at all times** throughout the day and that they should make an effort to exercise social distancing and encourage their scouts to do the same whenever possible.
- h. **Groups will be provided with a map and schedule of events,** specific to their rotation group and dismissed to begin their program for the day.

### **PARTICIPANTS & GROUPS**

1. All events will be reduced by 50% to allow for less exposure.
2. Every effort will be made to not have groups no larger than 22 participants.
3. All groups will be encouraged to practice physical distancing (6 feet) as much as possible.
4. Groups will not be combined at any time, this includes opening and closing of programs.
5. The schedule has been arranged such that no group intermingles with another. It also allows 15 minutes between groups for disinfection of each area to take place.
6. At the end of the day, a deep clean/disinfection will be done in each area, in all restrooms, in the dining hall and kitchen, and at all other high-touch areas. This will be done in preparation for the next session.

### **PROGRAM AREAS**

All program areas, with the exception of Slingshots and Crafts are outdoor covered spaces. The craft building is equipped with three large garage doors (one on each of 3 sides) and those will remain OPEN during programming to provide for ample airflow throughout the shared space. Slingshots is done at our nature building, which is equipped with two large sliding barn-style doors (one on each of 2 sides). These will also remain OPEN during programming to achieve the goal of proper airflow in the space.

**Archery** – Shooting stations are already spaced 8 feet apart. During area cleaning, ALL equipment used will be disinfected with an approved disinfectant solution. Bows and arrows will be wiped down with the same multi-quat sanitizing solution as is used in the dining hall. Arm guards and thumb tabs will be sprayed/misted with a diluted bleach/water solution. Tables and other surfaces will receive the same treatment. This will happen between ALL groups during area cleaning time. Hand sanitizer will be available at the area and participants will be required to use it.

**BB's** - Shooting stations are currently spaced 6 feet apart. We will reduce capacity to further social distance. BB Guns will be wiped down with multi-quat sanitizing solution (bleach could damage them). All tables, chairs, and target retrieval handles will be misted/sprayed with a diluted bleach solution. This will happen between all groups during area cleaning time. Targets are disposable. Hand sanitizer will be available at the area and participants will be required to use it.

**Haunted House** – Participants will be staggered as they enter. The haunted house will be a NO TOUCH, view only experience. The walking path will be wide enough to safely navigate in a dimly lit environment. Live actors will be limited to just a few and they will be staged such that a minimum of 6' of distance is maintained from participants at all times. Live actors will wear masks. All surfaces, including animatronics and walls/dividers will be sprayed/misted with a diluted bleach solution and fans will be used to exchange the air in the haunted house area between groups during area cleaning time. Hand sanitizer will be available at the area and participants will be required to use it.

**Slingshots** – Participants will be spaced at 6' intervals. The target system is a no-touch system. A cable pull operated by a staff member is pulled to stand the targets back up. The projectiles used are biodegradable paint balls and are not retrieved after being launched. As the targets are never touched, there's no need to disinfect them. Each participant is given their own cup of paintballs. Cups will be disposable and will not be re-used or shared with other participants. Slingshots will be wiped down with a multi-quat sanitizer between participants and all tables, chairs and other high-touch surfaces will be sprayed down with a diluted bleach/water solution between groups. Hand sanitizer will be available at the area and participants will be required to use it.

**Crafts** – Each participant will receive their own kit of materials. Both the outdoor covered area and the main craft room will be utilized to provide for ample distancing of participants. ALL shared tools, tables, benches, etc. will be disinfected between groups. As an added measure, participants will be required to wear disposable gloves while working on their craft projects.

## **MEAL SERVICE**

Camp Halloween day events include a lunch meal for participants. The meal will be served cafeteria-style. It consists of pre-packaged individual boxes with the main meal items inside. Condiments and sides will be served directly into the box, by staff, who will be wearing masks and gloves and who will be 6' apart from those being served.

Start times for the line will be staggered for the groups to aid in distancing and to help avoid a large congregation of people in the parade field. The meal will be served in the covered portico at the dining hall. The dining hall will be set up with tables, distanced to each corner of the building, as well as the back room and the mezzanine to allow for groups to stay apart from each other on the covered patio at the dining hall.

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### **OPENING & CLOSING CEREMONIES**

The opening and closing ceremonies traditionally take place on our small parade field. As an added safety measure, we will be moving them to our large playing field in the center of camp, known as “Cub World Field.” There will be five spaced-apart, color-coded areas in place. One area for each group, with proper signage. The groups will gather at these areas and staff will conduct the opening and closing ceremony from a distance.

### **CLEANING, DISINFECTION, AND VENTILATION**

- Staff will be designated and are responsible for wiping down high touch areas.
- Other high touch areas such as door handles, railings, copy machines, and credit card readers will be wiped down on regular basis.
- Restrooms, breakrooms, lunchrooms, kitchen, and meeting rooms will be cleaned frequently.
- Chief Seattle Council will provide all cleaning chemicals based on recommendation from the Center for Disease Control and Prevention (CDC) and Environmental Protection Agency (EPA)

### **COMMUNICATIONS AND STAFF TRAINING**

- Appropriate signage will be displayed in all areas of camp for hand washing, social distancing, and reminders of what to do if symptoms exist.
- Employees and volunteers will have a mandatory training prior to having participants on site. Staff will be trained in health and safety protocols for our site, including how to screen for symptoms, handwashing, maintain physical distance, frequent cleaning, and what to do if someone develops signs of COVID-19.
- Employees will follow the incident reporting tool required by the Boy Scouts of America in the event of incident.
- This document is provided to all staff members to understand their role in lessening the spread of COVID-19
- Non mandatory training “Safety Short: Coronaviruses and COVID-19” can be found in the [Boy Scout Training Academy](#).

### **EMERGENCY PROCEDURES**

In the event a of a participant, staff member, or volunteer showing symptoms during the event:

- Individual will be quarantined in pre-determined location until transportation to go home is available.
  - After individual has gone home the quarantined area will be vacated for at least 24 hours before cleaning.
- If employee, guest, or vendor is found to have COVID-19 and has been in close contact with employee. Chief Seattle Council will notify employee while maintaining confidentiality as required by the Americans with Disabilities Act.
- All staff and participants in the group will be notified of participant showing symptoms.

- In the event the participant tests positive for COVID -19 all participants will be contacted as soon as results are obtained.

If you have any questions please contact the camping department at [campingdept@seattlebsa.org](mailto:campingdept@seattlebsa.org)