



**Breckenridge
Outdoor
Education
Center**

BRECKENRIDGE OUTDOOR EDUCATION CENTER (BOEC)

OPERATIONS MANUAL COVID-19 RESPONSE

WINTER 2020-2021 PROGRAMS

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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 safely. 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.

General COVID-19 Prevention Measures

- Anyone feeling unwell should NOT report in person to any ski program facility.
 - Please contact the ski office at (970) 453-5633 for more guidance.
- 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
- All staff, participants, volunteers, and companions must complete a symptom and exposure check prior to entering any BOEC facility and/or participating in a program.
 - Anyone displaying typical symptoms of COVID-19 will be required to leave campus immediately. Participants who are required to leave will be offered the opportunity to reschedule or will be offered a refund.
- Everyone will use hand sanitizer and put on masks properly before entering the office.
 - Hand sanitizer will be available at multiple locations around the office.
 - Masks will be provided for anyone arriving without proper facial covering.
- Anyone entering the office will have one point of entry and a separate point to exit
- All parties must maintain the recommended 6-foot social distance from others while attending BOEC programming.
- Students will stay out of the office as much as possible. Chairs, benches, and tents will be made available outside for students to use to do paperwork, get their equipment on, and get ready for the day.

Participant Health

Eligibility to participate in programming is first determined by any federal, state, or county imposed mandates or government orders guiding program providers. BOEC reserves the right to provide programming only to participants who have been appropriately screened and meet the essential eligibility criteria.

BOEC Participant Eligibility Criteria

In order to participate in any BOEC programming for the 2020-2021 winter season, we are requiring all of our students to comply with the following measures:

- Must be willing and able to properly wear an appropriate facial covering. Facial coverings must be worn over the nose and mouth whenever a participant is within six feet of another person, inside any building, in lift lines, and on chairlifts.
- In order to minimize potential exposure indoors, students are expected to be as efficient as possible at the beginning and end of their lessons. This includes arriving dressed in appropriate ski attire, having used the restroom, put on sunscreen prior to arrival, with their own water bottle, etc.
- If a student cannot independently manage any of the following, they will be required to have only one companion to assist with any additional needs off of the ski hill:
 - Personal care/hygiene
 - Transferring into and out of their wheelchair, if applicable
 - Mobility to/from our facilities and the ski hill
 - Behavior management that requires prolonged close contact (i.e. any actions exceeding 15 minutes spent within 6 feet of the student)
- Any student or approved companion must pass a symptom and exposure screening at the entrance of any ski program facility.
- Participants and their companions will be expected to maintain a minimum 6-foot social distance from others whenever possible.
 - The recommended 6-foot distance may be entered if the time spent in close contact can be limited to 15 minutes or less (per CDC [guidelines](#)) for the duration of the day or if the safety of the student is concerned.
- There will be no indoor waiting area available for students. Morning lessons will run from 9:00am to 11:30am and afternoon lessons will run from 1:00pm to 3:30pm. If a student does not complete their lesson due to fatigue, behavioral concerns, etc., a parent or guardian must be on call to pick them up immediately.

General Policies for Winter Programming

- No one exhibiting symptoms of COVID-19 or that has been in close contact with anyone who has tested positive for COVID-19 in the last 14 days will be allowed to participate in any BOEC winter programming.
- Students will be encouraged to register for lessons two weeks prior to their date of attendance. There will be no walk-in lessons accepted.
- Due to limited capacities, we will start by offering half day lessons this season. If the opposite half day is available one or two days before the date of the lesson, then we may offer a full day lesson.
- Students will stay out of the office as much as possible. Chairs, benches, and tents will be made available outside for students to use to do paperwork, get their equipment on, and get ready for the day.
- In order to adequately clean and disinfect our offices, we will not allow students or families to wait inside our facilities.
- Students will not be permitted to eat in the ski office. Students are expected to arrive wearing sunscreen, in proper ski attire, and with their own water bottle and snacks.
- Overnight storage will be limited to the student's ski equipment only (skis, boots, poles, helmet). Families and friends will not be able to leave equipment in our offices this season.

All protocols and practices are subject to change as we continue to comply with federal, state, and local guidelines. We ask that you remain flexible throughout the season, and understand that it is our goal to get as many students as possible through our programs in a manner that is safe for all parties involved.

Check In/Check Out Procedures

- One staff member wearing a face covering will check students in, maintaining physical distancing guidelines.
 - There will be a screening station outside the entrance to every BOEC winter program facility.
 - Mobile programs at the Breckenridge or Frisco Nordic Centers will have a check-in and screening station outside away from equipment, other staff, and students.
 - Daily symptom tracking must occur for all staff, volunteers, students, and companions entering a BOEC facility or attending a BOEC program.
 - A Google form will be used on a sanitized tablet to record screening results
- If any student or companion shows symptoms of illness or has been in contact with anyone testing positive for COVID-19 within the last 14 days, that person will not be allowed to attend programming. An updated list of symptoms can be found in the *General COVID Prevention Measures* section of this document or on the CDC website [here](#).

Group-Specific Considerations

- Upon arrival, group participants will be treated as individuals and expected to follow mask wearing and physical distancing guidelines.
- Individuals within a group must also complete a symptom and exposure check.
- Groups will not be permitted to eat lunch in any BOEC facility this season.

Students MUST stay home if they are exhibiting any of these symptoms of illness. They will be turned away at the check-in point if any symptoms are present. If they become ill during their lesson, please refer to the *Symptomatic Volunteers and Participants* section.

Symptomatic Volunteers and Participants

- If a volunteer or participant is exhibiting COVID-19 related symptoms upon arrival to work, or becomes sick during the day, the program staff must separate them from other volunteers, staff, and participants, send them home, and notify the office manager. If a participant exhibits symptoms they will be removed from the group/lesson and their caretaker/guardian will be notified to take them home.
- Program staff should document the circumstances of the volunteer or participant's illness to help with contact tracing as applicable and provide information to the office manager.
- 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, quarantine themselves, and contact their physician.
- A volunteer or participant who exhibits a fever and/or symptoms while at home should not come to any BOEC facilities. Instead, volunteers should contact the Volunteer Coordinator and participants should contact the ski office for directions.

- A volunteer or participant with symptoms of acute respiratory illness associated with COVID-19 may return to programs after:
 - Following the guidance of their physician **and**
 - At least 14 days since symptoms first appeared **and**
 - At least 72 hours with no fever without fever-reducing medication **and**
 - Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

Responding to Confirmed COVID Cases

If an individual is confirmed to be infected with COVID-19, they must notify the ski office as soon as possible. The ski office will notify Summit County Public Health to initiate contact tracing and do the following:

- If the individual is at a BOEC facility, they will be asked to leave. If needed, they will be segregated to limit exposure to others until they can leave the facility.
- Deep-cleaning procedures will be triggered. The office may shut down for a minimum of 24 hours (or as long as possible) before anyone can enter to clean or disinfect.
 - 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.
 - BOEC may have to cancel lessons in response to a confirmed case. All COVID-19 related cancellations will receive a full refund.
- BOEC will notify the local health department of any confirmed cases of COVID-19, but will otherwise keep the identity of the confirmed individual private.
- Depending on the circumstances, BOEC will notify impacted staff, volunteers, and participants if there is a confirmed case of COVID-19 in the workplace.
- Anyone who has been in close contact with an individual who has tested positive for COVID-19 will be instructed to quarantine (even if they are asymptomatic) for 14 days after their last close contact. During quarantine, they should watch for symptoms of COVID-19.
 - Close contact is defined as spending more than 15 minutes within 6 feet of an individual and/or being a part of the lesson that the person who is sick was on.
 - Students will not be able to attend their lessons until the quarantine period has ended. All COVID-19 related cancellations will receive a full refund.
- The confirmed individual may return to BOEC facilities after:
 - At least 10 days since symptoms first appeared **and**
 - At least 72 hours with no fever without fever-reducing medication **and**
 - Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

Facilities and Activities

Square Footage Requirements

- Students will be provided with a minimum of 36 sq ft of space while inside any BOEC facility.
- Masks will be required indoors and in any outdoor space where proper social distancing measures cannot be maintained (lift lines, chair lifts, crowded areas, etc.).

Common and Shared Spaces

- The number of student-staff and student-student interactions in common spaces will be limited as much as possible (offices, hallways, bathrooms, etc.).
- When common spaces are used, cleaning will take place before and after use.
 - Public bathrooms will be used for all winter programs and students are expected to use the restroom before arriving at their lesson.
 - Students must wash and/or sanitize their hands upon returning to their lesson.

Activities

It is the goal of the BOEC to offer all of our usual winter activities to as many participants as possible, while maintaining the health and safety of all staff, volunteers, and students.

- All equipment will be cleaned and sanitized in accordance with CDC and manufacturer guidelines.
- Staff will structure lessons to prevent physical contact, except where the participant's safety is concerned.
- BOEC will aim to keep students together with the same staff and volunteers, if possible, when a student is scheduled for multiple days.