



Hume New England Christian Camp

Safety Protocols for the Prevention of COVID-19

2021 Guest Retreats

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GENERAL INFORMATION

These safety protocols to prevent the spread of COVID-19 are to be used during the 2021 Guest Retreats season at Hume New England. These retreats occur outside of our Programmed Winter Camp and Summer Camp seasons.

- A Guest Retreat typically takes place over a weekend (Friday afternoon - Sunday early afternoon), but can sometimes include other weekdays for shorter or longer periods.
- Guest Retreats occur when a church or other ministry organization brings its organization's members to Hume for a single or multi-day retreat. The guest organization typically provides its own speakers, worship bands, and some activities. Hume provides all food service, lodging, meeting space, and some organized activities.
- During all operating hours, a staff member will be designated in charge of overseeing implementation of all safety protocols related to COVID-19.

PRE-CAMP COMMUNICATION

At least three weeks prior to their visit, Guest Group coordinators will be provided with information on what Hume is doing to prevent the spread of COVID-19, as well as the responsibilities of group leaders in the weeks leading up to the retreat. All attendees of a retreat will also receive an email communication three weeks prior to their visit. Items in this communication will include:

- Information and a downloadable form about pre-screening required for guests.
- An advisory for leaders to coordinate testing for COVID-19 prior to their visit.
- An advisory to organize guests' lodging assignments into cohorts/cabin groups.
- Information on Hume's processes in case someone becomes ill.
- All potential members of a guest group will be advised that they should not attend the retreat if any of the following are true:
 - An individual is experiencing any symptoms such as fever (100.4 degs F or higher) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting, or diarrhea
 - An individual has had "close contact" with a person diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being indoors within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person is symptomatic.
 - An individual has been asked to self-isolate or quarantine by their doctor or a local public health official.
 - Individuals who are particularly vulnerable to COVID-19 according to the Centers for Disease Control are encouraged to stay home or to take additional health precautions while at HNE, such as wearing a mask, practice good hand hygiene, and maintain distance from other people.

Three days prior to the group's arrival, the following will be emailed from Hume to all group members:

- A reminder regarding situations that would require staying home
- A link to Hume's pre-arrival screening form that must be filled out for all guests within 24 hours prior to their arrival at camp, asking about COVID-19 symptoms, travel, and exposure.
- A request that guests monitor themselves for symptoms while at Hume, and the process they should follow should anyone become symptomatic while at camp or within two weeks after leaving the property.

PRE-ARRIVAL AND ARRIVAL SCREENING

Hume advises Guest Group leaders to require 1) pre-camp PCR testing within 72 hours of arrival, and 2) arrival rapid testing for unvaccinated individuals who have not been diagnosed with COVID-19 in the past 90 days. The combined use of both tests has proven to be an effective deterrent against introducing COVID-19 into the camp experience.

Within 24 hours prior to arrival, guests are to complete the pre-arrival screening form. The Guest Group leader is to collect all forms and turn them in to Hume's Administrative Assistant upon arrival.

WHILE AT CAMP

- Hume advises Guest Groups to consider cohorting and have each cabin group eat together and sit in chapel together.
- Hume staff will provide daily temperature screening upon entry to the Dining Hall.
- Masks are optional. If a Guest Group requests their members to wear masks while indoors, Hume staff will also wear masks indoors when in the presence of guests.

EMPLOYEE SCREENING

Staff are screened prior to each work shift for the following:

- Symptoms such as fever (100.4 deg F or higher) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting, or diarrhea
- Confirm that they (if unvaccinated) have not had "close contact" with an individual with COVID-19.
- Confirm that they have not been asked to self-isolate or quarantine by their doctor or a local public health official

Staff who fail to meet the above criteria will not be allowed to report to work until they are cleared satisfactorily.

PRESUMPTIVE OR POSITIVE CASES OF COVID-19

- If a staff member or guest presents with any symptoms of COVID-19, they will be isolated from others.

- Symptomatic guests will be provided with a private room until they can leave for home. Any such guests will be asked to leave the property as soon as possible, preferably within two hours. All guests are responsible for transportation home in this event. Unvaccinated close contacts of symptomatic guests, including those who share a room with the symptomatic person may also be asked to isolate.
- Symptomatic staff members will be moved to a private room and symptoms monitored, and advised to seek further care including contacting medical professionals for testing. Unvaccinated close contacts of symptomatic staff will also be asked to isolate.
- If a guest or staff member presents with urgent symptoms, they will be advised to seek medical care. For any life threatening conditions, the individual will be transported by ambulance.
- If a worker, guest, or vendor reports a positive case of COVID-19, any spaces they have used will immediately shut down, for at least 24 hours when possible, then be cleaned and disinfected in accordance with current CDC guidelines before re-opening.
- Any positive diagnosis of COVID-19 will be reported to the Local Board of Health (LBOH). Hume will coordinate with the LBOH as requested, including advising likely contacts to isolate or self-quarantine.

FOOD SERVICE

- Outdoor dining will be encouraged on the Dining Hall deck or elsewhere.
- One person from each table will bring all dishes up to the dish window, to avoid congestion there.
- The pool table in the Dining Hall loft will be closed during meal service.
- The Apparel Store will be open during meal times when a group is not utilizing the upstairs dining area.
- Only Food Service staff is allowed in the kitchen.
- Handwashing will be emphasized (especially after handling dirty dishes), wearing gloves as needed, and changing gloves (and washing hands) between tasks.
- Everyone entering the Dining Hall will be asked to utilize available handwashing stations before the meal.
- Sweeteners, sugars, and creamers will be individual packets and straws & stirrers are individually packaged.
- Signage will be posted with instructions to get a new plate for each trip through the food line, and a new cup before getting a beverage refill, as well as that personal mugs/cups/water bottles are not allowed.
- Utensils will be individually packaged, or from a single pull dispenser.
- Tables will be sanitized between each seating. If people have been in the Dining Hall between meals, the Dining Hall will be closed and tables will be sanitized before meals as well.
- Windows will be kept open when weather permits, to increase airflow. Ceiling and window fans will also be used (new, large ceiling fans have been installed in 2021).
- Cleaning and sanitizing in the kitchen and dining area will be conducted with increased frequency.
- Commonly touched surfaces in restrooms will be cleaned frequently in accordance with CDC guidelines.

CHAPEL (HILLTOP BUILDING or OLD CHAPEL)

- The front row of chairs will be at least 6 feet away from the stage.
- When a group chooses to offer communion, the process will be modified to limit contact with others. Where possible, prepackaged communion elements will be distributed.
- Hilltop will be cleaned and sanitized between each group, including disinfection of heavy transit areas and high-touch services (doorknobs, restrooms, microphones, and shared instruments).
- Hand sanitizer stations are available in the lobby. Hand washing is available in both restrooms.

LODGING

- Guests from different cabin groups are encouraged to maintain a 6 foot distance indoors at all times. Guests who are members of the same cabin group do not need to social distance from each other.
- Guests will be advised to sleep head-to-toe in bunk beds, rather than nose-to-nose.
- Regular cleaning and disinfection of all high-touch areas will be carried out.
- When guests are present, staff will only enter lodging when a specific request is made. In that case, social distancing, face coverings and hand washing will be required of staff.
- The cleaning plan (frequency, who is responsible, etc) has been updated to follow enhanced standards for preventing the spread of COVID-19.
- Staff must wear appropriate PPE during all cleaning tasks and wash their hands when finished.

CONTACT TRACING

- All guests are required to provide their name and phone number and/or email address to the Administration Office during the registration process, which will be used in case contact tracing is needed.
- Vendors, contractors, and visitors on site will be limited and required to sign in upon arrival.

STAFF TRAINING AND EDUCATION

Current and incoming staff will be trained and educated on the following topics:

- Social distancing and hand-washing
- Self-screening including temperature & symptom checks.
- When to stay home if they are feeling ill or showing any symptoms.
- When to seek medical attention if symptoms become severe
- How to self-identify and report symptoms or close contact with a known or suspected COVID-19 case to their supervisor.
- They may not work if they test positive for COVID-19 or are found to be a close contact of someone with COVID-19 and are not vaccinated.
- Procedure if a guest becomes ill (isolation in a designated space, notifications needed)
- Proper cleaning and disinfecting procedures, including documentation.

- Following the same rules as guests in terms of preventing illness: constant monitoring for symptoms, washing hands, social distancing, etc.

OTHER

- To purify indoor air and further prevent the transmission of COVID-19, Hume has installed ionization units in Hilltop, the Old Chapel, and Bethel Game Room. Information about this air-purification technology and its benefits can be found at <https://globalplasma.com>.
- These safety protocols will be revised in the case of any state guidelines being updated, and will be communicated to Staff and Guest Groups as appropriate.