



Retreat and School Group 2020

CoVid/Infection Mitigation Guidelines

November, 2020

Introduction

We have been working to ensure our guest groups can experience safe and as close to normal events as possible. The Wisconsin Division of Food and Recreational Safety has provided guidance for camps to operate. This guidance provides comprehensive recommendations for many different aspects of infection mitigation and preparedness.

Our CoVid protocols are pretty simple.

- We ask everyone to follow then stop on the RED X's on the floor of the dining hall leading to a hand washing station.
- We ask everyone at mealtimes to be conscious of hand to surface contact: we suggest not passing condiments, etc. to others, to assign 1 or 2 people to handle the water pitchers, and not put anyone else's dirty dishes away.
- We ask everyone to use personal or our provided hand sanitizer before entering cabins and the meeting room.
- We ask everyone staying in a cabin to follow the signs on the bunks instructing what end of the bed to place their pillow. All our cabin bunk beds are 6 feet apart. Our cabin capacities are either 14 beds (7 bunk beds) or 10 beds (5 bunk beds).

Other than that, we will trust/default to your leadership team's protocols for being in groups.

Our staff will wear a mask indoors and when within 6 feet of your group members.

We will not force or ask any of your group members to wear a mask.

It will be up to your leadership team to decide if and when to encourage or enforce mask wearing.

We do not require a temp check upon arrival or proof of negative test results.

We will not ask your group members any screening questions.

Again, we'll trust your screening of students and leaders before they depart for Phantom Ranch.

The following sections are details, protocols, and guidelines we are establishing to be used in compliance with mandates, guidelines and recommendations.

This document is subject to change.

Where participants are children, we expect parents and group leaders to help children learn the guidelines and help the children follow through.

Pre-camp and arrival

1. We request guests self-isolate for two days before arrival.
2. We request guests check for Flu and Covid-19 like symptoms including a temperature check before departing for Phantom Ranch. The guest's temperature must be below 100.4 in order to remain at Phantom Ranch.
3. Phantom Ranch's Covid Mitigation Supervisor may check each guest for Flu and Covid-19 like symptoms including a temperature check.
If a guest has Flu or Covid-19 like symptoms including but not limited to a temperature of 100.4 or higher, dry cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea the guest will not be allowed to check-in.
Breaking the news to your guests about not being able to attend camp due to symptoms

or temperature at home will be hard but easier than Phantom Ranch's Covid Mitigation Supervisor doing it at camp.

4. If a guest is showing Flu or Covid-19 like symptoms upon arrival to Phantom Ranch, anyone riding in the same vehicle will not be allowed to stay at camp. Phantom Ranch recommends that guest groups check for symptoms before departing for camp.
5. Phantom Ranch staff may be wearing face masks during arrival and if close contact (less than 6 feet) cannot be avoided.
6. Any Symptom and/or temperature checks performed on grounds must be documented. Phantom Ranch will require a copy for our records. All records will be stored securely.

Personal Water Bottles

1. Guests should bring a water bottle. There are several places to fill water bottles while at Phantom Ranch. Phantom Ranch has two types of water bottles available for sale.
2. We suggest guests have an easy method to keep their water bottle with them throughout the day; perhaps a lightweight backpack or webbing belt with clip.

CABIN (SLEEPING) ARRANGEMENTS

1. Cabin capacity may be reduced to allow for appropriate spacing between beds and between guests' heads and recommended by the Health Department. When following head to toe sleeping patterns all beds have a minimum of 6ft of distance in accordance with state codes.
2. Guests on the bottom bunk will sleep with their pillow at the one end of the bed; guests on the top bunk will sleep with their pillow at the other end of the bed. Guests with bottom bunks adjacent to another bunk will sleep with their pillow at opposite ends of the beds similar to how bottom and top bunkmates will sleep. Signs will be placed on beds to help with pillow placement.
3. Guests will take turns to be in the bathroom for showering, using the sink or toilet.
4. Cleaning supplies including directions will be available for group leaders to regularly clean and sanitize surfaces in the cabin and bathroom. It is recommended that surfaces

be cleaned and sanitized at least 1 time a day. Cleaning supplies must be returned to the designated area after use.

5. Group leaders should schedule a rotation or a key person to keep surfaces sanitized. Phantom Ranch Staff will refrain from entering cabins unless there it is unavoidable for maintenance or emergency situations.

DINING HALL ARRANGEMENTS

Mealtimes are one of the most likely places for disease transmission to occur. We have created many procedures and practices to keep disease transmission low. Following these procedures will go a long way to keep your participants safe from disease transmission.

1. The Dining Room capacity is 80. If your group has more than 80 people you must arrange for staggered mealtimes. Phantom Ranch staff can assist in this.
2. Upon entering the Dining Hall, all people will follow the RED 'X' marks on the floor to the hand washing sinks. Every guest must wash their hands at these sinks.
3. Taping on the floor will help those in the food line maintain physical distancing.
4. Meals will be served from a food service line. Food plates will be prepared by Phantom Ranch staff wearing normal food serving attire plus a face mask.
5. Tables have been arranged to maximize distance. Each group will be assigned tables. It is recommended that guest group leaders create table groups that sit together for each meal.
6. Adjacent chairs will be set apart at an appropriate distance.
7. Chairs across the table will be set diagonally instead of straight across.
8. Beverages: Milk will be served in ½ pint containers, breakfast juice will be served in juice boxes, water pitchers will be provided on each table.

9. Drink Pitcher handles should only be touched by one person. That person is the “Pitcher Captain” and the pitcher captain should pour water for all others in their area of the table. When applicable this person should be an adult leader
10. When finished each person should take their plate, cup and silverware to the dish bins along the wall. Do not touch other people's dishes and silverware. If a person touches another person's dishes and silverware, they should immediately wash their hands.
11. Contact surfaces will be sanitized after each seating using a 2-step clean and sanitize process.

MEETING ROOM ARRANGEMENTS

1. Seats should be set with appropriate distance next to, in front of, and behind other chairs.
2. Group leaders can best determine the chair spacing to meet the needs of their group. Groups may request Phantom Ranch set up chairs with appropriate distance ahead of time.
3. Windows and doors should be opened to increase airflow in the room.
4. High traffic contact surfaces will be sanitized throughout the day.

OUTDOOR ACTIVITY AREA ARRANGEMENTS

1. Hand washing areas or hand sanitizer are available throughout camp.
2. Guests and all staff should practice frequent hand washing throughout the day.
3. Activity equipment which are used near one's face (i.e. archery bows) will be sanitized in between uses.
4. High traffic contact surfaces will be sanitized throughout the day.
5. Games and activities requiring guests and staff to have close face to face or hand to face proximity will be modified or should not be played

Face Coverings

1. Group leadership should adapt mask wearing requirements to the needs of their group.
2. Phantom Ranch staff will comply with any mask requirements set by the group when in contact with a guest group.
3. **In effect, August 1-September 28, 2020 there is a statewide order to wear face coverings anytime a person is inside a building or enclosed space. This order has been extended to November 21,2020.**
<https://evers.wi.gov/Documents/COVID19/EmO01-FaceCoverings.pdf?dxk=H4slAAAAAAAEAKtWKs4vLUpOVbJScs1LT0xPVdJRSk7MLUjMTM8DimXmZZZkJpZklqUWx-qbm1hYKtUCAO7iwFgyAAAA0>
 - a. Signs will be posted in buildings where face coverings are required according to state order.
 - b. Phantom Ranch asks all guests to provide their own face covering or purchase a mask from the camp store. Phantom Ranch has 2 options for purchase at \$10 each.
4. Phantom Ranch staff may be wearing face masks during arrival and if close contact is required. (ie. temperature checks)
5. Guests are encouraged to wear masks if they would like and according to state government orders.
6. Guests who do not wear a mask must keep appropriate distance from other guests.

Signs of COVID-19

1. Guests who show signs of Flu or Covid-19 symptoms or have a temperature over 100.4, must be picked up within 3 hours of being notified. Emergency contact for children must be highly available to be reached by phone while their child is at Phantom Ranch.

What happens if a guest/staff member exhibits COVID-19 Symptoms?

1. Guest or staff member will be isolated and monitored for further symptoms

2. Parents of children will be contacted and asked to pick up their guest within 3 hours of contact.
3. Any guest or staff that may have been in direct contact will be isolated and monitored for symptoms. Direct Contact is described as within 6 feet for a total of 15 minutes over a 24hr period.

What happens if camp is notified of a positive case after leaving camp?

1. Phantom Ranch will contact our local health department and follow any additional guidance from them .
2. Phantom Ranch will isolate and monitor staff as appropriate.
3. Phantom ranch will contact all guest groups who were on grounds at the time.