



Samford University[®]

Events Management

Summer Programs

Re-Opening Plan

The Office of Events Management

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Disclaimer

Samford University follows all local, state, and CDC guidelines. This plan reflects the best available information at the time of preparation. It is possible that the strategies outlined in this plan may change as information regarding COVID-19 evolves. As such, information in this plan should not be considered rigid, nor is it intended to supplant professional, informed judgment, based on current conditions.

Jefferson County Guidelines: <https://data-jeffco-al.opendata.arcgis.com/pages/covid-19-in-jefferson-county-alabama>

Alabama Guidelines: arcg.is/0brSGj

CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

CDC's Guide for Youth Programs and Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/camp-planning-tool.pdf>

Appendix 3A

Communication Plan

Individual summer program leaders will be in regular contact with program attendees, parents/legal guardians, staff, and vendors. Procedures are in place in the event some of the information contains confidential health/medical records. In addition, the summer program leader will seek guidance from, and work with Samford University, Jefferson County Health Department, Alabama Department of Public Health, American Camp Association (ACA) and the Center for Disease Control (CDC) to develop standard communication.

Program Communication Plan

For guidance consult the ACA Field Guide for Camps: <https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>

Appendix 4A

Screening

Pre-Screening

Pre-Screening of staff and summer program attendees (self-monitoring for 14 days):

- a. Take and record their own temperatures for 14 days prior to camp.
- b. Self-screening for COVID-19 symptoms: fever of 100.4 F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, etc., within the past 2 weeks.
- c. Determine if, within the past two weeks, the individual has traveled nationally or internationally.
- d. Determine if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

If staff or summer program attendees are flagged during the pre-screening process, the program will follow the guidelines set forth by the local, state, and CDC guidelines to make a decision about admittance.

Initial Health Screening

Initial Health Screening will be like those considered during the pre-screening process. The American Camp Nurse's Health Screening form will be incorporated in the process. As more medical information evolves, the content of the screening form will be updated with additional information and questions. The results of the initial health screening will determine if an individual is permitted to enter or if they require additional screening and evaluation.

1. A temperature check using an appropriate thermometer. The thermometer will be cleaned with alcohol between each participant or staff member, and ask the following questions before participant exits the vehicle:
 - a. Do you have any of these symptoms that are not caused by another condition?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion
 - Nausea or vomiting
 - Diarrhea
 - b. Within the past 14 days, have you been in close contact with anyone that you know had COVID-19 or COVID-like symptoms? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).
 - c. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
 - d. 4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Ongoing Screening Process

Ongoing Screening Process will be performed every day when staff reports and when parents drop off the participants, and will include a temperature scan and the questions listed previously in the initial screening process.

NOTE: Currently, COVID-19 specific testing is not a part of the screening process. In the event, testing is recommended, reliable, and available it will be included in the process. See procedures below.

If camper or staff is suspected to have COVID-19 based on this assessment, a parent or guardian will be contacted immediately for pick-up. Symptomatic individuals will be isolated by separating at least 6 feet. The area for individuals with symptoms will be at least 6 feet away from other areas of the health center or in a separate area, identified by Program Leader. Staff, program attendees, volunteers, and vendors will be required wear a face covering at all times, while on Samford University property. If a potential positive case is identified, a face mask/face shield or other eye protection, disposable gloves, and a disposable gown will be worn while monitoring symptomatic minors who have a suspected case of COVID-19 until a parent/guardian can pick up the child for care. If the child is in distress, contact 911.

Testing

The decision to test prior to start of summer program will be entirely up to the summer program leaders. If testing is going to be required for your program, we recommend all summer program participants are required to submit a negative PCR test **up to 2 days** days prior to program start date.

All symptomatic individuals will be sent home immediately, and any positive test results need to be reported to the summer program leader as soon as possible, so contact tracing can begin.

Response and Management of Case(s) or Probable Case(s)

If a staff member or camper is identified as having a potential or confirmed case of COVID-19, the individual will be isolated in a location previously identified as part of the summer program planning. The following protocols will be considered:

- If an attendee or staff member warrants further clinical evaluation, arrangements will be made to do so in compliance with Samford University protocols.
- If an attendee or staff member does not require immediate clinical evaluation, and if the campus guidelines call for the individual to return home, isolate the individual until the individual can be picked up from campus.
- Clean the person's areas of contact according to campus guidelines and procedures outlined in ACA Field Guide.
- Program Leaders will be responsible for notifying other summer program attendees' parent or guardian in the event of a positive case, in accordance with guidance from your local health officials.

Preventing the Spread of COVID-19

- Printed material will be posted in or near restrooms to remind individuals when and how to wash hands.
- The [CDC video](#) on proper handwashing will be distributed and incorporated into the program.
- Printed material will be posted in critical areas where physical distancing should be maintained

Washing Hands

When to wash or disinfect hands for participants and staff will be implemented as follows:

- Before eating food (e.g., when entering the dining area).
- Upon entering any enclosed space.
- After being in contact with someone who may have been sick.
- After touching frequently touched surface (railings, doorknobs, counters, etc.).
- After using the restroom.
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

Hand sanitizers will be made available. Hand sanitizers will not be a substitute for handwashing for kitchen and dining staff.

Physical distancing according to CDC guidelines for youth programs will be implemented:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Cleaning and Disinfection

Cleaning methods will follow CDC and Samford University guidelines and protocols:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Academic Buildings

- Sanitized, disinfect high touch areas, pull trash, and cleaning of restrooms
- Monday- Friday service
- 2x per day for disinfecting (morning/afternoon)
- Surfaces to include:
 - Tables
 - Copiers
 - Doorknobs
 - Light Switches
 - Countertops
 - Handles
 - Desks
 - Phones
 - Keyboards
 - ATM Machines (University Center)
 - External Doorknobs
 - Hand rails
 - Toilets
 - Sinks
 - Faucets
 - Water Fountains
 - Touch Screens

Residence Halls

- Services provided Sunday-Saturday (7 days per week)
- Sanitized/Disinfected 3x per day
- Unoccupied areas for 7 or more days will only get routine cleaning.

Surfaces to include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Keyboards
- Sinks
- Water fountains
- Touch Screens
- Sinks
- Faucets
- Toilets

Drop Off/Arrival, Intake, and Pick-Up Procedures

Drop Off/Arrival

A drop off and/or arrival schedule in which groups of summer program attendees are to be dropped off at different programs during staggered timeframes will be implemented. Summer program attendees who drive themselves onto campus must adhere to the same procedures listed below.

- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of attendees and configuration of the drop off area, etc.; aimed to reduce density and physical interaction of individuals at any given time in the drop off area.
- Communications will be sent to parents/guardians that assign each their child's drop off/arrival time window. The purpose of the window will be explained as well as consequences for non-compliance.
- One parent-one child drop off & pick-up required, unless multiple summer program attendees are attending the same program. Individuals who are at high risk for severe illness should avoid dropping off and picking up their children.
- Physical distance will be maintained with other parents/guardians/attendees.
- Attendees and parent/guardians will wear a cloth face mask when exiting the vehicle.
- Those driving themselves to Samford are required to ride alone, unless other person is an immediate family member, living in the same household.
- Posters and signage will be posted at the drop off location. These will include COVID-19 information and symptoms, handwashing, cough etiquette, spread prevention and physical distancing. Signage can be picked up at the Office of Events Management.

Intake

- Program leader will set a designated intake location, for both drop-off of attendees and those who drive onto campus.
- Summer program attendees and staff will wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the drop off area.
- Summer program attendees will be greeted by staff who will perform initial health screenings outside as they arrive.
- Upon arrival to program site, Program Leader will review all health and safety requirements and campus guidelines.

Pick Up

- Procedures will be the same as drop-off
- Only authorized adults will be allowed to pick up children (noted in camp paperwork)
- Parents/guardians must make arrangements with program leader prior to an early pick-up

Each summer program is different. If additional precautions need to be implemented, it is at the discretion of the Summer program leader.

Activities

- Parents, guardians, and non-essential visitors will be restricted from exiting vehicles once on campus. One parent-one child protocols will be used for drop-off/pick-up and screening.
- The program will be organized into the smallest practical group sizes and to the extent possible keep groups consistent throughout the entire summer program. Group sizes will comply with state and/or local requirements for proper staff to camper ratios and minimum staffing requirements.
- The program will organize participants and counselors into “households” that do most group activities together, or within subgroups, recommended 10-15 maximum attendees.
- Dining/snack times should be staggered depending on the location and size of the dining facility and its ability to allow social distancing between “households.” Dining will be outside in “households” if possible and weather permits. Only individual boxed meals permitted.
- Hold activities primarily outdoors, when possible.
- Attendees and staff will wear cloth face coverings at all times while on Samford University’s campus.
- For all activities, groups will remain small and maintain safe ratios outlined by ACA and the Samford University guidelines.
- Ensure attendees and staff practice proper hand hygiene.
- All shared items and equipment (e.g., musical instruments, tennis rackets, footballs, art supplies, etc.) will be properly cleaned and disinfected between use per Samford University and CDC guidelines.
- Shared equipment will be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles). If feasible, the amount of shared supplies and equipment for activity will be limited by providing each participant their own (e.g., helmets, art supplies) for the duration of the program.
- Scheduling of certain activities will allow time for cleaning and disinfecting.
- The use of personal refillable water bottles will be encouraged. Otherwise, participants will use disposable cups at designated water stations.
- Efforts to maintain physical distancing will not impact existing safety protocols (e.g., first aid, cardiopulmonary resuscitation [CPR], etc.).
- A roster will be prepared of qualified individuals who can fill in if staff members are sick or must return home for personal reasons.
- If first aid and/or CPR is required during an activity, normal program protocol will be followed that considers current guidance from the following sources as well as state and local authorities including the fire and/or emergency services departments.

Under circumstances where indoor activities must take place:

- There will be enough space to accommodate staff and campers while practicing safe physical distancing, using the occupancies noted here.
- Staff members, volunteers, and attendees will wear cloth face coverings.

- There is proper ventilation within the space by maximizing fresh air intake or natural ventilation via screened windows and doors.
- Please note: The campus will be undergoing multiple renovations and potentially begin setting up classrooms for normal (non-socially distant) operations for Fall 2021. It is imperative that indoor use of space gets approval by Events Management.

Personal Protective Equipment (PPE) for Staff

Necessary PPE will be kept near workstations in the camp where they will be used.

- Face masks will be worn by volunteers, staff, and participants at all times.
- Staff will be trained on hand hygiene and instructed on handwashing.

Disposable gloves will be worn by:

- Staff when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases.
- Staff will wear gloves when handling any incoming belongings or equipment prior to disinfection.