**Health & Safety Plan for 2020-2021 Retreats at**

**Joy El Camps & Retreats**

**(As of September 16, 2020)**

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**These guidelines are in accordance with the PA state guidelines for camp, the CDC (Centers for Disease Control) and the ACA (American Camping Association) to combat the risk of contracting COVID-19. These procedures will be followed, to the best of our abilities, for all campers, parents/guardians, and staff who are at Joy El for retreats. These procedures will be evaluated and updated regularly.**

**From this point forward, the definition of “POD” or Points of Discipleship is as follows: A POD is defined as a retreat group, church group or cabin**

1. **Camper drop off:**
   1. Parent/guardians will bring their children to camp.
   2. Parent/guardians, while remaining in their vehicle, will be met by a staff person who is wearing a face mask.
   3. While maintaining social distancing to the best of our ability, the staff person will determine the child’s name and what cabin the child will be in.
   4. Information regarding pick-up will be given to the parent/guardian.
   5. Staff person will have parent/guardian sign a “Good Health Certification” form for each camper.
   6. The camper’s temperature will be taken. If normal, they will proceed with registration. If fever is present, they will be asked not to attend camp.
   7. Any outstanding payment will be collected.
   8. If needing to meet with the nurse, the vehicle will be directed to the nurse line.
   9. If not needing to meet with the nurse, the vehicle will be directed to the drop-off area, where the camper will be met by their counselor(s).
   10. Parent/guardian will NOT exit the vehicle, but continue driving the designated path and exit the property.
   11. A health screening of each camper will take place each day at drop off.
       1. Parent/guardians will be asked if camper has displayed any symptoms of illness since being picked up the day before.
       2. The camper’s temperature will be taken each day. If normal, they will be able to participate in camp for the day. If fever is present, they will be asked not to attend camp.
       3. If a camper remains fever free for 24 hours, they can return to camp later in the week.
   12. Drop off will vary by type of retreat and weather, but will be done outdoors as much as possible.
2. **Meals:**
   1. Meals will be served from the dining hall.
   2. Meals will be served family style.
   3. Seating at tables will be spaced out to accommodate social distancing requirements. There will be a maximum of 5 people per table.
   4. All campers at each table must wash their hands prior to meals and following meals.
   5. When possible, campers will be given individual condiment packets.
   6. All staff working and serving in the kitchen must wear gloves, a disposable face mask, and apron.
   7. Staff will change all PPE (personal protective equipment) between serving each POD.
   8. Tables that were used and counter tops will be sanitized between each POD being served.
   9. The salad bar and cereal bar will be utilized for meals. Those using the salad or cereal bar will be asked to use hand sanitizer prior to serving themselves. A kitchen staff person will maintain cleanliness of the salad or cereal bar during meals by cleaning up spills and wiping frequently touched surfaces as much as possible.
3. **Activities:**
   1. Each POD will have an assigned time for each activity.
   2. All campers in the POD must wash their hands prior to participating in the activity.
   3. Equipment used will be sanitized to the best of our ability after each POD use as follows:
      1. Daily sanitizing:
         1. Ping Pong – paddles, balls and table tops will be sanitized.
         2. Foosball tables – handles and balls will be sanitized.
         3. Air hockey tables – pucks, sliders and table tops will be sanitized.
         4. Equipment (balls, scooters, hula hoops, hockey sticks, etc.) – will be wiped down and sanitized and put away until the next day.
         5. Canoes/Corcls – seats, oars and life jackets will be sanitized.
         6. Carpet Ball – balls will be sanitized.
      2. Sanitizing after each POD use:
         1. Go-karts – seats, steering wheels and helmets will be sanitized after each POD use.
         2. High ropes equipment – hand/foot holds, harnesses and helmets will be sanitized after each POD use.
         3. Peg climbing board – pegs will be sanitized after each POD use.
         4. Archery – bows and arrows will be sanitized after each POD use.
         5. Slingshot – slingshots will be sanitized after each POD use.
         6. Air rifle – rifles will be sanitized after each POD use
         7. Mini Golf – putters and balls will be sanitized after each POD use.
         8. Disc Golf – discs will be wiped and sanitized after each POD use.
         9. Human Foosball – hand holds and balls will be wiped and sanitized after each POD use
4. **Chapel services:**
   1. All PODs can meet in the Worship Center for chapel services as long as the group size does not exceed 250 people.
   2. We may also have multiple chapel services.
5. **Camper pick-up: (This applies only to Momentum, Bible Adventure and Homeschool Retreats)**
   1. Parent/Guardians will arrive to pick up children and will remain in their cars.
   2. Each Parent/Guardian will be directed to the appropriate pick-up area for each child.
   3. Parent/Guardian will need to show ID to pick up their children.
   4. Once child is reunited with parent/guardian, the parent/guardian will be required to sign out the child.
   5. The camper is then free to board the vehicle with their parent/guardian and return home.
6. **General cleaning procedures:**
   1. **All housekeeping/cleaning crews will use disposable masks.**
   2. **All meeting areas, cabins and rooms with windows, will have the windows opened when possible and fans running to ventilate the room.**
   3. **Meeting rooms: (To be cleaned daily)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with one of the following EPA approved disinfectants:
            1. Hydrogen peroxide
            2. Citric acid
            3. Lactic acid
            4. Ethyl alcohol (also called Ethanol)
            5. Isopropyl alcohol (70% or higher)
            6. Hypochlorous acid
            7. Bleach
         2. Glass cleaner
         3. Paper towels
         4. Garbage bags
         5. Vacuum cleaner
         6. Hand sanitizer
         7. Soap
         8. Paper towels (for dispenser)
      3. If the room has plastic or vinyl chairs, spray the chairs with cleaner. Allow to penetrate for at least 3 minutes. Wipe clean.
      4. Follow same procedure to clean any podium, music stand, media stand, and table or counter top in the room.
      5. Clean any doorknob or light switch.
      6. Use glass cleaner to clean any smudges on windows or windows in doors.
      7. Clean sink if there is one.
      8. Wipe handles of refrigerator door (if there is one).
      9. Empty trash. Replace trash can liner with clean bag.
      10. Vacuum the room.
      11. Dispose of trash, and gloves.
      12. Replenish hand soap and paper towels if there is need.
      13. Repeat procedure for each meeting room.
      14. When finished cleaning meeting rooms, remove apron and put in laundry.
   4. **Gym: (To be cleaned daily)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Glass cleaner
         3. Paper towels
         4. Garbage bags
         5. Dry mop
         6. Mop and bucket
      3. Spray water fountain with cleaner. Allow to sit for at least 3 minutes and wipe clean.
      4. Clean all door handles, light switches.
      5. Using glass cleaner, clean windows in entry doors.
      6. Dry mop the gym.
      7. Empty all trash and replace trash bags.
      8. Fill bucket with hot water and cleaning solution.
      9. Mop the floor.
      10. Remove all PPE and dispose of gloves.
      11. Send apron for laundering.
   5. **Public Bathrooms: (To be cleaned every 2 hours)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Glass cleaner
         3. Paper towels
         4. Toilet cleaner and brush
         5. Garbage bags
         6. Mop and bucket
         7. Soap
         8. Paper towels (for dispenser)
         9. Toilet paper
      3. Spray counters, sinks and toilets/urinals with cleaning spray. Allow solution to penetrate for at least 3 minutes. Wipe clean.
      4. Put toilet cleaner in each toilet/urinal. Allow to sit for at least 3 minutes. Brush clean and flush.
      5. Clean all light switches, door handles, latches, toilet handles and faucets.
      6. Empty trash and replace bag.
      7. Fill bucket with hot water and cleaning solution. Mop floor.
      8. Remove PPE and dispose of gloves.
      9. Once floor is dry, replenish paper towels, hand soap and toilet paper.
      10. When finished with bathrooms, remove apron and send to be laundered.
   6. **Worship center: (to be cleaned daily)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Glass cleaner
         3. Paper towels
         4. Garbage bags
         5. Vacuum cleaner
         6. Hand sanitizer
      3. Clean any podium, music stand, media stand, or table by spraying with cleaner, allowing it to penetrate for at least 3 minutes and wiping clean.
      4. Clean any light switches or door handles.
      5. Using glass cleaner, clean glass in sanctuary doors and entrance doors.
      6. Vacuum sanctuary and lobby.
      7. Empty all trash and replace bags.
      8. Refill any hand sanitizer bottles.
      9. Dust as needed.
      10. Remove PPE and dispose of gloves.
      11. Remove apron and send to be laundered.
   7. **Dining hall: (To be cleaned daily)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Glass cleaner
         3. Paper towels
         4. Garbage bags
         5. Broom
         6. Bucket and mop
         7. Hand sanitizer
      3. Spray tables and chairs that were used with cleaning solution. Allow solution to penetrate for at least 3 minutes. Wipe clean.
      4. Replenish hand sanitizer
      5. Clean water fountain.
      6. Clean all door knobs and light switches.
      7. Sweep the floor.
      8. Empty all trash and replace trash bags.
      9. Fill bucket with hot water and cleaning solution. Mop floor.
      10. Remove all PPE and dispose of gloves.
      11. Send apron to be laundered.
   8. **Kitchen: (To be cleaned after each meal – breakfast/lunch/dinner)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Paper towels
         3. Garbage bags
         4. Broom
         5. Bucket and mop
         6. Hand sanitizer
         7. Hand soap
         8. Paper towels (for dispensers)
      3. Spray counters and food preparation areas with cleaner. Allow solution to penetrate for at least 3 minutes. Wipe clean.
      4. Clean all sinks.
      5. Clean all door knobs, handles, light switches.
      6. Replenish hand soap, paper towels and hand sanitizer.
      7. Sweep the floor.
      8. Empty all trash and replace trash bags.
      9. Fill bucket with hot water and cleaning solution. Mop floor.
      10. Remove all PPE and dispose of gloves.
      11. Send apron to be laundered.
   9. **Mains/cabins: (to be cleaned daily)**
      1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
      2. They will assemble their cleaning supplies.
         1. A cleaner with EPA approved disinfectant
         2. Glass cleaner
         3. Paper towels
         4. Toilet cleaner and brush
         5. Garbage bags
         6. Broom
         7. Bucket and mop
         8. Vacuum cleaner (Mains) or back pack vacuum (cabins)
         9. Hand sanitizer
         10. Hand soap
         11. Paper towels (for dispensers)
         12. Toilet paper
      3. Begin in the bathroom.
      4. Sweep the floor.
      5. Spray counter tops, sinks, and toilets with cleaner and allow to penetrate for at least 3 minutes. Wipe clean.
      6. Put toilet cleaner in toilets/urinals. Allow to sit for at least 3 minutes. Clean toilet bowls and flush.
      7. Spray shower stalls, shower curtains with cleaner. Allow to penetrate for at least 3 minutes. Wipe clean.
      8. Remove trash from bathroom and replace bag with clean bag.
      9. Replace gloves.
      10. Refill paper towel dispensers, replenish toilet paper and refill hand soap.
      11. Don new pair of gloves.
      12. Fill bucket with hot water and cleaning solution.
      13. Mop floor.
      14. Move out to bunk area of cabin/mains.
      15. Sweep floor (If in the Mains, vacuum floor)
      16. Clean all light switches, door knobs, thermostats or AC controls.
      17. Empty trash and replace garbage bag.
      18. Mop floor. (No need in the Mains).
      19. Remove PPE and dispose of gloves.
      20. Move on to next cabin/main and repeat process.
      21. When cabins are complete, remove all PPE including apron and send apron for laundering.
      22. (Variation) – Luke’s Lodge is a combo of mopping and vacuuming. You’ll need both broom and vacuum for this building.
      23. At the end of the camping week to prepare for housing change these additional steps need to be done:
          1. Move mattresses off of bunks and stand up against bunk frame.
          2. Spray both sides of each mattress with cleaning solution. Allow to penetrate for 3 minutes. Wipe clean.
          3. Vacuum bunks if needed to get rid of any debris or dirt.
          4. Replace mattresses.
   10. **Canteen: (to be cleaned daily)**
       1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
       2. They will assemble their cleaning supplies.
          1. A cleaner with EPA approved disinfectant
          2. Glass Cleaner
          3. Paper towels
          4. Garbage bags
          5. Broom
          6. Bucket and mop
          7. Hand sanitizer
          8. Hand soap
          9. Paper towels (for dispensers)
       3. Spray counters and food preparation areas with cleaner. Allow solution to penetrate for at least 3 minutes. Wipe clean.
       4. Clean all sinks.
       5. Clean all door knobs, handles, light switches, refrigerator and freezer door handles.
       6. Clean service windows and windows in doors with glass cleaner.
       7. Replenish hand soap, paper towels and hand sanitizer.
       8. Sweep the floor.
       9. Empty all trash and replace trash bags.
       10. Fill bucket with hot water and cleaning solution. Mop floor.
       11. Remove all PPE and dispose of gloves.
       12. Send apron to be laundered.
       13. **Restocking:**
           1. This should occur when there are no campers around, preferably “after hours” when campers will not be moving through that area.
           2. Wash hands.
           3. Restock items while wearing gloves and a face mask.
           4. Dispose of gloves and face mask appropriately when finished stocking.
           5. Wash hands when finished.
   11. **Camp store: (to be cleaned daily)**
       1. Housekeeping/cleaning crew will don PPE consisting of a disposable face mask, disposable gloves, and apron or gown.
       2. They will assemble their cleaning supplies.
          1. A cleaner with EPA approved disinfectant
          2. Paper towels
          3. Garbage bags
          4. Vacuum cleaner
          5. Hand sanitizer
       3. Spray counter and protective plexiglass with cleaning spray and allow to penetrate for at least 3 minutes. Wipe clean
       4. Replenish hand sanitizer.
       5. Dispose of trash and replace trash bag
       6. Vacuum room.
       7. Remove PPE and dispose of gloves.
       8. Send apron to be laundered.
       9. **Restocking:**
          1. This should occur when there are no campers around, preferably “after hours” when campers will not be moving through that area.
          2. Wash hands.
          3. Restock items while wearing gloves and a face mask.
          4. Dispose of gloves and face mask appropriately when finished stocking.
          5. Wash hands when finished.
   12. **Maintaining cleanliness:**
       1. Several times (at least 3 times while campers present) per day, frequently touched surfaces will need to be cleaned.
          1. Door handles
          2. Light switches
          3. Sink faucet handles
          4. Toilet handles
          5. Thermostats/AC controls (if not behind locked box)
          6. Spot clean any visibly soiled areas.
          7. Hand sanitizer dispensers
          8. Soap dispensers
          9. Paper towel dispenser
       2. Trash cans should be monitored. If full, empty and replace garbage bag EACH time.
7. **Serving:**
   1. **Dining hall/kitchen:**
      1. Each staff person will wear PPE consisting of disposable gloves, disposable face mask, and apron.
      2. Only one POD group per dining area.
      3. To the best of our ability, servers will maintain social distancing as much as possible.
      4. Masks, gloves, and aprons must be replaced when:
         1. Mask becomes wet
         2. Masks and gloves when a new group comes in
         3. Glove(s) gets soiled or torn
         4. Apron gets soiled or wet.
      5. Kitchen staff will be using disposable masks as they do not have the luxury of waiting for laundering time for the cloth masks.
      6. The dishwasher will wear a face shield to protect from excess water spray in addition to gloves, mask, and apron.
   2. **Canteen:**
      1. Each staff person will wear PPE consisting of disposable gloves, disposable face mask, and apron.
      2. Maintain social distancing to the best of our ability.
      3. Masks, gloves and aprons must be replaced when:
         1. Mask becomes wet
         2. Masks and gloves when a new group comes in
         3. Glove(s) get soiled or torn
         4. Apron gets soiled or wet.
      4. Canteen staff will be using disposable masks.
   3. **Camp store:**
      1. The Canteen/Camp Store manager will wear PPE consisting of disposable gloves and a *cloth* face mask.
      2. Maintain social distancing to the best of our ability by standing behind the counter.
      3. Gloves must be replaced if they become soiled or torn.
8. **Housing (Cabins):**
   1. Windows will remain open when possible, weather permitting, in the cabins and fans utilized to assist with ventilation at all times.
   2. Cabin assignments will not change once assigned.
   3. As much as we are able, campers will not mingle with other campers outside of their POD and/or cabin group.
   4. Individual cabin groups will eat together, do activities and participate in chapel time together with their POD group.
9. **Considerations for Campers:**
   1. **We request that adult campers wear face masks when indoors and not eat or sleeping.**
   2. Campers will be instructed to social distance from other campers not in their POD (6 ft apart) as much as possible.
   3. Campers and staff will have frequent instruction on proper handwashing techniques and encouraged to wash hands before and after each activity and meal.
10. **Dining Hall and Meeting area considerations:**
    1. To the best of our ability, all meeting areas and the dining hall will be well ventilated by opening all windows when possible and weather permits, and utilizing fans to help circulate fresh air throughout the room.
    2. Frequent cleaning of commonly touched surfaces will happen throughout the day to help decrease the potential spread of germs and viruses.
11. **Medical Staff:**
    1. A camp nurse is on duty at all times for Momentum, Bible Adventure Weekend and Homeschool Retreats.
    2. He or she will be instructed on the current guidelines and recommendations for decreasing the spread of COVID-19.
    3. The nurse will utilize PPE (personal protective equipment) with each child he or she sees at the nurse’s station and will change PPE with each new patient.
    4. The nurse will have the ability to determine if a camper is exhibiting signs of COVID-19 and will notify parents immediately if COVID-19 is suspected so that child can leave the camp and seek treatment.
    5. He or she will be able to assist the camping staff with mitigation procedures should an outbreak of COVID-19 occur and will triage other campers for symptoms.
12. **If a camper is showing signs of COVID-19:**
    1. The camper will be immediately escorted to the camp nurse.
       1. The nurse will triage the camper and determine what symptoms the camper has.
       2. The child’s temperature will be taken.
    2. If it is determined that the child indeed has symptoms of COVID-19, or their temperature is above 100 degrees, the parent/guardian will be immediately called to pick up the child for testing/treatment.
       1. Should the child’s parent/guardian not be available to pick the child up from camp, they can designate someone else to pick up the child.
       2. The person picking up the camper should report to the front office upon arrival and be wearing a face mask.
       3. The child will be escorted to the porch of the Dining Hall where the parent/guardian or person transporting will meet the child and staff.
       4. The child will be signed out to this individual and instructions given as to where the child can be taken for testing/treatment.
       5. The parent/guardian will be asked to share the outcome of such testing with Joy El, so that if the child is positive for COVID-19, parent/guardians of the other children in that camper’s POD can be notified and those children tested.
    3. If the child has been physically active recently and possibly just overheated, the nurse will have them lie down in a designated area of the nurse’s cabin and give them cold water to drink. Temperatures will be monitored several times over the course of an hour to see if the temperature comes down. If so, the child can be released to rejoin their POD.
13. **If a camper tests positive for COVID-19:**
    1. All parents/guardians of the remaining members of that camper’s POD will be notified immediately.
    2. We will ask that they DO NOT bring their camper to camp, but instead, seek testing/treatment for their child.
    3. Campers who have been exposed to someone with COVID-19 will not be able to return to camp until they have completed a 14 day quarantine and are fever free.
14. **Staff Wellness:**
    1. All staff will have a health screening performed upon reporting for their weekend of work.
       1. We will verify that they have not been in contact with anyone with COVID-19 for the 14 days prior to their arrival at camp.
       2. We will check their temperature prior to admittance to camp.
    2. During their work weekend, should they feel ill or have any concerning symptoms, they will be checked as follows:
       1. Staff will report to the camp nurse if on duty, otherwise will report to the weekend host.
    3. The camp nurse or weekend host will triage the staff person and evaluate their symptoms. Their temperature will be taken.
    4. If COVID-19 is suspected, they will be directed to seek testing/treatment.
    5. If they test positive for COVID-19, they will not be able to return to work until released by a medical professional.
    6. If a staff member gets exposed to someone with suspected COVID-19 while at work, they will be asked to quarantine at home for at least 3 days. At that time, if they do not display any symptoms of COVID-19, they will be free to return to work as long as they are also fever free.