

General Overview for Programs during the COVID-19 Pandemic

For Participant and Staff Safety:

- Programs at Hunt Hill will be held exclusively outdoors.
- We are increasing cleaning and disinfecting of the facility, with special attention on commonly touched surfaces.
- Prior to program check in, registrants will be sent an email requesting that if they have a known exposure or any symptoms of COVID-19 that they contact us and cancel immediately.
 - Registrations will be quickly and fully refundable to reduce the pressure for people to attend so they don't lose their fee.
 - Registrants will be sent a comprehensive email with details on the program and Covid policies.
- Groups are kept small and should stay a minimum of 6' away from other groups.
- There are no shareable program supplies. If a resource will be touched, it will be disinfected between users.

Mask Use

- Staff and volunteers will wear masks while interacting with visitors.
- Educators can remove their mask while giving instruction as long as they are outdoors and a minimum of 6' away from others.
- Reasons for not requiring staff to wear a mask while addressing a group outdoors:
 - The presenter will maintain a minimum of six feet distance from the group while presenting.
 - Wearing a mask muffles the sound of a presenter's voice, making it difficult for the audience to hear.
 - Some people use lip reading to assist with their comprehension.
- Participants are strongly encouraged to wear masks at programs. However, as long as they remain outside and keep a minimum of 6' apart, masks are not required.
- Masks are required to be worn, at all times, when indoors and in enclosed spaces.

Communicable Disease and Risk Management Plan for Hunt Hill Audubon Sanctuary

6.1.2020

Updated 2.4.21

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 on 6.1.2020.

Facilities

- Remove all unnecessary touchpoints, especially those that cannot be disinfected 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.
- 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 standard 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 or alcohol solutions with at least 70% alcohol can be substituted for EPA-approved disinfectants.

- Disinfecting Solutions
 - For disinfection, use products that are specific to coronavirus.
 - 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 disinfecting 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 bathrooms, doorknobs, tables/counters, light switches, sinks, faucets and toilet handles should be deep cleaned and disinfected no less than once a day during regular business hours.
 - 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 and Disinfecting Procedures
 1. Eye protection and disposable gloves should be worn for all tasks in the cleaning process, including handling trash. * A disposable paper face mask is recommended to wear if cleaning areas with suspected or confirmed COVID exposure and when cleaning indoors.
 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 wet or damp on the surface for the instructed time and wipe with paper towels if directed to do so on the product.
 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

- Two days before a program, participants will be asked to self-check and cancel, for a full refund, if they, or anyone in their group or household, has: 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. or has been exposed to anyone who has a confirmed or suspected case of COVID-19.
- 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 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.
- 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 program@hunthill.org

Program Registration

- All programs require advanced registration.
- Preferred payment method will be online or over the phone. If paying by check, have it filled out before arrival and if paying by cash, please have exact change.

- For contact tracing, in case of COVID-19 exposure, we must collect each participant's name, telephone, physical address and email address.
- 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 a cumulative total of 15 minutes or more over a 24 hour period. 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](#)
 - [What to know about COVID](#)
- Staff and participants are required to wear face coverings anytime they are indoors.
- 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 and volunteers 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