

Operational Procedures Overview

Our Commitment

As you prepare for arrival at the Summit Bechtel Reserve (SBR) the following procedures have been implemented to address the current public health crisis impacting our communities. All participants will participate in this plan. Your participation is important for the success of this endeavor, health and safety is each of our responsibilities.

It is the goal at the SBR to operate our programs and camp operation with zero instances of communicable illness exposure. We can achieve this goal through a series of steps that begin with pre-arrival virtual assessments, departure community outbreak intelligence and clear communications.

The following procedural guidance is the SBR's best efforts to identify and prevent the transmission of communicable illnesses, such as: COVID-19, Norovirus, Influenza, Strep and other associated camp/outdoor communicable illnesses. It is the intent of this document to provide a transparent and simple process for protecting the health of our staff and participants.

Contents

Pro-Tip: Click the Section Names Below to Navigate Directly to that Section

Our Commitment

Pre-Arrival: Medical Screening

BSA Annual Health and Medical Record (AHMR) Exception for Summer 2020

Guidance on Swim Checks

Arrival and Orientation Overview

Participant Arrival

Participant Departure

Camping & Campsites

Commissary Food Service (Non-Dining Hall)

Dining Hall Food Service

Camp-Wide Activities and Shows (Including Opening/Closing Campfires)

Merit Badge Class and Group Programs

Pre-Arrival: Medical Screening

The SBR's Leadership has developed a system to identify and categorize individual risk. The risk assessment categories are divided into five areas specific to the participant: Home, Health, mode & routes, travel, and Pre-Arrival Self-Assessment. Once the information is collected and analyzed they are categorized into risk range from low to high risk.

Those falling into the low risk group are approved to proceed and report to the SBR, subject to arrival clearance. Those falling into a higher risk group will be given additional scrutiny by the SBR-Medical Director and Leadership and specific guidance given as to how participants can proceed to SBR. Those falling into higher risk groups will be subject to additional screening and Summit Staff will contact you if there is concern.

The risk evaluation process as stated above is conducted on the five staff member specific areas of:

- ➔ **Home** - are there communicable disease outbreaks or concerns.
- ➔ **Health**- Has an AHMR been completed and submitted prior to arrival, have you been diagnosed with COVID-19 or been near someone with COVID-19.
- ➔ **Travel** – has there been travel to areas where communicable illness is high, or travel outside the country (U.S. Territories are considered inside the United States)
- ➔ **Modes and Routes** – the mode of travel by air, train, public bussing, or private car. Travel through an area of concern.
- ➔ **Pre-Arrival Self-Assessment**- Attestation to five straight days of daily temperature and general health checks for all participants with reporting for individuals showing elevated temperatures starting five days before arrival. Participation in a pre-arrival Zoom briefing and Q&A Section with Health Lodge medical staff scheduled prior to arrival.

Any area where a mandatory isolation or quarantine is in effect or a person is or has been infected with a communicable illness within the previous 14-days of the scheduled arrival at the SBR, will be categorized as **HIGH RISK**.

BSA Annual Health and Medical Record (AHMR) Exception for Summer 2020

The BSA is offering a one-time exception in effect for portions of the AHMR until August 31, 2020, to facilitate long term camping.

1. If your last AHMR Part C was completed on or after Feb 1, 2019, the form will be considered valid through Aug 31, 2020, however parts A and B must be updated within 2 weeks of your departure for camp to insure an up to date health history.
2. If you have not previously completed Part C or are a new member, you can attach to the BSA form a completed alternate exam (school, sports annual wellness exam) completed on or after Feb 1, 2019, however parts A and B must be updated within 2 weeks of your departure for camp to insure an up to date health history.
3. We recommend that in the summer of 2020, individuals with higher risk for severe Covid-19 as defined by the Centers for Disease Control and Prevention, stay home.

Guidance on Swim Checks

The Summit requires that all participants provide proof of completion of the BSA swim check prior to arrival. It is up to the crew to validate swimmer status. We would recommend looking back at the Scout's completion of various BSA requirements over the last 15 months to confirm his/her swimmer status:

- Did they complete a swim check last summer at camp?
- Have they recently completed the canoeing, kayaking, rowing, sailing, lifesaving, swimming merit badges, or any badge with a requirement to complete the BSA swimmers test?
- Are they a competitive swimmer at their school or local recreation facility?

Crews will need to provide the completed [Summit Swim Test Master Form](#). We encourage you to assist your Scouts in finding the valid check off for that test. If a scout has not met any of the above criteria, has not had a swim test in the last 15 months, or cannot find proof of it, then we will be able to accommodate a swim test on site if you are unable to complete one before you arrive. This onsite testing will be reserved **ONLY** for scouts or scouters that have not met any of the above criteria, have not had a swim test in the last 15 months, or cannot find proof of it.

Arrival and Orientation Overview

Welcome to the SBR! When you arrive, you may be subject to a period of isolation as decided by the SBR Medical Director. All arriving staff will be screened by SBR Medical Staff who will conduct an epidemiology screening questionnaire, temperature checks and a thorough review of their medical records. Each participant will be given a personal prevention kit (PPK) which includes a surgical mask, non-latex gloves, hand sanitizer and tissues. If a participant does not meet the entry requirements, the participant (and possibly those who travelled with the participant) will be isolated to their vehicle while the SBR Medical Director and Leadership is notified, and a plan of action determined. Participants who meet the entry requirements will watch a 5-minute communicable illness preventative measures video. Each participant will be given information materials on SBR best practices for communicable illness prevention.

The SBR has the ability, depending on the severity and numbers of participants not meeting the entry requirements to make accommodations appropriate to the given situation. This may include tenting in the isolation area for a period of days (generally until 48 hours symptom free). This decision will be made based on the recommendations of the SBR Medical Director in consultation with the SBR Leadership. In some instances, the staff member(s) will be denied entry to the SBR and will be directed to return home.

The Summit Bechtel Reserve, regardless of the trending health environment, is committed to providing a safe and fun experience. Our dedication to the health and safety of participants and our staff is of the highest priority. If staff should have any questions about the safety and health practices at the SBR, please contact us.

Participant Arrival

- ➔ Upon arrival at Ruby Welcome Center, the Unit Leader (or Contact Person) will call the SBR Registration office informing them they have arrived.
- ➔ SBR Staff will then meet the participants at their vehicles to perform contactless temperature checks and a brief screening. Once complete, the staff members will give directions on how and where to proceed.
- ➔ COVID guidelines will be reviewed in-depth at each SBR program's respective opening leaders' meeting
- ➔ Resources detailing the most up to date SBR COVID guidelines will be provided to participants for their reference

Participant Departure

- ↳ Departure Paperwork is in the process of being digitized in order to minimize contact.
- ↳ Staff members in PPE will hand out any physical departure documents as needed to units upon proof of departure paperwork and evaluation completion

Camping & Campsites

All areas, activities, and operations are subject to the latest guidelines as issued by the CDC, the State of West Virginia, and the SBR Health & Safety Department

General Camping

All participants arriving together and are from the same unit, will reside in the same campsite for the duration on their stay and may be grouped together during programs where social distancing is required to maintain the same “household” of association throughout the week

Participants may be permitted to camp two per tent, provided they traveled together and have been part of the same “household” throughout their program. Due to West Virginia Health Regulations, for all others’ onsite, a ratio of 1 participant to 1 tent is currently expected, but is subject to change.

Participants will be advised not to share hammocks, camp chairs, or any other miscellaneous camping structures with other people unless they are properly washed or disinfected between use.

Participant tents and cots will be cleaned from week to week with disinfecting spray or sent back to the warehouse for cleaning

Shower Houses (Toilet Facilities Included)

Base Camp Staff will clean and disinfect surfaces of communal shower houses 3x daily with a bleach solution.

For any areas utilizing Portable Toilets or “Porta Johns”, Porta-johns will be cleaned by Base Camp Staff daily with disinfecting wipes and aerosol disinfectant.



Commissary Food Service (Non-Dining Hall)

All staff will be trained on and will implement appropriate food handling standards as laid out by the USDA and local health department regulations.

- Packing: Staff will wear facial coverings, hairnets and gloves whenever packing or handling any food product
- Packing: Each cooler will be labeled with its revolving destination for accountability and as a precaution if the need for contact tracing arises
- Staff will transport food in accordance to health department regulations.
- Recovery: Upon recovery, all coolers are appropriately washed and disinfected before they are used again
- High Adventure Food Service: Within each program area, one participant per cold-product cooler and dry goods container should be designated to prepare all of the food from that cooler/container for their group to limit unnecessary contact.

Dining Hall Food Service

Pigott and Fork in the Road Overview (*Revisions weekly as guidance changes.*)

- Pre-Arrival: Hospitality staff will designate dining times and communicate the dining schedule to staff and groups.
- Arrival and Flow: Groups must space 6 feet apart when in the staging line to enter the dining hall. Groups must follow the direction of the Dining Hall staff on movement through the staging line and serving line.
- Serving: Only six people are allowed in the serving area at a time. All utensils, plates, cups and condiments will be single use products. Personal water bottles will not be permitted to be filled in the Dining Halls.
- Completion: When a participant has completed their meal, they will be prompted to dispose of trash and vacate the building to allow for other participants to enter.
- Sanitation: Prior to arrival, all areas of the dining hall will be clean and sanitized. Furthermore, each area must be clean and sanitized between participants. A table cannot be used until all occupants of that table have vacated and the table has been cleaned and sanitized for the next use. At the completion of the meal period, all dining facilities are thoroughly cleaned and sanitized using EPA approved products.

***NOTE: the Food Service Policies are expected to change regularly and will be updated as new guidance is released from the State of West Virginia.**

Camp-Wide Activities and Shows (Including Opening/Closing Campfires)

Any plan for an event, show, or other gathering anticipating 25 people or more in attendance will be submitted to the SBR Health & Safety Department for review 48 hours before the scheduled time of the event and is subject to approval by Health and Safety Manager.

- During weeks where appropriate social distancing of groups cannot be maintained, SBR may provide a pre-recorded or live virtual show experience instead of the usual in-person experience.
 - In the above scenario, units may be permitted to bring items such as a video projector to display the broadcast in their site.
- If/When providing a live, in-person show experience, participants will wear face-coverings and socially distance with at least 6ft in between everyone with an additional 30 ft or more between groups.

Merit Badge Class and Group Programs

Pre-Merit Badge/Activity:

- Staff will always have facial coverings on while engaging in setup and/or preparation of the program venue.
- Staff will commonly sanitize their hands and personal objects such as phones and water bottles.
- Staff will ensure the teaching venue has access to the hand sanitizer, wipes, gloves and approved cleaning materials prior to the start of badge.
- Management will ensure that staff has enough time for a proper and thorough cleaning of program materials and venue prior to each session.
- Management will ensure that approved signage is posted in the program venue encourages safe steps to reduce virus transmission.
- Staff will be responsible for the sanitizing of program venue and education spaces prior to arrival, up to and including picnic tables and permanent venue objects like door handles and railings.
- Staff will be responsible for the sanitizing of program materials, including objects such as books, tools, and other site provided materials.
- Staff will ensure the teaching venue has a controlled flow and a controlled point of entry, to allow for participants checks prior to participation.
- Staff will ensure the program venue is setup to promote social distancing and encourage separation where applicable.

Active Merit Badge Class/Activity:

- Staff will ensure participants sanitize and have a facial covering before entering the venue.
- Staff will monitor themselves and participants for signs of dehydration and injury, as well as symptoms that are commonly associated with COVID-19.
- Staff will ensure social distancing is followed when at all possible during the course of the Merit Badge Session, and ensure facial coverings are worn and sanitizing and hydration occur at regular intervals.
- Staff will monitor commonly used objects and ensure sanitizing occurs at regular intervals.
- Staff will ensure shared materials are sanitized before being used by another participant and where possible ensure the class has enough material for one per participant per class.

Post Merit Badge Class/Activity:

- Staff will sanitize the program venue and the objects use in the class.
- Staff will use variable methods to ensure the sanitizing of objects including doubling up where applicable. An example of this would be a shovel: being sanitized by diluted bleach, wiped down, and then left in the sun to dry.
- Management will ensure that staff has enough time for a proper and thorough cleaning of program materials and venue after each session.

Management will ensure that the area is restocked with necessary cleaning materials after every session.