



## Heart of Texas Baptist Camp Summer 2020 Operating Plan

Heart of Texas Baptist Camp (HOTBC) has compiled this plan based on recommendations from the state Checklist for Resident/Overnight Youth Camp Operators as well as recommendations from American Camping Association. This plan is a fluid document. Changes and additions may be made as new guidelines and implementation dictate.

This document is divided into five sections:

- Communication Plan
- Staff & Camper Health Plan
- Cabin Hygiene Plan
- Dining Hygiene Plan
- Program Activity Plan

### **Communication Plan**

- Communication with Parents
  - HOTBC will provide a letter to parents for churches to share. It will include a link to our website that outlines our plan.
  - If a case of Covid-19 is suspected on camp, HOTBC will provide a letter of notification for the parents of that Cohort (Cabin). If it is confirmed additional information will be shared.
- Communication with Campers
  - HOTBC will conduct a first day Orientation. We will discuss social distancing by cohorts, importance of hygiene, daily health screening and other information as needed.
- Communication with Local Health Departments, EMS, and Hospitals
  - HOTBC will continue to have conversations with local health officials as new information becomes available and will provide them with our operating plan.

### **Staff & Camper Health Plan**

- Camper Health
  - Intake Screening and Assessment
    - The parent or guardian of each camper will fill out a Health Screening Form (Provided by HOTBC). The church leader should collect the forms and perform a temperature check to be recorded on the camper's form before leaving the church. There will be an intake screening on arrival to camp. This will be supervised by the Camp Health Officer.
    - Campers will need to provide their own Personal Protection Equipment and sanitizer if desired (sanitizer provided in public areas, soap and water provided in all cabins restrooms)



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- Regular Screening and Assessment
  - Daily health screening will be required from the (adult) cabin or church leader with follow up to Camp Health Officer if needed. HOTBC will provide a form.
  - The camp will have a limited number of thermometers, but we are asking each church to bring at least one per cabin for the use of their group.
  - All daily screening forms will be turned into the Camp Health Officers and will become a part of the Camp Health Log.
  
- Preventing Spread
  - Create Cohorts (Cabins) for each group on camp. The church can determine the size and number of cohorts, but housing may also play a factor. A church may be one cohort or may be split into smaller groups. Cohorts will rotate to all areas together (dining, swimming, recreation, worship, etc).
  - Handwashing and personal hygiene will be emphasized.
  - Face Covers will not be required but encouraged within cohorts.
  - Physical Distancing between cohorts will be encouraged. If physical distance is not possible, face covers are strongly recommended. Anywhere large groups gather, separation will be facilitated (lines in dining hall, tables separated, worship center seat spacing).
  - Camp staff who will be interacting with campers within 6 feet will wear face covers.
  
- Response and Management of Case(s) or Probable Case(s)
  - Camp management will work with the Camp Health Officer to determine course of action.
  - Anyone with symptoms of illness, in particular Covid-19, will be isolated and parents will be contacted to pick them up ASAP.
  - Cleaning of the area in which the sick camper slept will be done by camp staff. If possible, the group staying in that cabin will be moved to a new lodging area.
  - As HOTBC is not a medical facility, on-site testing will not take place. Rather we will refer anyone suspected of having Covid-19 to their local health care facility.
  - If a camper is suspected of having Covid-19, a letter will be given to all group leaders within the Cohort for distribution to camper families. If it is later determined the camper tests positive, that information will be made available as well.
  
- First Aid Station and Sick Person Isolation Area
  - The First Aid Station will be the primary site for medical concerns.
  - There will also be a designated quarantine area in close proximity to the First Aid station.
  - The best location of this isolation area will be determined by the camp management and the Camp Health Officers.



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### Cabin Hygiene Plan

- Housing
  - Churches partner with HOTBC and as such will be the front-line defense for cleanliness and hygiene in the cabins.
  - Groups will be housed with their cohorts.
    - HOTBC will work with the Camp Director for best assignments of cabins.
    - Each director will assign bunking and communicate to sleep head to toe.
  - Common and Shared Spaces
    - Churches will utilize their cabin as their common space.
  - Cleaning and Sanitizing
    - A HOTBC cleaning crew will be on hand each day of camp. They will clean and sanitize all public areas. They will sanitize and check consumable products in all cabins. They will not be touching the camper's personal belongings. We ask that no personal items be left in the cabin restrooms.

### Dining Hygiene Plan

- Dining Hall Conversion
  - The two lines in the main dining hall will be converted from buffet lines to cafeteria style serving lines. The camp staff will now serve food at HOTBC.
  - Self-serve salad/fruit and cereal bars will be removed (salads, fruit and cereal options will be available)
  - Campers will line up by their cohort. Lines will be created so that social distancing between cohorts can be achieved.
  - Dining hall tables and chairs will be re-arranged to support distancing so only "cohorts" of campers dine together.
    - Approximately 300 campers can dine at the same time in the dining hall. 50% capacity dining would be 150 campers indoors. An additional 100 campers can dine outdoors on porches and picnic tables.
    - All cohorts will distance from other cohorts while lined up outside dining hall.
  - A hand washing station with sanitizer will be located outside the dining hall entrance.
  - Trash cans will be located at various exits to minimize lines to dispose of plates.
  - Hand sanitizer stations will be in several areas in the dining hall. Soap dispensers will be in the restrooms.
- Serving :
  - All staff will wear masks, gloves, and hair restraints when serving, or cleaning the dining hall.



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- HOTBC is licensed and inspected as a food service establishment. Our staff will follow state food safety guidelines when preparing all food.
- Meals will be served with disposable plates, napkins, cups, and utensils.
- Every food option for a meal will be served by staff including (plates, napkins, utensils, main entree, sides, salads, fruit, cereal, desserts, condiments including salt and pepper). Beverages will be self-serve. Campers can be instructed not to touch the dispensers. No refills will be allowed. Campers must get a new cup for another drink. No outside cups brought in for re-fills.
- Cleaning
  - All tables, chairs, beverage areas, serving lines, and restrooms, will be thoroughly sanitized after each meal. In addition, all high touch surfaces including door handles, vending machines, and all restroom surfaces will be sanitized often.
  - Chemicals used are EPA approved for use in food service.
- Misc :
  - Currently, food availability and costs are fluctuating greatly due to demands. In order to help calculate and communicate predicted food quantities to vendors, we will reduce menu options. Also, by reducing menu items our staff will become more consistent and timely serving meals. Based on short notice of reduced food supply from vendors there could be a deviation from a planned menu any given day. HOTBC is committed to continuing to provide exceptional food.
  - We will depend on Adult sponsors to remind campers to wash/sanitize hands and practice distancing.

### **Program Activity Plan**

- General Guidelines for Recreational activities staffed by HOTBC
  - Groups will be required to rotate to recreational activities in their cohorts.
  - Recreational activities will have specific instructions (see additional steps taken in the Program Operation Plan) on sanitization and operation. In general:
    - HOTBC will ensure all stations, equipment and supplies are sanitized
    - Sanitizer will be available at recreation locations
    - All water stations will be sanitized daily.
- Aquatics & Water-Related
  - COVID-19 cannot spread through pool water:  
<https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>
  - Seating at the pool and waterfront will be sanitized daily. Adult leaders are welcome to bring portable chairs.
  - HOTBC will provide life jackets at the waterfront. These will be dipped in a sanitation solution at the end of the day and left in the sunlight. Campers are encouraged to provide their own life-jacket, but these must be a U.S. Coast Guard approved wearable PFD. These should not be shared with other campers



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or left at the dock. HOTBC will make final approval of any camper supplied life-jacket.

- Challenge Course
  - HOTBC is working closely with camp directors and church leaders to design the safest experience for the challenge course.
  - Preferably each cohort will come as a group and leave as a group to participate in challenge course activities.
  - Proper hand sanitization will be required before any participation and after all participation at the challenge course.
  - All common surfaces (rails, ladders, rocks, and lanyards) will be sanitized each day.
  - All Harnesses will be placed in full sun each day and properly sanitized prior to each camp session.
- Group Activities (provided by the host group)
  - These should be planned to limit proximity of campers with those outside their cohorts. Shared equipment will need to be sanitized between cohort usage.
  - Cohorts are encouraged to bring their own recreation balls that are stored in their cabins.
- Crafts, recreation, or activities planned by renting group:
  - Crafts or games should be planned in such a way that supplies and tools are sanitized between uses.
  - Groups will rotate to activities in their Cohorts
  - All tables, chairs, supplies, and equipment should be sanitized between cohort uses. This sanitizing is the responsibility of the renting group, not HOTBC staff.

### Camp Retail

- Concession
  - The Oasis (Concession Stand) - to help provide the best service and try to mitigate risk, we will be making changes to how The Oasis operates.
  - We are still working on the menu in The Oasis but will probably only be selling pre-packaged items
  - HOTBC will be implementing a punch card system to avoid using cash. Punch card will be available to purchase through the camps website.
    - [www.heartoftexascamp.com](http://www.heartoftexascamp.com)
- General Store
  - We will limit the number of campers who are in the gift shop at one time.
  - We will enforce social distancing while in the camp store. HOTBC will also ask adult sponsors to help enforce social distancing.