



**Breckenridge  
Outdoor  
Education  
Center**

# **BRECKENRIDGE OUTDOOR EDUCATION CENTER (BOEC)**

## **OPERATIONS MANUAL COVID-19 RESPONSE**

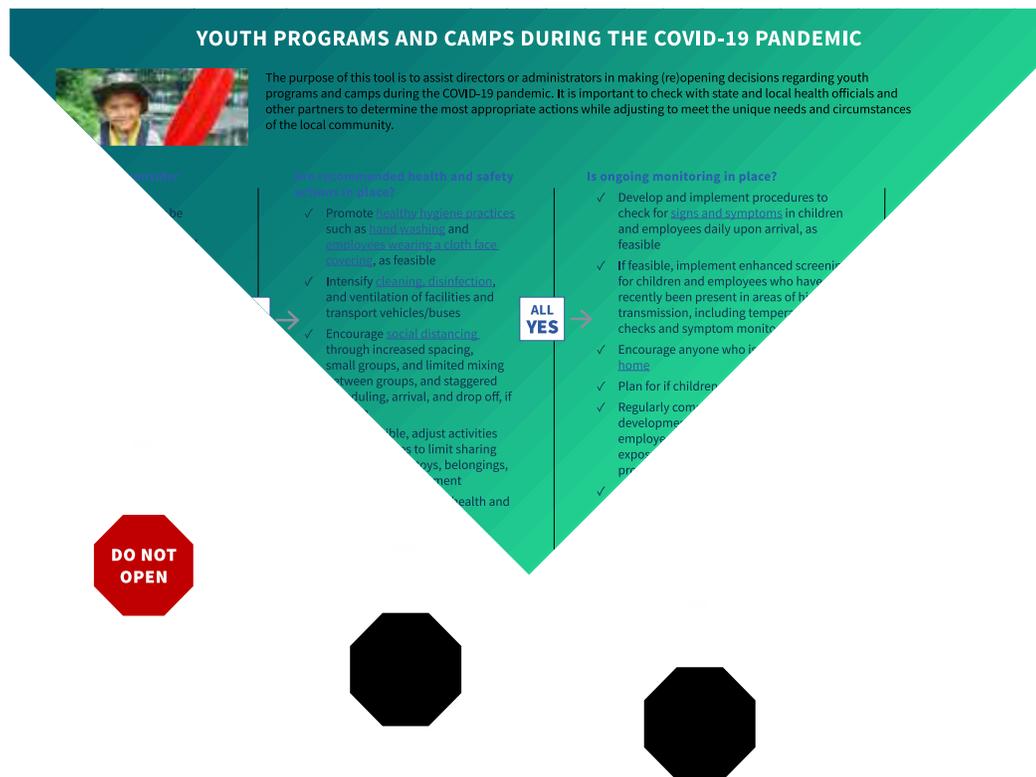
**SUMMER 2020 PROGRAMS**

# Introduction

The Breckenridge Outdoor Education Center is committed to operating its facilities and programs in a manner that provides a safe place for BOEC staff, participants, and volunteers. The BOEC Operations Manual COVID-19 Response provides additional policies and procedures to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes COVID-19. This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by the U.S. Centers for Disease Control and Prevention (CDC) in determining whether to open and operate BOEC programs during the COVID-19 pandemic. The CDC Decision Tool prioritizes three steps in making the decision to open and operate camp. The BOEC used this tool to determine that opening could be achieved in a controlled and safe manner. The State of Colorado and Summit County Health Department also provided guidance and information on assessing the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors. BOEC's policies and procedures meet or exceed guidelines set for by the CDC, State of Colorado and Summit County.

As additional information becomes available through governmental agencies, medical authorities, academic institutions, and professional industry associations, the policies and procedures in the BOEC Special Operations Manual will be updated. Staff and volunteers will be trained on policies and procedures as they evolve.

BOEC's decision tool:



# COVID-19 Risk Factors

According to the Federal Government the high-risk factors include age (60+) and underlying health conditions: cardiovascular or respiratory issues, severe obesity (body mass index [BMI] of 40 or higher), chronic kidney disease undergoing dialysis, liver disease, and those who are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications. Residing in a congregate care facility may compound existing individual risk factors.

In addition, while disability alone may not be related to a higher risk for contracting COVID-19 or having severe illness, individuals with limited mobility or who cannot avoid coming into close contact with others, those who have trouble practicing preventative measure such as hand washing and social distancing, and those who may not be able to communicate symptoms of illness may be at higher risk of becoming infected or having unrecognized illness.

## Health Screening and Preventing COVID-19 Infections

### Staff Health- Program Staff

#### Regular Screening and Assessment

- Daily Staff Health Checks
  - Daily symptom tracking must occur with daily temperature checks and filled out on the Employees Health Screening Google Form upon arrival and departure of the work place
  - Staff are informed that if they are showing any sign of illness that they cannot report to work. Typical symptoms include but are not limited to:
    - Fever or chills (Anything above 100.4 degrees)
    - 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
- Provide all staff with support and referrals for their mental health needs.

#### Symptomatic Employees:

- If an employee is exhibiting COVID-19 related symptoms upon arrival to work, or becomes sick during the day, their supervisor must separate them from other employees and participants and send them home and notify the office manager
- The supervisor should document the circumstances of the worker's illness to help with contact tracing, as applicable and provide information to the office manager who will contact Summit

## County Public Health

- Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician
- Returning to Work:
  - Workers with positive test of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, and (b) medical authorization

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing

## Participant Health

Eligibility to participate in programming is first determined by any County-imposed mandates or government orders guiding program providers. BOEC reserves the right to provide programming only to local families OR to any participant who has been appropriately screened and meets the essential eligibility criteria.

## Check in/Check Out Procedures

- One staff member wearing a face covering and gloves will do parking lot check-in and check-out with parents, maintaining physical distancing guidelines.
  - There will be a screening station in the parking lot before students are dropped off at the BOEC Wilderness Campus in Breckenridge.
  - Mobile programs like Lake Dillon or Swan Mountain will have a check-in station away from equipment and other staff or students.
- Daily symptom tracking must occur with daily temperature checks for each student.
  - A Google form will be used on a sanitized tablet to record students and staff results.
- The check-in staff member wearing a face covering and gloves will take the students temperature with a no-touch thermometer.
- BOEC will carry multiple no-touch thermometers for back-up.
- If a student shows any symptoms of illness or runs a temperature of 100 degrees Fahrenheit or higher, the student will not be able to attend programming.
  - MOST COMMON SYMPTOMS OF COVID-19 (not an exhaustive list)
    - 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

Parents MUST keep their child home if they are exhibiting any of these symptoms of illness. If a student arrives with any symptom listed above they will be sent home at the check-in point. If a participant become ill during the activity, please refer to the Response and Management of Cases or Probable Cases section.

Please visit <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation> for tips on what to do at home.

## Staff Training

Staff training will include BOEC’s regular policy and procedures on all activities as well as special training on COVID-19 guidelines. Those guidelines will then be taught to each student. Topics include but are not limited to:

## Hygiene

- Staff will teach the process to sneeze into the fold of their arms; staff will also carry tissues in the field.
- Staff will teach students to avoid touching their eyes, nose, and mouth; as much as possible, students will be required to follow physical distancing guidelines and avoid gear sharing with other participants whenever possible.
- All students will not share any personal items including food and water bottles.
- Staff will make mobile hand washing stations available for washing hands while programming outside. In the event that water and soap are not available, staff are permitted to use hand sanitizer.

## Face Masks and Cloth Face Covers

- Staff and students will be required to wear a face covering for certain parts of programming like launching and landing boats, rock climbing tie-in, and ropes course events.
- Parents picking up and dropping off students are required to wear masks or facial coverings.
- Face masks and facial coverings must be laundered or changed daily to prevent spread of infection.
- BOEC will provide extra face masks as needed.

## Handwashing

- All students and staff are taught the correct “20-second” protocol for hand washing and are required to thoroughly wash their hands frequently throughout the day, including:
  - ✓ Upon the start of each day at a BOEC program
  - ✓ Before and after snacks and lunch
  - ✓ Before and after program activities
  - ✓ After an “unguarded” sneeze or cough within 6 feet of group
  - ✓ After using the restroom
  - ✓ At the end of the program day
- Staff carry extra water and soap for mobile hand washing and hand sanitizer
  - Hand sanitizer will be made available for when soap and water is not readily available.

## Physical Distancing

- There will be a maximum group size of 10 students and minimum of 2 staff members. Groups of 25 will be allowed outside as long as they are separated into smaller 10 person groups that will never interact.
- The same staff members will be designated to the same group of students each day if the program is a series.
- Staff will encourage participants to practice physical distancing as recommended by the CDC and CDPHE, keeping 6 feet of distance between individuals. To help, visual and/or physical barriers will be used (such as harness circles with designated zones, tables, signage, etc.).
- All personal belongings must be labeled with the student's name and will be kept in a designated area 6 feet away from other student's belongings.

## Response and Management of Cases or Probable Cases

### Considerations for Facility Closure

If students or staff show any symptoms of illness or run a temperature of 100 degrees Fahrenheit or higher, they will be isolated from the group (but still within sight) until a parent or emergency contact can retrieve them. The student then cannot return to the program until they are symptom free for 72 hours without the aid of medication.

For a positive or suspected case of COVID-19:

- The Office of Early Childhood's guidance states "Note that Amended Executive Order D 2020 035 has changed the minimum time period a child care facility must close if there is a positive or suspected case of COVID-19 in a student, parent of a student, or staff member at the facility from 72 hours to 24 hours. During this closure a facility should conduct a thorough cleaning as outlined by the Centers for Disease Control (CDC)."
- Due to the CDC guideline recommending we, "wait at least 24 hours before cleaning and disinfecting a work space. If 24 hours is not feasible, wait as long as possible", we will monitor the situation and close program areas as needed.

### Designated Sick Space

The BOEC will have a designated space for students and staff showing signs of illness. Students must be supervised and isolated from staff and other participants. Substitute staff will be available to cover for ill or quarantined staff.

## Cleaning and Disinfection

Increased Frequency of Cleaning and quarantining of equipment

- BOEC will follow cleaning procedures as outlined by the Centers for Disease Control (CDC):
  - Determine what needs to be cleaned.
  - Determine how areas will be disinfected.
  - Consider the resources and equipment needed.

- Clean visibly dirty surfaces with soap and water prior to disinfection.
  - Use the appropriate cleaning or disinfectant product
  - Always follow the directions on the label.
- BOEC will use products that meet the EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19.
  - Disinfect all high-touch areas at start and end of the day and, when possible, throughout the day.

## Facilities and Activities

### Activities

- Programming will be designed to limit physical contact among students.
- Special use activities, such as boating, ropes course, biking, cooking and camp crafts, compasses and maps, etc. will require specific cleaning and sanitizing protocols. Each will follow manufacturer's recommendations.
- BOEC will limit the equipment in use to those that are easily cleanable, non-porous, with smooth surfaces and eliminate soft, fabric toys, dress-up clothing, sensory tables and water play.
- Staff will only play small group games and games that do not include physical contact.
- BOEC will keep groups of students together in one groups with the same staff each day, if possible, especially when a program spans several days
- Discrete Program Groups
  - On any particular day students will not join another group or engage in activities with students from another group.
  - Students will be in the same group for the duration of the session at each program.

### Square Footage Requirements

- Groups of 10 will be provided with a minimum of 36 sq ft of space per student while indoors.
- Groups of up to 25 will be allowed with proper social distancing and mask wear outdoors. Smaller groups will be made out of the 25.

### Common and Shared Spaces

- The number of student-staff and student-student interactions in common spaces will be limited as much as possible (equipment, hallways, bathrooms, etc.).
- When common spaces are used, cleaning will take place before and after use.
  - The Griffith foyer bathroom will be the only allowable bathroom for site based programs and will be disinfected between uses.
  - Public bathrooms will be used for some programs and additional handwashing and sanitizing will be encouraged when the student returns to the group.
- Designated bathrooms will be chosen before the program starts so all staff are aware.

## **Common Programming Supplies and Sports Equipment**

- All common programming supplies will be cleaned and sanitized before and after use.
- All manufacturer's recommendations on cleaning and sanitizing will be followed.

## **Storage Space for Personal Items**

- All personal belongings must be labeled with the student's name and will be kept in a designated area 6ft away from other student's belongings.

## **Transportation and Vehicles**

### **BOEC Organized Travel Vans**

- In cases when transportation is necessary, physical distancing will be maintained during loading and unloading. The vehicle capacity must not exceed 50% capacity and should accommodate the greatest physical distance between participants. Maximum of six people including the driver.
- Staff must uphold the same cleaning and disinfecting standards in vehicles as for other spaces.
- Facial coverings must be worn by all staff and students while traveling in vehicles.
- Participants of programs may use Free Ride/public transportation services as allowed under Summit County and/or CDPHE guidance.
- Students will load the vans back to front to keep the most amount of social distancing possible.
- Students will use the same seat when re-loading the van upon finishing the day.
- Windows will remain cracked to encourage air flow.
- Drivers will ensure fresh air is drawn in and not recirculating inside the van with A/C.

## **Food Service and Dining Areas**

- BOEC will provide no food or snacks until further notice
- Students are responsible for all lunches and utensils etc.
- Meal times will be staggered if necessary to avoid a large group.
- Staff must clean and disinfect all surfaces before and after all meals and snack times.
- Students will not share any personal items including food and water bottles.
- Students will wash hands before and after eating any food or snacks

## **Residential Camp and Special Considerations**

- This document outlines protocols for designing and implementing day programming. In the event that a BOEC implements residential programming an addendum will be added with more policy and procedure around those function.

