



ODP COVID -19 Operations Plan

Glade Run’s Vice President of Quality Improvement serves as the COVID-19 point person and Chairs the Glade Run COVID-19 task force. She can be reached at 724-452-4453 x1659 or rgirton@gladerun.org.

“Community transmission” is tracked and reported by the Department of Health (DOH), the polymerase chain reaction (PCR) Percent Positivity rate; which is the percentage of people that test positive for COVID-19 out of the total of everyone that is tested for COVID-19 within a county. The PCR percent positivity provides the threshold for the three levels of community transmission by county (low, moderate, substantial). Glade Run will follow the chart to guide decision making on further modifying operations or temporary closure if Butler County meets the Moderate or Substantial threshold for community spread.

Level of Community Transmission in the County	PCR Percent Positivity (Most Recent 7 Days)
Low	Less than 5%
Moderate	5% to 10%
Substantial	Greater than 10%

Promoting Behaviors that Reduce Spread

Glade Run implements several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
 - Staff, campers, and volunteers should stay home if sick then self-report/consult with camp supervisor about circumstances of when to return.
 - Glade Run encourage employees and campers who symptomatic, have a fever of 100.4 or above, have tested positive for COVID-19, or have recently had close contact with a person with COVID-19 to stay home.
 - Possible COVID-19 symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 and should self-report to the camp supervisor:
 - Fever or chills
 - 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
 - Glade Run will follow CDC's criteria and the employee's documentation from healthcare providers or Department of Health to inform when employees/campers should return.
- **Hand Hygiene and Respiratory Etiquette**
 - Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.
 - Staff and campers are encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- **Masks**
 - Staff will teach and reinforce the use of masks. Masks may be challenging for campers to wear in all-day settings such as camp. Masks should be worn by staff and campers as at all times and are **most** essential in times when physical distancing is difficult. Education and modeling be provided on proper use, removal, wearing and cleaning of masks.
 - Note: masks should **not** be placed on:
 - Babies or children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without help
- **Adequate Supplies**
 - Glade Run has accessible sinks and secured vendors that have provided and will continue to provide enough supplies. Supplies include soap, paper towels, tissues, hand sanitizer with at least 60% alcohol, disinfectant wipes, cleaning supplies, equipment and cleaning mixtures for electrostatic sprayers, quaternary ammonium disinfectants and masks.
- **Signs and Messages**
 - Signs are posted in highly visible locations (e.g., camp entrances, dining areas, restrooms) that promote everyday protective measures.
 - CDC print and digital resources are the only approved educational materials to be displayed or distributed.

Maintaining Healthy Environments

Glade Run implements several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
 - Frequently touched and used spaces/surfaces (e.g., door handles, sink handles, vehicles, restrooms, communal space) within the camp facility are cleaned at least daily or between use as much as possible. Shared objects (e.g., art supplies, computers, games) are limited when possible, or cleaned between use.
 - Contract Cleaning with Coverall ensures cleaning and disinfection to occur every 24 hours with electrostatic sprayers and quaternary ammonium disinfectants.

- If transport vehicles are used by the camp, drivers should practice all safety actions and protocols for distancing and cleaning.
- Harsh cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using household cleaners/disinfectant wipes to prevent children or themselves from inhaling fumes.
- Staff will use gloves when removing garbage bags or handling and disposing of trash.

- **Shared Objects**
 - Glade Run discourages sharing of items that are difficult to clean and/or personal items.
 - Keep each camper's belongings separated from others' and in individually labeled containers, cubbies, rooms or areas.
 - Glade Run will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.

- **Ventilation**
 - Contract with Clima-Tech Heating and Cooling to ensure that ventilation systems operate properly with frequent inspections is in place. Staff will also increase circulation of outdoor air as much as possible, for example by opening windows and doors.

- **Water Systems**
 - Water fountains are used as filling stations only for water bottles. Glade Run encourages staff and campers to bring their own water bottles and/or water.

- **Modified Layouts**
 - Space seating at least 3-6 feet apart.
 - Staff will prioritize outdoor activities where social distancing can be maintained as much as possible.
 - Create social distance between campers (e.g., seat children one child per row, skip rows) when possible.

- **Physical Barriers and Guides**
 - Glade Run will provide physical guides and visual cues, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 3-6 feet apart in lines and at other times.

- **Communal Spaces**
 - Staggered scheduling of communal areas such as playgrounds, dining halls, gym, etc. will be implemented to minimize gatherings. Cleaning and disinfection of these areas will occur between groups as much as possible with daytime janitorial services/camp staff/Coverall contracted cleaning.
- **Food Service**
 - Campers will bring their own meals as feasible, and eat in separate areas or with their smaller group, instead of in a communal dining hall or cafeteria.
 - If food is served as part of programming disposable food service items (utensils, dishes) will be used. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee.

Maintaining Healthy Operations

Glade Run's main concern is to maintain healthy operations.

- **Protections for Staff who are at Higher Risk for Severe Illness from COVID-19**
 - Staff should seek guidance from Human Resources for options if they are at higher risk that would limit exposure risk (e.g., telework and modified job responsibilities).
- **Cohorting of campers**
 - Glade Run will keep campers together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day.
 - Adventures- 10 campers per group
 - ILE- Only houses 9 participants at a time
 - Limit mixing between groups to greatest extent possible.
- **Staggered Scheduling**
 - Staggered arrival and drop-off times historically occur at our camps. Should congestion or gathering be anticipated staff will develop an assigned time schedule or drop off by using more locations or by cohort (group) or put in place other protocols to limit contact between cohorts and with other campers' guardians as much as possible.
- **Gatherings, Visitors, and Field Trips**

- In general programming will avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limiting group size to the greatest extent possible will also be a strategy.
- Programming will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
- Programming will pursue options, activities, community outings that favor factors that minimize transmission of COVID-19.
- **Communication Systems**
 - Text alert/email systems will be in place to communicate quickly with campers/staff in the event of closure, new restrictions/regulations or modified hours/days.
- **Leave (Time Off) Policies**
 - Glade Run has implemented flexible sick leave policies and practices that enable employees to stay home when they are sick, have been exposed, or caring for someone who is sick as per state and federal emergency acts.
 - Leave policies are flexible and not punish people for taking time off, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
 - Staff returning to the work environment are required to show proper documentation as per their individual situation dictates.
- **Back-Up Staffing Plan**
 - Camp supervisors will monitor absenteeism of campers and staff, cross-train staff. Camps are already staffed with substitutes.
- **Staff Training**
 - Staff will be trained on all safety protocols during camp in-service.
 - The training will be conducted virtually or where/when social distancing can be ensured.
- **Recognize Signs and Symptoms**
 - Staff will conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and campers safely and respectfully, and in accordance with any applicable privacy laws and regulations.

- Camp staff may screen campers with the question: Have you experienced any “new” or “unexpected” symptoms (e.g., a chronic cough would not be a positive screen). Including these symptoms: fever/chills, cough, difficulty breathing, sore throat, body aches, vomiting or diarrhea, loss of taste or smell.
- **Sharing Facilities**
 - No organizations that would want to share or use the camp facilities will be considered.
- **Support Coping and Resilience**
 - Staff will encourage campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
 - Staff will promote eating healthy, exercising, getting sleep, and finding time to unwind.
 - Glade run will encourage employees and campers to talk with people they trust about their concerns and how they are feeling.

Preparing for When Someone Gets Sick

Glade Run has strategies to prepare for when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Sick staff members or campers should not return to camp until they have met CDC’s recommendations for quarantine or home isolation.
- **Isolate and Transport Those Who are Sick**
 - Staff and campers should not come to camp, and they should notify camp officials if they or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
 - Immediately separate staff and campers with COVID-19 symptoms.
 - Isolation room has been identified to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.
 - If a person becomes sick and needs to be picked up or transported, parents/guardians will be called to pick up their child/camper.
- **Clean and Disinfect**

- Areas used by a determined sick person will be closed and not used until after disinfection and cleaning.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, camp administrators will be notifying local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
 - Glade Run with DOH will advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor and follow CDC guidance if symptoms develop.

Special Considerations for Overnight Camps

In addition to the considerations listed above, Glade Run's Independent Living Experience is a sleep away camp and additional considerations are as follows:

- Once the roster is established families will be notified of various geographic regions (county) that campers are attending from.
- Each participant has private accommodation with bedroom and bathroom.
- Staff will monitor and enforce social distancing and healthy hygiene behaviors throughout the day and night.
- Janitors/Staff/Coverall contracted cleaning surfaces will clean and disinfect bathrooms regularly (e.g., in the morning and evening, after times of heavy use) using electrostatic sprayer.
- Glade Run encourages staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.
- Campers private bedroom will be designated the isolation room to separate anyone who exhibits COVID-like symptoms. Universal and Transmission based precautions will be used when caring for sick people.
- Staff and campers with symptoms at camp will immediately be separated.
- Staff and campers who have had close contact with a person who has tested positive should be separated, and follow CDC/DOH guidance If symptoms develop, testing/quarantine following CDC/DOH guidance will be followed.
- If a camper becomes sick parents will immediately be contacted to pick up their child.

Special Considerations for Adventures Camp Barn and Animals

- All touched items will be sprayed, wiped down or dipped in disinfectant after each use
 - Reins
 - Grooming Tools
 - Saddles / Saddle pads
 - Bridles
 - Etc.
- Horses that are used in lessons will be sponged off along their withers, neck and head after each lesson.
- All persons will be asked to refrain from kissing or putting their face on any part of the animals.