



# **AID 4 ADVENTURE**

**COVID-19 OPENING PLAN**

**JUNE-AUGUST 2020**

# Section 1: INTRODUCTION

*The health of our campers and our staff is our number 1 priority, and we are committed to an intentional, collaborative, and expert-informed plan to limit the exposure to COVID-19 at all of our camp locations.*

*Each industry should analyze their specific industry risks, and each company must assess their own risk tolerance and appropriately determine and manage their specific operational risks. This plan is designed specifically for Avid4 Adventure's summer, seasonal camp operations.*

*This opening plan is informed by guidance and guidelines from many sources, including the American Camp Association (ACA), the Center for Disease Control and Prevention (CDC), the Colorado Camps Network (CCN), and the state governments of Colorado, California, Oregon, and Washington.*

*COVID-19 is a pandemic and something that we need to take as seriously as possible. It is also meaningful (and a positive aspect of our specific business) that:*

- *Our participants are all younger than 18 years old, and our staff are largely young adults.*
- *COVID-19 is most dangerous for persons over 60 years old, and kids/young adults have proven to be the most resilient to and least affected by the virus.*
- *It is much more likely for a kid/young adult to become a VECTOR for the virus rather than for that kid/young adult to get very sick. Thus, knowing if a kid/young adult has been in contact with someone else with the virus is likely more important than if they have a particular symptom such as a temperature.*

*This situation continues to be incredibly dynamic. This plan is purposefully a draft.*

*We will continue to monitor the situation and follow the advice of expert medical sources. Organizationally, we will maintain a growth mindset, and we will edit this plan as new information is discovered and/or our external landscape changes.*

## Section 2: LET'S KEEP COVID-19 OUT

	<b>Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park</b>	<b>Overnight Camps: Expeditions</b>
<b>Screening</b>	<p><b>STAFF:</b> Before coming to work every day, staff will be health-screened using an online form with recommended screening questions from <a href="#">CDPHE guidelines</a>. Staff will be tested for COVID-19 if they develop persistent signs or symptoms or if they have a known exposure.</p> <p><b>CAMPERS:</b> <i>Before camp</i> - In our pre-camp guide, through emails, and in a pre-camp phone call the week prior to camp, we will follow <a href="#">EH&amp;E guidelines</a> to ask parents to limit exposure for the week before camp and to conduct 7 days of health-screening of their camper(s), to include questions and daily temperature checks, plus what to do if symptoms develop. <i>During camp</i> - Daily health-screening checks upon arrival at camp.</p> <p><b>PARENTS/VISITORS:</b> No visitors will be allowed during the camp day.</p>	<p><b>STAFF:</b> Staff will arrive at training and have an initial 12-day observation period before camp. Depending on availability of reliable testing, expedition staff may be tested for COVID-19 during staff training. Before each expedition and every day during an expedition, staff will be health-screened with recommended screening questions from <a href="#">CDPHE guidelines</a>.</p> <p><b>CAMPERS:</b> <i>Before camp</i> - In our pre-camp guide, through emails, and in a pre-camp phone call the week prior to camp, we will follow <a href="#">EH&amp;E guidelines</a> to ask parents to self pre-screen for 14 days before arriving. Written communication will be provided that states anyone symptomatic with COVID must get testing. Suspect and positive cases must follow this <a href="#">isolation guidance</a>. Campers must be fever free for 72 hours with symptoms resolving and at least 10 days have passed since the first symptom appeared. <i>During camp</i> - Screened upon arrival and at least daily throughout the program for symptoms of or exposure to COVID.</p> <p><b>PARENTS/VISITORS:</b> No visitors will be allowed during the expedition week.</p>
<b>Drop-off/Pick-up</b>	<p>We will ask only ONE adult to drop off/pick up. With all groups consisting of only 4 or 5 kids, this will limit the drop-off/pick-up congregating group to a max of 10 people. Parents dropping off and picking up campers will be asked to wear masks and keep at least 6 feet distancing from staff, other parents, and other campers. Staff (not caregivers) will sign campers in/out with permission of the caregiver, as to not share pens.</p>	<p>We will stagger the drop-off and pick-up times for the different expedition groups. During drop-off and pick-up, everyone will remain outside and out of any buildings with the exception of bathrooms. Staff (not caregivers) will sign campers in/out with permission of the caregiver, as to not share pens.</p>

## Section 3: LET’S NOT PASS IT ALONG

	Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park	Overnight Camps: Expeditions
<b>Educating Field Staff</b>	<p><b>STAFF TRAINING:</b> All staff will get detailed training to cover all of the guidelines outlined in this document, including procedures around screening, hygiene/handwashing, PPE (including proper use, removal and washing of facial covering), and distancing.</p> <p><b>SICK LEAVE POLICIES:</b> Staff must not work if they are feeling sick, have had a known exposure to COVID-19, or have any active signs/symptoms of COVID-19. Avid has instituted a <a href="#">paid sick leave policy for seasonal staff</a> and we have over-hired to have substitute staff available.</p>	<p><b>STAFF TRAINING:</b> All staff will get detailed training to cover all of the guidelines outlined in this document, including procedures around screening, hygiene/handwashing, PPE (including proper use, removal and washing of facial covering), and distancing.</p> <p><b>SICK LEAVE POLICIES:</b> Staff must not work if they are feeling sick, have had a known exposure to COVID-19, or have any active signs/symptoms of COVID-19. Avid has instituted a <a href="#">paid sick leave policy for seasonal staff</a> and we have over-hired to have substitute staff available.</p>
<b>Educating Parents &amp; Campers</b>	<p>Staff will serve as health educators to all campers, reviewing:</p> <ul style="list-style-type: none"> <li>● The correct “20-second” protocol for hand washing.</li> <li>● How to sneeze into their elbow; staff will also carry tissues.</li> <li>● How to avoid touching their eyes, nose, and mouth.</li> <li>● No sharing of any gear or personal items including food.</li> </ul> <p><b>PRE-CAMP COMMUNICATION:</b> Parents will receive this Opening Guide and various other COVID-19 education in our pre-camp guide, through emails, and in a pre-camp phone call the week prior to camp.</p> <p><b>SIGNAGE AT CAMP:</b> Staff will attach an external, weather-proof “sign” to their backpack - to include PPE and physical distancing reminders.</p> <p>All aspects of education to follow <a href="#">CDPHE guidelines</a>.</p>	<p>Staff will serve as health educators to all campers, reviewing:</p> <ul style="list-style-type: none"> <li>● The correct “20-second” protocol for hand washing.</li> <li>● How to sneeze into their elbow; staff will also carry tissues.</li> <li>● How to avoid touching their eyes, nose, and mouth.</li> <li>● No sharing of any gear or personal items including food.</li> </ul> <p><b>PRE-CAMP COMMUNICATION:</b> Parents will receive this Opening Guide and various other COVID-19 education in our pre-camp guide, through emails, and in a pre-camp phone call the week prior to camp.</p> <p><b>SIGNAGE AT CAMP:</b> Staff will attach an external, weather-proof “sign” to their backpack - to include PPE and physical distancing reminders.</p> <p>All aspects of education to follow <a href="#">CDPHE guidelines</a>.</p>

Section 3: LET'S NOT PASS IT ALONG (cont)

	<b>Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park</b>	<b>Overnight Camps: Expeditions</b>
<b>Physical Distancing</b>	<p>We will follow current state physical distancing guidelines.</p> <p>Campers and staff will make best efforts to maintain a distance of 6 feet between one another. Given the nature of camp, it will not always be possible to physically distance group members from each other. During these times, staff and campers will be asked to wear masks. We will ask campers to bring their own face covering to use. If a camper does not have a mask, they can borrow one from us or have their caregiver get one from home.</p> <p>Staff and campers will remain in their small stable cohorts for the week of camp. There may be times where other Avid4 groups are participating in camp at the same recreation locations; groups are prohibited from mingling.</p> <p>We will only play small group games and games that do not include physical contact.</p> <p>We will provide each staff with PPE, including an appropriate face covering and a supply of gloves.</p>	<p>We will be mindful of physical distancing and we will avoid direct contact with others. However, as a small, self-quarantined cohort, we understand that we will be within 6 feet of others at certain times of the expedition. <a href="#">Per EH&amp;E guidance</a>, based on the learning from the 2009-2010 experience with H1N1, establishing and maintaining small group sizes of 13 plus staff is key for the “safer at home” phase.</p> <p>In places that have more than one group at a location groups will not be allowed to congregate together but would remain separate their entire trip.</p> <p>We will provide each staff with PPE, including an appropriate face covering and a supply of gloves.</p> <p>Per <a href="#">CDPHE guidelines</a>, We will ask campers to bring at least 2 of their own face coverings. Avid will have extra face coverings for any child who did not bring their own. We will also wash face coverings during the week. Campers will be asked to wear masks during any transportation, any cooking, and any unforeseen interactions with those outside of the group/cohort.</p>
<b>Enhanced Cleaning</b>	<p>Frequently touched surfaces, surfaces likely to be contaminated with bodily fluids, and all equipment will be disinfected using <a href="#">EPA approved</a> solutions, and <a href="#">EH&amp;E recommended</a> procedures. Staff will disinfect before &amp; after use.</p> <p>Whenever possible gear will be assigned to a camper for the entire week. Shared equipment will be avoided between campers and staff.</p> <p>Equipment must be disinfected in between half day programs.</p>	<p>All frequently touched surfaces, surfaces likely to be contaminated with bodily fluids, and all equipment will be sanitized using <a href="#">EPA approved</a> solutions, and <a href="#">EH&amp;E recommended</a> procedures. Staff will sanitize before &amp; after use.</p> <p>Whenever possible gear will be assigned to a camper for the entire week. Shared equipment will be avoided between campers and staff.</p> <p>We will no longer rent sleeping bags, pads or backpacks. Parents will now be able to purchase these items from us.</p>

Section 3: LET'S NOT PASS IT ALONG (cont)

	<b>Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park</b>	<b>Overnight Camps: Expeditions</b>
<b>Personal Hygiene</b>	<p>All campers and staff are required to thoroughly wash their hands with soap and water:</p> <ul style="list-style-type: none"> <li>● Upon the start of each day at camp</li> <li>● Before and after snack and lunch</li> <li>● Before and after cooking activities</li> <li>● After an “unguarded” sneeze or cough within 5 feet of group</li> <li>● After using the restroom</li> <li>● At the end of the camp day</li> </ul> <p>Staff will make sure that handwashing happens with a continuous, handsfree flow of water to ensure vigorous scrubbing.</p>	<p>All campers and staff are required to thoroughly wash their hands with soap and water:</p> <ul style="list-style-type: none"> <li>● Upon the start of each day at camp</li> <li>● Before and after any meal</li> <li>● After an “unguarded” sneeze or cough within 5 feet of group</li> <li>● After using the restroom</li> <li>● At the end of the camp day</li> </ul> <p>Staff will make sure that handwashing happens with a continuous, handsfree flow of water to ensure vigorous scrubbing.</p> <p>We will carry additional solar showers to function as handwashing stations. At a minimum, handwashing stations will be located in the kitchen area and near the bathrooms. At camp, paper towels will be used to dry hands after washing.</p>
<b>Food Safety</b>	<p>We will not be providing any snacks or lunches this summer, and Staff will ensure there is no sharing of food between campers at snack and lunch time.</p> <p>For all camp times when food is present:</p> <ul style="list-style-type: none"> <li>● All staff and campers will wash their hands before and after the activity.</li> <li>● All food gear and surfaces will be sanitized following <a href="#">CDPHE guidelines</a>.</li> <li>● Campers and staff will wear face coverings. Staff will wear gloves.</li> </ul>	<p>A staff member will plate each camper’s meal from the kitchen area rather than serve family-style meals. At no time will there be sharing of food, cutlery, or water bottles. At the start and end of every meal, the kitchen and tables will be sanitized following <a href="#">CDPHE guidelines</a>. Face coverings and gloves to be worn by staff handling food. Anyone wearing a face covering should remove it only just before eating and replace upon completion of the meal.</p> <p>Camp kitchens and picnic tables (if applicable) should be sanitized before and after each meal.</p> <p>Personal plates, cutlery, etc will be assigned to a camper for the entire week, or if directed to do so, we would pivot to compostable single-use utensils and plates.</p>

Section 3: LET'S NOT PASS IT ALONG (cont)

	Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park	Overnight Camps: Expeditions
Sleeping	NA	Alternate sleeping arrangements head to toe so that there is at least 6 feet between each sleeping person's head. Sleeping bags and bedding are not to be shared. If no rain in the forecast, tent flies will be removed to increase air circulation.
Transportation	We will not be transporting any campers for our day camps this summer.	We will use 15-passenger vans and trailers to transport campers/staff and the gear for expeditions. While traveling in the van, all staff and campers will wear face coverings and we will seek to avoid contact with people not part of the group. Whenever possible, we will travel with open windows. Before the next expedition, but well after campers have left the vehicle, we will disinfect commonly touched surfaces, including inside the van.
Outsources	We will not use outsources for our day camps.	We have proactively communicated with all outsources to understand their COVID-19 procedures. If Avid4 Adventure feels that an outsource's actions or policies are not reflective of our COVID-19 policies and/or not aligned with County Health Department regulations, then we will remove our campers from the experience when possible. During an outsource experience, we will maintain leadership with the group around physical distancing, hygiene, cleaning, etc.
Vulnerable Populations	Based on <a href="#">EH&amp;E</a> and <a href="#">White House Guidance</a> , Staff and campers that are at-risk individuals must seek written approval from their physician before being permitted at camp, and their information will be reviewed by Avid staff, including (as needed) our nurse consultant and advising physician.  When we contact families in the event of COVID-19 exposure (see section 4), we will ask families if there are any vulnerable people living at home, and we will advise and report appropriately.	Based on <a href="#">EH&amp;E</a> and <a href="#">White House Guidance</a> , Staff and campers that are at-risk individuals must seek written approval from their physician before being permitted at camp, and their information will be reviewed by Avid staff, including (as needed) our nurse consultant and advising physician.  When we contact families in the event of COVID-19 exposure (see section 4), we will ask families if there are any vulnerable people living at home, and we will advise and report appropriately.

## Section 4: LET’S PLAN FOR WHEN IT DOES HAPPEN

	Day Camps: Small Group Adventure, Camp at Home, Valmont Bike Park	Overnight Camps: Expeditions
<b>Clear Guidance</b>	<p>Each suspect case, positive case, or exposure will be treated as individual and unique situations, Specific responses may differ. In addition, the advice and guidelines from our public health partners and medical professionals continue to be dynamic.</p> <p>We will remain in close contact with our public health partners and follow the reporting and tracking guidelines of the <a href="#">Colorado Department of Public Health and Environment</a>, the <a href="#">Oregon Public Health Division</a>, and the <a href="#">California Department of Public Health</a>.</p> <p>We will continue to update our <a href="#">COVID-19 communication plan</a>.</p>	<p>Each suspect case, positive case, or exposure will be treated as individual and unique situations, Specific responses may differ. In addition, the advice and guidelines from our public health partners and medical professionals continue to be dynamic.</p> <p>We will remain in close contact with our public health partners and follow the reporting and tracking guidelines of the <a href="#">Colorado Department of Public Health and Environment</a>.</p> <p>We will continue to update our <a href="#">COVID-19 communication plan</a>.</p> <p>We will have extra tents/shelter to support overnight quarantines if needed for campers or staff.</p> <p>For campers/staff living out of state, isolation and quarantine prohibits the crossing of state lines until public health required isolation/quarantine periods have been completed.</p>
<b>Tracking</b>	<p>Per <a href="#">Colorado Department of Public Health and Environment</a> and <a href="#">EH&amp;E guidelines</a>, we will report cases to the county public health dept where the camp is located, and follow their guidelines.</p> <p><b>Contact Tracing:</b> As a presumed or confirmed case is discovered, with the assistance of local public health, the camp will work to determine if there were individuals outside of their group and assigned staff, that have been within six feet for more than 10 minutes, during the camp week. Notification and increased surveillance and will be provided for these individuals, the group, and staff. Additional measures will be considered to assure that the group has no contact with others for 14 days.</p>	<p>Per <a href="#">Colorado Department of Public Health and Environment</a> and <a href="#">EH&amp;E guidelines</a>, we will report cases to Colorado Public Health Departments, and follow their guidelines.</p> <p><b>Contact Tracing:</b> As a presumed or confirmed case is discovered, with the assistance of local public health, the camp will work to determine if there were individuals outside of their group and assigned staff, that have been within six feet for more than 10 minutes, during the camp week. Notification and increased surveillance and will be provided for these individuals, the group, and staff. Additional measures will be considered to assure that the group has no contact with others for 14 days.</p>

## Section 5: LET’S CARE FOR OUR PEOPLE

	Seasonal Staff - Camp Directors, Instructors, etc	HQ/Admin staff
Support	<p><b>PHYSICAL SUPPORT:</b> We will provide each staff with PPE, including an appropriate face covering and a supply of gloves.</p> <p><b>FINANCIAL SUPPORT:</b> We have created an <a href="#">Emergency Employee Assistance fund</a> to support food, shelter, or medical needs.</p> <p>Our seasonal Staff Portal contains various information and guidance around unemployment insurance, rent/mortgage support, student loan abatement, and more.</p> <p>If a staff member needs a COVID test, Avid will reimburse the cost of the test. While awaiting test results and/or recuperating from COVID-19, Avid will pay 90% of a staff’s regular weekly pay for their scheduled programs from their first day of missed work until they are symptom-free and can return to work.</p> <p><b>EMOTIONAL SUPPORT:</b> Our seasonal Staff Portal links to stress/anxiety resiliency resources - like <a href="#">this one</a>. Our staff training and staff handbook provide resources for proactive and reactive management for stress/anxiety and other mental health issues.</p>	<p><b>PHYSICAL SUPPORT:</b> All HQ administrative work will happen from home if possible.</p> <p>At our WH location or when visiting groups in the field, staff will wear face coverings and maintain physical distancing of 6 feet.</p> <p>For any staff working at our WH/office location, we have a separate procedures/opening plan to follow.</p> <p><b>FINANCIAL SUPPORT:</b> Avid provides any basic necessities for HQ home office (e.g. computer, printer, etc). Avid will also support up to \$250 of purchases needed for your home office.</p> <p>All furloughed staff receive an Avid Furlough Guide.</p> <p><b>EMOTIONAL SUPPORT:</b> Our Customer Experience team (who directly interact with our customers) receive additional training on proactive and reactive management for stress/anxiety.</p> <p>All HQ staff have access to an <a href="#">Employee Assistance Program</a> through Guardian Life. Staff are provided resources to help navigate life events.</p>
Recognize	<p>Every few weeks, we have sent a survey to assess physical and emotional needs. Every week, we have sent email/video messages to express appreciation and gratitude.</p> <p>In the summer, Camp Directors will be meeting with their staff weekly. Part of the Director role is to bring recognition/gratitude.</p>	<p>For the first several weeks of COVID-19 response and “work from home” orders, we tracked individual and team feelings through a twice a week Qualtrics “pulse” survey.</p> <p>We will continue our Q12 Gallup survey quarterly. We will continue to meet weekly as a full team in different ways.</p>

## Additional/External Resources

- [ACA Coronavirus Information](#)
- [Avid4 Adventure COVID-19 Info Page](#)
- [CDC- General Coronavirus Info](#)
- [CDC- Guidance for Schools](#)
- [Children's Hospital of Colorado](#)
- [American Academy of Pediatrics](#)
- [Colorado Department of Public Health and Environment](#)
- [State of Colorado Guidance for Childcare Providers](#)
- [State of Colorado Guidance for Education P-12](#)

