

Hunt Hill Audubon Sanctuary's 2023 Communicable Disease Plan

Approved by FOHHAS Board on January 23, 2023

Prevention

Hunt Hill will promote actions that help prevent the spread of communicable diseases. These actions should be followed regardless of the current levels of communicable diseases in the community.

Prevention		
Action	Means	Person Responsible
Ask program participants to arrive healthy.	Include in reminder emails. Post communicable disease plan online.	Program Coordinator
Collect & review health history forms for overnight and day camp programming.	Require health history forms.	Program Coordinator to collect, Group Coordinator to review.
Encourage staff to stay up-to-date on vaccinations.	Offer Hep B vaccine for qualifying employees. Share information about local vaccination opportunities.	Group Coordinator Executive Director
Encourage overnight and day camp participants to stay up-to-date on vaccinations.	Require vaccination forms or waivers.	Program Coordinator & Group Coordinator
Train staff about communicable diseases.	Include in summer staff and food service training.	Group Coordinator
Train staff about illness-reducing strategies.	Include in summer staff and food service training.	Group Coordinator
Remind staff & participants about illness-reducing strategies.	Post reminders in restrooms.	Group Coordinator
Provide staff with personal protective equipment & training on how & when to use it.	Purchase PPE and have it in known accessible location. Include in summer staff training. Invite all staff.	Group Coordinator
Clean & disinfect commonly	Clean with detergent or soap,	Maintenance Staff

touched areas regularly.	and disinfect with EPA-approved disinfectant at least weekly. Daily during high-use times.	
Monitor for signs of communicable disease.	Review symptoms in health log regularly. Watch for patterns.	Group Coordinator
Monitor for community outbreaks.	Review COVID-19 Community Levels weekly. Subscribe to WI DHS newsletter.	Group Coordinator

Prescreening

- Ask program participants to arrive healthy.
- Retain the right to turn away participants who pose a public health threat due to signs and symptoms of a communicable disease.
- Collect & review health history forms for overnight programming.
 - Define health history criteria for being sent home.
 - Chronic illness that cannot be effectively managed
 - History of a communicable disease that has not been cleared by a medical professional (e.g. tuberculosis)

Food Safety

- Ensure food service staff know which symptoms & diseases exclude them from kitchen work (See [WI Food Code 2-2: Food Employee Health](#), pg 843)
- Monitor staff and volunteers for wellness. Exclude them if showing signs or symptoms of communicable diseases.

Vaccinations

- Encourage staff, day campers, and overnight campers to be up-to-date with vaccinations including the vaccinations required for attending school (see [WI Student Immunization Record](#)) as well as seasonal boosters for influenza and COVID-19.
- Offer Hepatitis B vaccine to all workers who have a risk of coming into contact with blood (maintenance staff, lifeguards, Day Camp staff).

Staff Training

- Illness Reducing Strategies
 - Handwashing
 - Coughing/sneezing into the elbow
 - Avoid touching face
 - Bloodborne pathogens
 - First Aid
 - Common childhood diseases

- Reportable communicable diseases
- Access to Vaccines
- Access to personal protective equipment
 - Where to find
 - When to use
 - How to use

Shared Equipment

- Discourage campers from sharing personal items such as water bottles, towels, toothbrushes, etc.
- If the item touches the person's face such as blindfolds, musical instruments, masks, binoculars, etc, have separate items for each person.

Handwashing

- 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.

Personal Protective Equipment

- Have PPE including gloves, masks, and eye protection available.
- Ensure staff knows how to use and dispose of them safely.

Cleaning & Disinfecting

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 using a US Environmental Protection Agency (EPA) approved disinfectant that must be applied per product manufacturer guidelines. A dilute bleach solution can be substituted for EPA-approved disinfectants as long as the bleach solution is prepared daily. Bleach solutions are not as effective after 24 hours (CDC 2022).

Cleaning solutions

- 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. The surface must remain wet for 10 minutes and be allowed to air dry.
- A bleach solution of 5 tablespoons ($\frac{1}{3}$ 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. A fresh bleach solution should be created daily.
- Eye protection that prevents chemicals from splashing into eyes (such as safety goggles or face shields) and gloves should be worn when preparing cleaning solutions, including dilute bleach solutions. All spray bottles must be labeled with the contents using a permanent marker.

Cleaning Schedule

- 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.
- All other spaces should be cleaned at least once per week or between users.

Cleaning Procedure

- Eye protection and disposable gloves should be worn for all tasks in the cleaning process, including handling trash.
- 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.
- Make sure the surface is dry before applying disinfectant.
- 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.
- Allow the disinfectant to remain on the surface for the instructed time and wipe with paper towels.
- After a cleaning task is complete, gloves are to be removed by grasping from the inside and peeling them 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 a Communicable Disease

- 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 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.

Monitoring

- Monitor health log at least weekly to keep track of common symptoms of participants & staff.
- If the same symptoms occur for at least two different people, consider whether they could be symptoms of a communicable disease. If likely, move into the intervention stage.

Intervention

Intervention occurs when the Centers for Disease Control and Prevention (CDC) or Wisconsin Department of Health Services (WI DHS) declare the risk of a specific communicable disease to be high in our area. For example, if the Community Level on the [COVID-19 by County](#) is High, or a pandemic or epidemic is declared. The intervention also occurs if one of our staff or participants reports a confirmed or probable case of a communicable disease likely to have spread during our programming.

Intervention		
Action	Means	Person Responsible
Exclude staff who have a communicable disease from doing particular tasks.	Report symptoms or diagnosis of communicable disease to Executive Director.	Executive Director
Exclude participants who pose a public health risk.	If a person is displaying obvious symptoms or shares a diagnosis of a communicable disease at a program, kindly ask them to stay home until they feel better.	Program Coordinator or Group Coordinator
Isolate staff and participants who are unable to leave.	Isolate in the multipurpose room in the office or a dorm that is not being used by other staff or campers. Designate a private bathroom for that person.	Group Coordinator
Report required reportable communicable diseases.	Report to required DHS personnel.	Group Coordinator
Increase cleaning & disinfection schedule.	Disinfect commonly touched surfaces more often.	Maintenance Staff
Increase non-pharmaceutical interventions when there is a community outbreak.	Encourage masking, increased handwashing, and social distancing as appropriate and suggested by DHS or CDC.	Program Coordinator to communicate Group Coordinator

Exclusion

- 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

Isolation

If the exclusion of a person with a communicable disease is not feasible (such as in the case of a staff member or camper who is visiting from out of state), isolate the infected person until they are able to return home or return to regular camp activities.

Reporting

Notify state & local health departments if listed as Reportable on the [Wisconsin Childhood Communicable Diseases](#) or in [DHS 145](#).

Notify participants & staff if listed on Wisconsin Childhood Communicable Disease Chart if the vector is likely to have affected participants (airborne, indirect contact). If unlikely to spread between participants (requires direct contact or sexual contact), use judgment. Protect the privacy of the ill person.

Staff

- Disinfect commonly touched 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 the confidentiality of the infected employee is maintained.
- First Aid and CPR
 - If first aid and/or CPR are required during an activity, it is best to follow the normal camp protocol that considers current guidance from the American Red Cross.

Resources

Communicable Diseases and Outbreaks: Summer Camps. (Sept 2019) Wisconsin Department of Health Services. [Communicable Diseases and Outbreaks: Summer Camps](#)

Wisconsin Childhood Communicable Diseases. (May 2014). Wisconsin Department of Health Services. [Wisconsin Childhood Communicable Diseases](#)

Communicable Diseases and Other Notifiable Conditions (June 2018). Wisconsin Department of Health Services. [Wisconsin Legislature: Chapter DHS 145 Appendix A](#)

COVID-19 by County. (August 11, 2022). CDC. [COVID-19 by County | CDC](#)

Wisconsin Food Code. (June 2013). Wisconsin Department of Health Services. [Wisconsin Food Code](#)

Student Immunization Record (June 2020). Wisconsin Department of Health Services. [Student Immunization Record](#)

Exposure Control Plan. (January 11, 2023). Hunt Hill Audubon Sanctuary. [Exposure-Control-Plan](#)