



**Breckenridge
Outdoor
Education
Center**

BRECKENRIDGE OUTDOOR EDUCATION CENTER (BOEC)

OPERATIONS MANUAL COVID-19 RESPONSE

SUMMER 2021 PROGRAMS

Table of Contents

- Introduction** 2
- COVID-19 Risk Factors** 3
- General BOEC Protocols**..... 3
 - Health Screening and Preventing COVID-19 Infections 3-6
 - Response and Management of Cases or Probable Cases 6-7
 - Cleaning and Disinfection 7
 - Facilities and Activities 7-8
 - Transportation and Vehicles 8-9
 - Food Service and Dining Areas 9
- Residential Camps/Overnight Camping Trips**..... 9
 - Enrollment Criteria..... 9
 - COVID-19 Vaccinations and COVID-19 Testing..... 9
 - Essential Eligibility Criteria for Summer 2021 9-10
 - Before Your Program 10
 - Things to Expect10-11
 - Sleeping Arrangements 11
 - Outdoor Hand Washing.....11-12
 - Food Service Protocols..... 12
 - Gear Cleaning Procedures 12
 - Unexpected Symptoms or Illness on an Overnight Program 12
 - Patient Care & Management for Participant or Staff with Positive Symptoms Camping or on the River 12-13
 - Management of Staff Who Have Been on a Program With a Suspected Positive CASE..... 13

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 how to 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:

YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and **employees wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, disinfection**, and ventilation of facilities and transport vehicles/buses
- ✓ Encourage **social distancing** through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
- ✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** in children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES

ALL YES

ALL YES



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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.

General BOEC Protocols

Health Screening and Preventing COVID-19 Infections

Staff Health- Program Staff
Regular Screening and Assessment

- Daily Staff Health Checks
 - 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.
- Employees who miss work due to COVID-19 symptoms or by testing positive may be eligible for emergency sick pay up to 80 hours and should talk to their supervisor to ask what paperwork is required and to see if they are eligible.
- 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 for 7 days, recommend testing after 5th day of exposure, and contact their physician and follow their guidance.
- Returning to Work:
 - Workers with positive test of acute respiratory illness associated with COVID-19, or have had close contact with someone who has tested positive for COVID-19 need to self-isolate and follow CDC and medical provider recommendations as to when they can return to work.

An employee who is 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

- 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 monitoring must occur.
- BOEC will carry multiple no-touch thermometers for monitoring should symptoms occur on program.
- 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/caregivers MUST keep their child/loved one 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#discontinuation> 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 depending on current CDC, Summit County, and geographic region guidelines.
- Parents/ caregivers picking up and dropping off students are recommended to wear masks or facial coverings if they are not vaccinated.
- 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

- Staff will encourage unvaccinated 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.).

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 100.4 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 play small group games and games that do not include physical contact when applicable.
- BOEC will keep groups of students together in one group 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.

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 bathrooms will be the only allowable for site based programs and will be disinfected between groups and/or several times a day as use requires.

- 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 75% capacity and should accommodate the greatest physical distance between participants.
- Staff must uphold the same cleaning and disinfecting standards in vehicles as for other spaces.
- Facial coverings must be worn by all unvaccinated 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 in recirculating mode.
- Use hand sanitizer before entering/exiting the vehicle.

Food Service and Dining Areas

- 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 Camps/Overnight Camping Trips

Enrollment Criteria

BOEC reserves the right to screen all participants for eligibility in overnight programming. For those who are at higher risk for severe illness from COVID-19 as defined by the [Centers for Disease Control \(CDC\)](https://www.cdc.gov), please carefully consider, in conjunction with your healthcare provider, whether to attend a BOEC program at this time. The remote locations of our mobile overnight programs are often away from medical facilities.

Communication and transportation can be difficult and evacuations and medical care may be significantly delayed. The BOEC has a flexible refund policy and can work with you in order to fulfill these considerations. Contact the Wilderness Program to learn more.

COVID-19 Vaccinations and COVID-19 Testing

- BOEC strongly recommends that every participant be vaccinated against COVID-19 prior to enrolling in a BOEC Wilderness program.
- In the event a participant has not been vaccinated for COVID-19, BOEC will require proof of a negative PCR COVID-19 test within four days prior to arrival at BOEC for any overnight or mobile program that is longer than 3 days.

Essential Eligibility Criteria for Summer 2021

Call the Wilderness program at 970-453-6422 with any questions/concerns around eligibility or email our Admissions Director at: claire@boec.org.

- Must be able to properly wear an appropriate facial covering when applicable. Facial coverings must be worn over the nose and mouth whenever a participant is instructed by BOEC staff.
- If a student cannot independently manage any of the following, they will be required to have only one designated caregiver from their household to assist with any additional needs:
 - Personal care/hygiene/ADL's including proper frequent handwashing, bathroom functions etc.
 - Ability to feed oneself and drink water unassisted.
 - Transferring into and out of their wheelchair, if applicable.
 - Mobility to/from our facilities or camps with minimal assistance.
 - 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 assistant must pass a symptom and exposure screening at the entrance of any BOEC program facility.
 - An approved assistant must show proof of vaccination, or proof of a negative PCR- COVID-19 four days prior to arrival at BOEC.
- Participants and their assistants 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.

Before Your Program

Take steps to limit your exposure to COVID-19 for 14 days prior to your program:

- Physical distancing.
- Frequent hand washing.
- Monitoring for COVID-19 symptoms.
- Arrange to take a PCR COVID-19 test four days before you begin travel for your course.

Traveling to BOEC:

- Wash your hands often.
- Avoid touching your eyes, nose, and mouth.
- Keep six feet of distance from others.
- Wear a mask when in public.
- Carry and use sanitizing wipes to clean surfaces you come in contact with.
- Cover coughs and sneezes.
- Avoid dine-in restaurants.

**Do not travel to the BOEC if you have COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell), have in the past 14 days been in close contact with someone suspected or confirmed as having COVID-19, or if you are confirmed or suspected as having COVID-19 in the past 14 days.*

Things to Expect

- Inform us of any COVID-19 symptoms you experience before, during, or after your program or if you have tested positive for COVID-19 within 14 days prior to your program or within 5 days after the final day of your BOEC program.
- All unvaccinated students must supply their own reusable/washable face coverings (minimum of two). A clean face covering should be used each day of your program; masks may be reused if they are washed. BOEC will have extra in case of necessity. Masks will be required as follows:
 - When entering any building.
 - Traveling in a vehicle.
 - While on boat ramps at put-ins and take-outs. (DOI BLM requirement)
- Review of screening questions will be on a daily basis on multi-day trips.
- Whenever possible, maintain a physical distance.
- BOEC will be minimizing the number of unvaccinated households or cohort members per boat with limited mobility between rafts, inflatable kayaks (duckies), and SUPs during the day.
- Frequent & thorough hygiene practices like hand washing and reducing or eliminating shared items.

Sleeping Arrangements

- No unvaccinated students will share a tent unless part of the same household or school cohort. Individual tents will be provided.
 - Masks will not be required in tents.
 - Large canvas tents will be arranged based on square footage with head to toe and 6 foot separation.
- Griffith room bunks will be separated head to toe with 6 feet separating unvaccinated students unless part of the same household.
 - Masks will not be required while sleeping.
 - Old Cabin arrangements will be based on square footage and head to toe and 6 foot separation for unvaccinated students.

Outdoor Hand Washing

- In addition to convenient locations for foot pump-operated hand wash stations at camp or outdoor activity location, along with a heavy emphasis on their required use, we also bring a supply of hand sanitizer everywhere.
- The soap and water hand wash system will be set-up first when arriving in camp or activity location and will remain available for the duration of the stop.
- Hand wash water sourced from the river will be treated with bleach (or similar) to 100ppm.
- Handwashing stations will be set up at the entrance to toilet facilities, near the kitchen area, and near the communal or group area (within 25 feet, or in the most convenient and obvious location).
- Additionally, each boat or guide will be equipped with hand soap and/or hand sanitizer.

Food Service Protocols

- When packing, preparing, or otherwise handling food or beverages, unvaccinated staff will wear face masks and adhere to applicable local, state, and federal food handling requirements.
- At camp or in any BOEC facility, no congregation will be allowed in the kitchen.
- All prepping surfaces will be disinfected with wipes or disinfectant spray pre and post prep.
- There will be special attention and enhanced efforts of sanitation during the food pack, while preparing food during a trip, and while serving students.
- In contrast to traditional BOEC programs, family style serving will not be allowed.
- Students will not be allowed to serve their own meals unless designated by BOEC staff.
- Proper hand washing and sanitizing will be required before any food is consumed.

Gear cleaning procedures

- Tents and sleeping pads will be sanitized and/or cycled out of use for 24 hours between trips.
- Dry bags are washed and sanitized between trips.
- Sleeping bags, sleeping bag liners, and pillow cases will be laundered after every trip.
- PFDs, helmets, paddles, wetsuits, and splash jackets are to be washed and sanitized after each trip and hung to dry outside.
- All other outdoor gear including ropes, carabiners, harnesses, etc. will be sanitized per manufacturer's recommendations or cycled out of use for 24 hours between groups.

Unexpected Symptoms or Illness on an Overnight Program

If a participant develops symptoms of COVID-19, they will be isolated from the group. Staff will seek medical advice and follow our COVID-19 illness guidelines, which may include sending the participant home from the BOEC program site or evacuation from the field. If a student is sent home, it is unlikely they will be able to rejoin their course due to timing, remoteness and logistics.

Patient Care & Management for Participant or Staff with Positive Symptoms Camping or on the River

- The symptomatic person will immediately be physically distanced (at least six feet) from others and required to wear a mask for the remainder of the trip without question.

- Family members and friends who are within the household with the person who displayed positive symptoms will also be placed on a separate raft or away from other campers and required to wear a face covering.
- Temperature and pulse oximeter (when available) testing will be done at least twice daily.
- We will consult with local agencies on availability and justification for evacuation. If this is not feasible, they will be isolated from others for the remainder of the trip.
- Each mobile program will carry a COVID-19 PPE Kit, this kit contains resources to be used in an incident where there is someone showing signs and symptoms that could possibly be COVID-19.
- One liaison (guide or a caregiver) will be identified to interface with this person to provide care. That person will also be physically distanced from the rest of the group for the remainder of the trip.
 - While treating someone on the trip who is symptomatic, liaison will wear PPE:
 - Gown—either a painters suit or splash pants paired with a splash top.
 - Goggles/face shield.
 - N95 Mask.
 - Gloves.
- BOEC staff will follow EMS/WFR protocols and provide appropriate medical treatment—monitoring temperature, oxygen saturation with pulse oximeter if available, and vital signs.
- Testing for COVID-19 will be performed at the earliest opportunity and BOEC will notify the appropriate agencies along with all staff and other participants on the program of the results. Confidentiality will be maintained by using generic terms to describe a “participant” who has a confirmed (negative or positive) test.

Management of Staff Who Have Been on a Program With a Suspected Positive CASE

If a guide or staff member (whether they've been vaccinated or not) has been on a trip with a suspected or confirmed positive case, they will be asked to follow quarantine protocols as set forth by the local health department.