



Camp and Recreation Programs Communicable Disease Plan (CDP)

Purpose Statement

The Alisa Ann Ruch Burn Foundation (AARBF) prides itself on providing a safe and healthy environment in which burn survivors, volunteers, and staff can come together to meet the mission and objectives of the organization. When communicable illness presents itself, it can negatively impact the mission and objectives in negative ways. This Communicable Disease Plan outlines the prevention, response, recovery, and mitigation policies along with procedures to lower the impact of a communicable disease on our programs. Some policies and procedures are subject to change depending on the rate of disease transmission, severity of symptoms, and availability of treatment for a disease.

For the purpose of this document, when describing Participants, Campers, Parents, and Staff, they will encompass the following:

- Participant: All Participants/Campers and Counselors In Training (CITs) as identified in the Volunteer Manual
- Parent: Any legal guardian of a Participant who is under the age of 18
- Staff/Volunteer: Any Volunteer, Program Staff, Support Staff, Medical Staff, or Foundation employee as identified in the Volunteer Manual.
- It is understood that, at times, some staff members are given approval for their child to be on site for certain programs. It is also understood, for the purpose of this document, that all staff children and their childcare must meet all of the same guidelines as those identified as "Staff" or what is identified as age appropriate. (i.e. a staff member's child shall meet the guidelines set forth for participants/campers).
- The Communicable Disease Plan Team (CDP Team) consists of the following: Medical staff, Event Director, Foundation Representative, Operations Manager, and Board Representative.

PREVENTION

It is the highest priority to provide for a safe and healthy environment for all who attend programs for AARBF. Prevention is the first step in ensuring this. Proper education and identification of illness is crucial for a safe and healthy program. The process identified in this section will outline the necessary steps that must be followed in order to participate in any program. AARBF reserves the right not to admit anyone who poses a communicable disease risk to others.

AARBF requests that all individuals arrive at recreation events healthy, free of any symptoms of illness. If any individual is showing signs of a communicable disease, we ask that they receive proper medical attention. AARBF reserves the right to not admit an individual until healthy.

Pre-Event ([A Healthy Event Begins and Ends at Home](#))

Screening

- Pre-screening
 - All staff and participants attending an AARBF event or camp are required to complete the health history form within the registration process before arriving at the event. This information is reviewed and used by the event medical person or nurses when caring for and treating staff and participants for illnesses and diseases.
 - All participants are required to have a physical exam completed by a physician and submit the paperwork with their registration.
 - All staff and participants and their families should self-screen for the presence of symptoms of a communicable disease before arriving at camp.

- Initial screening
 - Medical Staff will conduct an initial screening with each staff and participant when they arrive to the event. This screening includes a lice check, confirmation of health information, and discussing medications.
 - *See additional screening related to COVID-19 in the attached Addendum.*

During the Event or Camp

AARBF takes seriously the well-being of every participant and staff member. Therefore, anyone with symptoms of a virus or illness will not be able to remain with the general population of an event and will be placed in isolation until arrangements can be made for them to be taken home.

Health Parameters

- Ongoing screening
 - All staff and participants will be monitored daily for symptoms of communicable diseases.
 - *See additional screening related to COVID-19 in the attached Addendum.*

Preventing Spread

- Healthy Practices at Events
 - We will diligently pursue healthy practices at events and camps through:
 - Hand Hygiene
 - Communicable diseases can pass person-to-person through contact. An individual's hands are one of the most common culprits and should be consistently cleaned to lower the spread of a disease.
 - All staff and participants will be encouraged to wash their hands for at least 30 seconds with soap and water:
 - Before eating food.
 - After being in contact with someone who is sick.
 - After touching frequently touched surfaces.
 - After using the restroom.
 - After using common items such as activity and sports equipment.
 - After coughing, sneezing, or blowing your nose.
 - Hand sanitizer will be located around the venue/camp for hand cleaning when soap and water are not accessible.
 - Cover your cough or sneeze into your arm
 - Don't touch your face
 - "Toes to Nose"
 - All individuals will not be allowed to have their heads at the same end of the bed as the bunk next to, or above or below them.
 - Physical Distancing
 - Depending on the contagiousness of a disease, social and physical distancing procedures may be implemented into camp programming. These procedures will be determined by recommendations from health and governing agencies.
 - Common area bathrooms will be cleaned, sanitized, and maintained by Facility Staff (or other rental facilities as applicable) in accordance with current health guidelines.

Event Staff (All Program Staff and Volunteers)

- Our event staff will be trained to ensure that the best cleaning practices are observed to keep the safety of our events as the highest priority throughout each day. We will also make an effort to have an appropriate number of professional medical workers on hand to serve the needs of our participants and staff in the best possible

manner.

- Self-Monitoring
 - Our staff will perform daily checks within their cabins or shared quarters to ensure participants and staff members don't exhibit any symptoms (i.e. cough, sore throat, fever, chills, vomiting, etc.), are getting sufficient rest, hydrating well, and are physically able to participate in the day's activities.

Cleaning & Disinfection

- Cleaning and disinfection practices will differ for different areas and equipment. In general, cleaning and disinfection will happen multiple times throughout the day in common use areas, and daily for activity area equipment.
- In the event of some type of incident (i.e. bathroom accident, vomiting, an injury involving blood, etc.) additional cleaning will be done in the area of the incident.

Training

- Staff will be trained on preventing spread and illness reduction strategies, cleaning and disinfection, and their role in the response to cases.
- Staff will provide participants with training on proper handwashing and other illness-reduction strategies.

Communication

- Foundation staff will communicate with participants and parents, informing them of the screening process, safety measures, and the Communicable Disease Plan.
- Program staff will communicate with volunteers/counselors, informing them of safety measures, the Communicable Disease Plan and other educational resources, as well as any changes to event policies and procedures.

INTERVENTION

Outbreak Occurs

In the event of a suspected case of a communicable disease within the event group or community:

1. The individual will be taken to the infirmary for care.
2. The event Medical Staff will triage the patient to identify the individual's symptoms and the possible illness.
3. If the illness is deemed to be non-communicable or of no danger to the rest of the event community, the individual will receive necessary care and return to their group or position as soon as deemed safe by Medical Staff.
4. If the illness cannot be identified or is identified as a communicable disease, the individual will be isolated in the infirmary or other designated isolation room. The event

Medical Staff will contact the Event Director and Foundation representative having authority. The Event Director or Foundation representative having authority will then contact the family of the infected individual.

5. The individual will be removed from the event by staff or their family and taken to receive further medical attention. If a diagnosis of a communicable disease is confirmed, the information will be shared with the event team and affected participants will be informed of signs and symptoms that should be monitored.

In the event a suspected case of a communicable disease is confirmed:

1. Staff and participants who were in contact with the infected individual will be checked for symptoms, monitored at least daily for symptoms, and isolated from other staff and participants.
2. The areas used by the infected individual will be closed off, cleaned, and disinfected. Communication will be sent to families with information about the illness and next steps.
3. Event programming will continue for the unaffected staff members and participants.
4. If other individuals begin to exhibit symptoms, they will be immediately isolated and removed from the event as soon as possible to receive further medical attention.
5. If the outbreak progresses, the Event Director and Foundation representative having authority will make decisions regarding the feasibility of continuing the event.

RECOVERY/MITIGATION

Resolution

Assuming the control measures were effective, the number of new cases will eventually start to decline. The length of time these control measures need to be implemented will be based on the particular communicable disease. Control measures should not be ceased too soon due to the danger of the re-emergence of the disease. Event staff will be in contact with local health officials for assistance in this area.

All records and reports of the outbreak should be properly processed. Debriefing with the staff should be conducted both as a group and individually. The Communicable Disease Plan should be evaluated and updated based on the information gained from the incident and response.

Fatigue in staff after the outbreak is over is expected: Rest and recovery time for staff will be provided over time and for the necessary amount of time.

- Communicable Disease Plan Team evaluation
 - Provide critical incident debriefing, review all operational activities to determine effectiveness and identify potential changes, and update policy/procedures.
- Documentation
 - Confirm completion of documentation by all required individuals – medical staff, Director, Program Staff, Foundation Staff, host camp/facility staff, etc.

- AARBF is to receive copies of all documentation for record retention.
- Debrief Event and facilitate return-to-event practices
 - Foundation staff and the Event Director will listen to all staff and participants who wish to share their experience. Allow time for staff rest and recuperation.
- Update/revise staff, parent, and participant materials to more effectively address this Communicable Disease Plan.

Addendum to the Communicable Disease Plan for COVID-19

May 5, 2023

COVID-19 is a respiratory illness caused by a virus that can spread from person to person and currently the most effective form of protection is limiting spread. As a result, the Alisa Ann Ruch Burn Foundation has implemented the following guidelines, adapted from recommendations provided by the CDC and American Camp Association.

Screening

- Pre-Screening
 - The following pre-screening procedures are required for all individuals attending an overnight event:
 - Self-screening by taking and recording their own temperature as well as monitoring for the presence of symptoms (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.) for 5 days before arriving at the event using the pre-screening form provided by the Foundation.
 - Determining if the individual has traveled nationally or internationally within 5 days before arriving at the event.
 - Determining if the individual has been in close contact with a person who has been diagnosed with, tested positive for, or quarantined as a result of a communicable disease within 5 days before arriving at the event.
 - All staff and participants will be encouraged to refrain from high exposure activities for 14 days prior to arriving at the event.
- Initial Screening
 - Additional screening procedures when arriving to the event and at the pick-up location include:
 - Checking each individual's temperature.

- Asking questions about possible symptoms of COVID-19.
 - Asking questions about contact with other individuals who have been diagnosed with, tested positive for, or quarantined as a result of COVID-19.
 - Asking questions about each individual's recent travel.
- Ongoing Screening
 - Daily screens of staff, volunteers, and counselors will be administered. Screening may be based on verbal reports. Temperature checks will not be required, unless accompanied by symptoms.
 - Masks are not required of those individuals that are asymptomatic.
 - Any individual who becomes sick or develops COVID-19 symptoms will be immediately removed from event activities and triaged by Medical Staff. If Medical staff determines that a test is needed, they will first isolate the individual, then administer a Rapid test to the individual. If the Rapid test is positive, we will contact the local County Department of Public Health and then determine the proper method of transportation home for the individual. The confirmed diagnosis of the sickness should be reported to the event staff. If the test result is negative, medical staff will recommend the best steps to care for the individual and determine if/when the individual can return to event activities. Additionally, all members of the participant's cabin/group will be monitored for symptoms as well.

Preventing Spread

- Hand Hygiene
 - Staff and participants will be taught to wash their hands using these steps:
 - Wet your hands with clean, running water.
 - Lather your hands by rubbing them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds (about the time it takes to sing "Just Hang Loose" twice).
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean paper towel.
 - Use a paper towel to turn off the faucet.
 - Additional hand washing and hand sanitizer stations will be set up throughout venue and grounds for increased frequency of hand cleaning.
 - Hand sanitizing will be required before and after each activity.
 - Posters on how to properly wash hands will be placed throughout the venue in

both English and Spanish.

Cleaning & Disinfection

In response to the high risk of spread of COVID-19 and other communicable diseases, the event team will implement a plan of increased frequency of cleaning and disinfection. ~~Cleaning and disinfection practices will differ for different areas and equipment. In general, cleaning and disinfection will happen multiple times throughout a day, and after one family unit leaves and before the next one arrives at an area.~~

- ~~● Cleaning Practices to include a two-step cleaning process which included cleaning and disinfecting.~~
 - Cabins
 - The Foundation will ensure that every cabin/shared living space has a supply of disinfecting wipes and spray so occupants can disinfect high-use surfaces such as doorknobs and bathrooms daily.
 - Air filters will be provided for each cabin/room.
 - Common Bathrooms
 - Facility staff will clean and disinfect per protocol.
 - Food service & table sanitization
 - Eating surfaces will be cleaned by facility staff after every meal all serving.
 - Trash will be removed around the venue/grounds daily.

Training

- Staff will be trained to recognize the signs and symptoms of COVID-19 and other communicable diseases.

Communication

- Event staff will be in contact with local health and government officials to determine quarantine guidelines, outbreak control measures, and the overall safety of running event programming.
- Event staff will communicate to participants and parents, informing them of any schedule or program changes, additional safety measures such as pre-screenings, and this Communicable Disease Plan.
- Event staff will communicate with volunteer staff, informing them of additional safety measures, the Communicable Disease Plan and other educational resources, and

potential changes to their duties.

INTERVENTION

Outbreak Plan

In the event that an individual has COVID-19 symptoms:

- The individual will be taken to the infirmary for care and will wait outside to be triaged.
- The event Medical Staff will identify the individual's symptoms and will administer a Rapid COVID test if the individual has COVID-19 symptoms.
- If the illness is not COVID-19 related or a danger to the rest of the event community, the individual will receive necessary care and return to their group or position as soon as safely possible as deemed by medical staff.
- If the illness is identified as COVID-19, the individual will be isolated in the designated isolation room in the medical wing. The event Medical Staff will contact the Event Director and Foundation representative having authority. The Event Director or Foundation representative having authority will then contact the family of the infected individual as well as local County Department of Public Health.
- Event Staff will determine the best form of transportation for the individual to be removed from the event and will coordinate transportation as soon as possible.
- In the event that a suspected case of COVID-19 is confirmed:
 - Staff and participants who were in contact with the infected individual will be evaluated for symptoms, monitored daily for symptoms, administered a Rapid COVID-19 test if deemed necessary by Medical Staff, and isolated from other staff and participants. The proper contacts will be notified for minors.
 - The areas used by the infected individual will be closed off, cleaned, and disinfected.
 - Communication will be sent to all families describing next steps that should be taken.
 - Event programming will continue for unaffected staff members and participants.
 - If other individuals begin to show symptoms, they will be immediately isolated and removed from the event as soon as possible to receive further medical attention.

In the event of an outbreak of multiple COVID-19 cases, the event team will ensure we are prepared to provide appropriate care to those who are ill, and provide protection for those who have not shown symptoms.

Staff will also:

- Convene meeting of the CDP team (Medical staff, Camp Director, Foundation Representative, Operations Manager, and Board Representative)
- Communicate with the local County Health Department about the situation and our action plan.

- The official spokesperson is the Foundation Representative, Daniel “Apollo” Chacon.
- The Event Director and Foundation representative having authority will make decisions regarding the feasibility of continuing the event.
 - Tipping point - If the facility and personnel resources cannot accommodate a certain number of ill individuals (rooms, beds, staff) a decision will be made to end the program and arrangements will be made to get everyone home safely.

*This document was created in consultation with our camp physician, camp nurse, camp director, and AARBF Executive Director with information from the CDC, American Camp Association, and American Nurse. This will be updated with the most recent information for our camp from our President, national, state, or local officials as needed.