

General Overview for Programs during the COVID-19 Pandemic

For Participant and Staff Safety:

- We are increasing cleaning and disinfecting of the facility, with special attention on commonly touched surfaces. A cleaning board will be posted in each public space, where staff will record the time they last disinfected.
- During registration, the registrant will be asked a brief health survey (*See Screening section*).
- During registration, the registrant will be asked if they want the presenter to wear a mask.
- Registrants will be sent a comprehensive email with details of CDC protocol and HH info prior to the program.
- Staff temps will be taken and posted on a welcome board for participants to see when they arrive.
- Registrations will be quickly and fully refundable and easy to request to reduce the pressure for people to attend so they don't lose their fee.
- Groups are kept small and groups are kept far apart from other groups.
- There are no shareable program supplies. If a resource will be touched, it will be disinfected between users.
- At the start of each program, the presenter will ask if the group wants them to wear a face mask. If the registrant stated at registration that they wanted the presenter to wear a mask, then they wouldn't ask and they'd just wear it (because presenters would know what groups requested them to wear a mask.).
- If the presenter prefers to wear a mask, they can- regardless of what the group preferred.
- Our hope is that visitors will recognize (through verbal and email information and onsite practices) that we take our responsibility of keeping our community and staff safe, without overwhelming visitors with safety measures (ex. mandatory masks, one-way directional signage, 6' apart squares on the ground, etc).

Mask Use

- Staff have the option to wear a mask when outdoors and while keeping 6' of distance between others. If they want to wear a mask, they can, if they prefer not, it will be left up to the participants.
- It is important that participants are never made to feel uncomfortable about asking a presenter to wear a mask.
- During registration, we will ask the registrant if they want their presenter to wear a mask.
- At the start of the program, the presenter will pull out their mask, and ask if the group wants them to wear it.
 - By asking during registration and again at the start of the program, it gives participants two opportunities to decide what they want.
 - By starting to put the mask on while asking the question, it will hopefully make people feel like they can say Yes without 'feeling bad' about it.
- Reasons for not requiring staff to wear the mask automatically
 - The Centers for Disease Control and Prevention (CDC) recently instituted guidelines that people should wear masks, in the form of cloth face coverings, in public settings where social distancing measures are difficult to maintain to help slow the spread of coronavirus (COVID-19). We do not anticipate that it will be hard to keep 6' distance between a presenter and their group.
 - Wearing a mask muffles the sound of a presenter's voice. Between difficulties in having a voice carry outdoors and the need for some people to use lip reading to assist with their comprehension, we would not require presenters to wear face coverings.
 - It can be very hard for a child to focus on the presenter when they can't see their eyes or mouth. That is why we do not allow presenters to use sunglasses while teaching and are not requiring them to wear a mask unless it is requested by a participant.

Communicable Disease and Risk Management Plan for Hunt Hill Audubon Sanctuary

6.1.2020

The following shares guidelines for Hunt Hill staff and participants. These guidelines were prepared using resources and policies from the CDC, WHO, Department of Agriculture, Trade and Consumer Protection for Recreational and Educational Camps under Wis Admin. Code ATCP 78, Wisconsin Department of Health, local public health orders, campnurse.org, and the 'Field Guide for Camps on Implementation of CDC Guidelines' handbook prepared by the Environmental Health & Engineering Inc. for the American Camp Association and YMCA of the USA. In addition, these policies were reviewed and approved by FOHHAS and the Washburn County Health Department.

Facilities

- Remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include benches and adirondack chairs.
- The shower house should be cleaned and prepped for use. However, it will remain locked and only opened if we find that the Rec Hall bathroom has high demand.
- Set out no-touch trash cans. Including trash cans near the exit of the restrooms.
- During events, prop open the entrance to the restrooms so people don't have to touch the door handle. Place cleaning supplies inside in case a guest wants to wipe down a surface, but staff should disinfect common touch surfaces every two hours while an event is occurring.
- Farmhouse Sign: "Welcome! If you have questions or would like assistance, use the doorbell (during office hours of M-F 9am-4pm) and someone will be happy to greet you outside."
- Water fountains will be operational, but signage posted by them will indicate that they should only be used for filling water bottles.
- COVID-19 educational signs to be posted in the office, each dormitory, dining hall, shower house, Rec Hall bathroom, Rec Hall and in one of the information kiosks. (*See Participant section for list of ed. signs to display.*)
- CDC recommends removing or limiting use of soft and porous materials, such as area rugs and couches, as they are more difficult to clean and disinfect.
 - If porous materials have a minimum of 3 days between users, they do not need to be removed.

Clean and Disinfect

Recommended methods for typical cleaning procedures include two-stage cleaning and disinfecting. "Cleaning" entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from the surface. Following a detergent and water wash, "disinfecting" entails use of a US Environmental Protection Agency (EPA) approved disinfectant that must be applied in accordance with product manufacturer guidelines. A dilute bleach solution can be substituted for EPA-approved disinfectants.

- Cleaning solutions
 - For disinfection, products that are specific to coronavirus, that have an "emerging viral pathogen" claim, and that require less than one minute of contact time are preferred.
 - Per the supplier, Sentinel II is a highly effective disinfectant, approved by the EPA to fight against the Human Coronavirus. Dilute 2.5 ounces of Sentinel II with a gallon of water. Surface must remain wet for 10 minutes and be allowed to air dry.
 - If Sentinel II or other EPA-approved disinfectant cannot be found, a bleach solution of 5 tablespoons ($\frac{1}{2}$ cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water should be used to disinfect nonporous surfaces.

- Eye protection and gloves must be worn when preparing cleaning solutions, including dilute bleach solutions. All spray bottles must be labelled with the contents using permanent marker.
- Maintenance Staff
 - High customer contact areas such as doorknobs, tables/counters, light switches, sinks, faucets and toilet handles should be cleaned every two hours when scheduled programs are in camp.
 - High customer contact areas such as bathrooms, doorknobs, tables/counters, light switches, sinks, faucets and toilet handles should be cleaned no less than once a day during regular business hours.
 - Signage will be displayed in bathrooms that are open to the public stating the cleaning schedule.
 - Cleaning and disinfecting communal spaces should be done daily.
- Program Staff
 - Equipment used in activities (paddles, life jackets, boats, craft supplies) should be properly cleaned and disinfected between uses. Equipment that cannot be sanitized should be quarantined for at least 24 hours between users.
 - For example, if lifejackets cannot be quarantined for 24 hours, they must be washed in hot soapy water. A dryer should be used to dry them, at a temperature setpoint not to exceed 140 degrees. Lifejackets can be sprayed with an alcohol-based disinfectant spray before use.
 - When possible, assign items to an individual to reduce the quantity of items shared.
 - Keep a bottle of bleach, jug of water, 2 spray bottles, goggles, gloves, paper towel and trash bin inside the waterfront shed to use for disinfecting canoe gunnels and paddles if they must be shared in less than 24 hours. Do not use bleach products on lifejackets.
- Cleaning Procedure
 1. Eye protection and disposable gloves should be worn for all tasks in the cleaning process, including handling trash. * A disposable surgical face mask is only recommended to wear if cleaning areas with suspected or confirmed COVID exposure.
 2. Using a detergent cleaning solution, spray 6-8 inches from the non-porous surface and wipe with clean paper towels to remove visible contamination, if present. If using soapy water, wash as appropriate.
 3. Make sure the surface is dry before applying disinfectant.
 4. Review the instructions provided by the disinfectant manufacturer to note the concentration, application method, and necessary contact time. This will vary by product and type of cleaning activity.
 5. Allow the disinfectant to remain on the surface for the instructed time and wipe with paper towels.
 6. After a cleaning task is complete, gloves are to be removed by grasping from the inside and peeling inside out. Hands must be thoroughly washed for at least 20 seconds with soap and water. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Cleaning after a Confirmed or Probable Case of COVID-19
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
 - If a confirmed or suspected case is discovered, close areas off that were used by the ill person.
 - Open outside doors and windows to increase air circulation.
 - Wait up to 24 hours or as long as practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment can be cleaned without delay.
 - Clean and disinfect all areas used by the ill person.
 - Use dedicated cleaning and disinfecting materials to disinfect a potential source area and do not use cleaning equipment to clean other areas until they are thoroughly cleaned and disinfected.
 - Reusable cloth is not recommended as it can re-contaminate surfaces.

- Clean and disinfect hampers or other carts for transporting laundry according to guidance for hard surfaces.

Screening for Staff, Campers and Program Participants

- At the time of registration, participants will need to answer a short health survey.
 - In the past 14 days have you, or anyone in your group or household had:
 - Fever of 100 degrees or greater?
 - Shortness of breath?
 - Cough?
 - Been exposed to anyone who had a confirmed or suspected case of COVID-19?
 - Staff will ask participants to monitor these symptoms and do a temp check before heading to the program. If any of these questions become a ‘yes’ before the program, the participant should not attend the program and will receive a full refund.
 - Would you like our presenter to wear a mask during their presentation?
- Remind registered participants and staff to self-screen for the presence of 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, vomiting, etc.) before arriving at camp. Encourage them to take their temp before heading to the program and remind them that they can get a refund if they need to cancel due to signs of COVID.
 - Anyone displaying these symptoms, should not visit Hunt Hill. A full refund will be issued if a group/individual is unable to participate due to health concerns associated with COVID-19.
- As directed by the DATCP, employees and program volunteers will need to report their temperature, or have their temperature taken, before the start of a program, by the Camp Health Supervisor. The CHS should wear a surgical face mask while taking temperatures. The thermometer should be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each reading.
 - Staff names and temps will be written on the welcome board for participants to see.

Participants

- Reservations are now required for all programs. This will allow us to plan for small group sizes and ensure that we minimize or completely exclude the use of shared resources. Every participant’s name, telephone, physical address and email address must be kept on file.
 - Unfortunately we will not be able to accept walk-ins for programs.
- Participants will be asked a brief health survey at the time of registration.
- Attendees are encouraged to bring their own face mask or covering. Hunt Hill is unable to provide face masks.
- Participants need to bring their own filled water bottle. Water fountains will not be available for direct drinking.
- To decrease participant interaction with restroom facilities which contain a number of high touch surfaces, we recommend program participants use the bathroom before they arrive. At a minimum, the outdoor Rec Hall bathroom will be available for guest use. Staff will disinfect commonly touched surfaces in the bathroom every two hours during a public program.
- Educational resources regarding COVID-19, will be posted inside all buildings and in the kiosk located near the lower level of the Richard Grand Recreation Hall. Information will include:
 - Signs of COVID-19
 - Hand Hygiene
 - Cough Etiquette
 - Stop the Spread of Germs
 - Physical Distancing

- Facemask use
- All program participants will receive an email, following their registration, with CDC information, details on safety procedures, and detailed instructions and policies for their specific program.
- Any registered participant, or someone in their group, who is feeling ill or has signs of COVID-19, may cancel at any time and receive a full refund. Participants can cancel by phone 715-635-6543 or email info@hunthill.org

Program Registration

- All summer programs require advanced registration.
- Payment will only be accepted over the phone or by check. Checks must be sent at least one week prior to the start of the program. If checks cannot be sent in at least one week prior to the program, a check should be brought to the program, already filled out.
- For contact tracing, in case of COVID-19 exposure, we must collect each participant's name, telephone, physical address and email address.
- A brief health survey will be conducted, at the time of registration, and answers recorded.
- Registrants will be reminded that they can cancel for a full refund if their health situation changes.
- After registration and before the program, each participant will be sent policies and an overview of the program.

Social Distancing

The CDC defines close contact as interactions within 6 feet for more than 15 minutes. To keep program participants safe FOHHAS will:

- Prevent groups from mixing,
- Remind groups to maintain 6 feet of physical distance between themselves and others,
 - If the outdoor area does not easily allow for distancing, markers will be used to indicate 6' of separation
- Ensure staff is aware of 6' distancing and keeps themselves distanced,
- Hold programs exclusively outdoors.

Staff

- Training and signage in the office, will provide health education. Focus will be on:
 - Signs of COVID-19
 - Hand Hygiene
 - Cough Etiquette
 - Stop the Spread of Germs
 - Physical Distancing
 - Facemask use
 - Proper cleaning and disinfecting
- Staff and participants should wear face covering during indoor activities when maintaining physical distancing is not feasible.
- Staff should have a face mask with them during work hours in case physical distancing is not possible.
- Wash hands with soap and water for at least 20 seconds. Air-dry hands, or use paper towel. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.

- Disinfect common touch surfaces after each use.
- Confirmed or Suspected Case of COVID-19 for an Employee:
 - Employees must report any COVID-19 symptoms to the Executive Director immediately.
 - Employees should self-monitor for symptoms
 - Symptomatic employees will not be allowed to work.
 - Symptomatic employees may return to work once they have met CDC criteria to discontinue home isolation.
 - If an employee is sent home with symptoms, their workstation should be cleaned and disinfected and any employees within their vicinity will be considered potentially exposed.
 - If an employee is confirmed to have COVID-19, other employees will be informed of their potential exposure, while confidentiality of the infected employee is maintained.
- First Aid and CPR
 - If first aid and/or CPR is required during an activity, it is best to follow normal camp protocol that considers current guidance from the American Red Cross.
- If an activity must occur indoors, limit the number of individuals, incorporate increased spacing and physical distancing and staff will be required to wear masks or face coverings. Participants will also be expected to wear masks for any indoor activity.

Policies

- The Friends of Hunt Hill Audubon Sanctuary, Inc. reserve the right not to admit people who pose a communicable disease risk to others. This risk will be determined if someone:
 - Has symptoms, as published by the CDC, or
 - Has a fever of 100 degrees or higher, or
 - Has been in contact with someone with confirmed or suspected COVID-19

Hunt Hill to Purchase

- Face masks
 - For staff who will be less than 6' away from individuals in an indoor setting.
 - Individuals who will be less than 6' away from others in an indoor setting will also be asked to wear a mask for everyone's safety
- Eye protection for maintenance staff while cleaning.
- Gloves for cleaning.
- Disposable gowns for maintenance staff.
- Open-lid trash cans or foot activated opening cans
- No touch thermometer

Canoeing Events

Registration

- Staff will collect payment by phone using Square, or have registrants send in a check if it is at least 1 week prior to the event. If it is less than one week before and they do not want to pay over the phone, a written check can be given at the event - but it should be filled out before arriving.
- During registration, staff need to ask the following questions:
 - In the past 14 days have you, or anyone in your group or household had:
 - Fever of 100 degrees or greater?
 - Shortness of breath?
 - Cough?
 - Been exposed to anyone who had a confirmed or suspected case of COVID-19?
 - Would you like your presenter to wear a face mask during your program?
 - Staff will need to collect approximate height and weight of each participant so we can have a lifejacket and paddle pulled for them before the program.
- Program is limited to 20 participants, or 6 households.
- Following registration, an email will be sent to the participant outlining safety recommendations and guidance on what to expect at the program.

● **Staff**

- Will show up washed, in clean clothes and hands freshly washed.
- During the group welcome, staff will remind visitors to:
 - Keep 6' apart, Wash hands frequently, and review cough etiquette
- Prior to the program, staff temperatures will be taken and noted on the welcome board.
- Prior to the start of the program, staff will pull down enough canoes and place lifejackets and paddles in each canoe based on the registrant's info. Canoes will be labelled with the group's name. Canoes should be spaced so groups are kept 6' apart.
- Staff will not be expected to wear a face mask for the canoe programs, unless requested by participants. Staff should still have a face mask with them during programs.
- Staff will wear the portable mic system to ensure everyone can hear them without the need to yell (reducing droplet transmission).

● **Participants**

- Participants will be greeted at the front of the farmhouse office. Participants are encouraged to stand 6' apart while waiting for the program to start. Flags may be used to designate 6 foot spacing.
- The canoe program takes place at our waterfront area. It requires participants to walk down and back up approximately 65 steps.
- A canoe with appropriately sized lifejackets and paddles will be set out for you and marked with your name. Space will be provided at the waterfront so each canoe group is spaced 6' apart.
- We encourage you to show up with an empty bladder and a full water bottle because only one bathroom will be provided and drinking fountains should only be used to fill bottles. Face masks are encouraged.
- There will be no shared materials between guests.

90-Minute Nature

Registration

- Staff will collect payment by phone using Square, or have them send in a check if it is at least 1 week prior to the event. If it is less than one week before and they do not want to pay over the phone, a written check can be given at the event - but it should be filled out before arriving.
- During registration, staff need to ask the following questions:
 - In the past 14 days have you, or anyone in your group or household had:
 - Fever of 100 degrees or greater?
 - Shortness of breath?
 - Cough?
 - Been exposed to anyone who had a confirmed or suspected case of COVID-19?
 - Would you like your presenter to wear a face mask during your program?
 - What time slot would you like to register for?
 - Registrant will need to provide names, addresses, phone numbers, and emails for every participant who will be in their group.
- Each group can have up to 8 people (that they choose).
 - Hunt Hill will NOT assign additional people to a group if it has less than 8
- Each time slot will have up to 3 groups, labelled A, B or C. This will be their letter for the welcome area and rotations.
 - Groups will be kept separate.
- Following registration, an email will be sent to the registrant outlining safety recommendations, guidance on what to expect at the program and a confirmation of their time and group letter.

● **Staff**

- Will show up washed, in clean clothes and hands freshly washed.
- Prior to the program, staff temperatures will be taken and noted on the welcome board.
- Face Masks
 - Staff are expected to carry a face mask with them at all times.
 - Staff will not be expected to wear a face mask, unless the participants have requested they wear one and as long as interactions are outdoors and a minimum of 6' away from others.
 - Staff are expected to ask each group if they would like them to wear a face mask.
- A designated staff person will disinfect commonly touched surfaces in the bathroom between each session and record it on the cleaning schedule posted in the bathroom.
 - The showerhouse will be prepared for use, but not opened unless there is a high demand. The outside Rec Hall bathroom will remain open.

● **Participants**

- We encourage you to show up with an empty bladder and a full water bottle because only one bathroom will be provided and drinking fountains will only be available to fill bottles.
- Each time slot will have up to 3 groups of 8 in camp. Groups will be kept apart from one another.
- At the end of the program, a table will have a 'Take-home bag' with a craft or activity for families. There will be one bag for each registered child or one per person, depending on the activity.

- **Check In**

- At the time of registration, each group will have a specific time and be assigned a letter. Participants should arrive no more than 5 minutes before their time. There will be signage directing participants to their designated welcome area based on their assigned letter (A, B, or C).
 - Participants are welcome to show up early to hike the trails, but are asked not to arrive to the welcome area or congregate in the parking lot until 5 minutes prior to their time.
 - Participants are also welcome to stick around after their time to enjoy the grounds or hike, but please avoid congregating near other groups.
- At your start time, a HH staff person or volunteer will welcome you, point out facilities, show the locations of the sessions and direct you to your first station.
- Each group will rotate to 3 different stations and will not join or interact with other groups.

- **Social Distancing**

- Welcome areas will be spaced a minimum of 15 feet apart as recommended by the Wisconsin DOH.
- Stations will be spaced a minimum of 50 feet apart.
- Each participant is encouraged to wear a mask and practice social distancing. However, we recognize that each group is composed of individuals you have chosen and are likely people from your household. For this reason, HH staff will not enforce 6' distancing between participants within the same group.

Hunt Hill Hike Club

Registration

- Although this is a FREE program, registration is required so we can ensure small group sizes.
 - Registration can be done by phone 715-635-6543 or email info@hunthill.org
 - During registration, staff need to ask the following questions:
 - In the past 14 days have you, or anyone in your group or household had:
 - Fever of 100 degrees or greater?
 - Shortness of breath?
 - Cough?
 - Been exposed to anyone who had a confirmed or suspected case of COVID-19?
 - Would you like your presenter to wear a face mask during your program?
 - Each group will be limited to no more than 10 participants and no more than 2 groups. These groups may be made of individuals of different households.
 - Following registration, an email will be sent to participants outlining safety recommendations and guidance on what to expect at the program.
-
- **Staff**
 - Will show up washed, in clean clothes and hands freshly washed.
 - Prior to the program, staff temperatures will be taken and noted on the welcome board.
 - Face Masks
 - Staff are expected to carry a face mask with them at all times.
 - Staff will not be expected to wear a face mask, unless the participants have requested they wear one and as long as interactions are outdoors and a minimum of 6' away from others.
 - Staff are expected to ask each group if they would like them to wear a face mask at the start of the program.
 - During the group welcome, staff will remind visitors to:
 - Keep 6' apart, Wash hands frequently, and review cough etiquette
-
- **Participants**
 - Participants will be greeted at the front of the farmhouse office (or other designated location). Participants are encouraged to stand 6' apart. Flags may be used to designate 6 foot spacing.
 - We encourage you to show up with an empty bladder and a full water bottle because only one bathroom will be provided and drinking fountains will only be available to fill water bottles.
 - There will be no shared materials between guests.
 - Groups may be composed of multiple households, but limited to no more than 10 people per group.
 - Participants are encouraged to bring and wear a facemask.