



Camp Lantern Creek
COVID-19 Safety Guidelines

The purpose of this document is to provide guidance on how to prepare, prevent and act for a communicable disease while at Camp Lantern Creek. This document is not intended to be the only resource for handling a communicable disease. Communication and compliance with the CDC, state and local health departments, and OSHA is essential in preventing the spread of disease as well as caring for those infected.

Camp Lantern Creek is committed to doing our best to create a safe environment for our guests, campers, and staff. If notified by public health authorities, at either the federal, state, and/or local level, that a communicable disease is likely to or has spread to unacceptable levels in our community, the directors will make plans according to the recommendations of those authorities. If a communicable disease is suspected or identified on property, directors will start the response plan outlined in this document, in addition to our standard practices for cleanliness, sanitation, and health care already in place. CLC will act within guidelines outlined by public health authorities. CLC directors will research signs, symptoms, incubation periods and route of infection in order to educate themselves and the staff how best to stop the spread of the disease and recognize potential patients.

Prior to admission to property, all guests, campers and staff must complete health screenings in written form and an in-person screening. Health screenings will be performed under the supervision of the camp staff or designated group leader and may include, but is not limited to, screening for risk of exposure, signs and symptoms of the disease, temperature readings, immunizations records, health history, physical exam by a physician and screening for campers/staff at greater risk of infection. All guest, campers, and staff must provide at least two emergency contacts in case of an illness or emergency. CLC maintains the right to not to admit people who pose a communicable disease risk to others. People who are ill will not be admitted onto property until recovered and cleared by a doctor.

Camp Lantern Creek will follow guidelines outlined by authorities to control the spread of disease. CLC will maintain high standards of cleanliness and disinfection at all times. Cleanliness of the camp will be maintained by directors, guests, staff, and campers under supervision of staff. Cleaning items such as bleach, Clorox wipes, sanitizer and other solvents and disinfectants will be provided and used on a regular basis on surfaces, door handles, restrooms, and all food service areas.



Camp Lantern Creek

General Operations

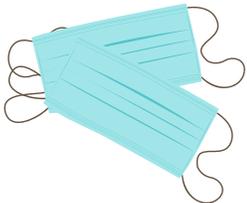
Camp Lantern Creek (CLC) will only host groups on-site when our area exhibits the following trends: 10% or less positivity rate within Harris county & Montgomery county for a period of 10 consecutive days two week decrease in hospitalizations -OR- two week decrease in death rates. OR Completion/management of COVID-19



Group Size could be limited to allow for adequate distancing and to keep capacity per the Centers for Disease Control recommendations. Groups will need to confirm their event and numbers at 6 weeks prior to their event to allow for adequate time to gather supplies.



Permission and COVID exposure forms are required at arrival to gain entry to the site. These will be sent at least two weeks prior to the event date for participants to track their temperature. Camp Lantern Creek reserves the right to refuse entry to an attendee whose exposure form indicates risk to fellow guests and Camp Lantern Creek staff.



Participants are required to wear masks when social distancing cannot be maintained, except when sleeping, sitting at their table eating, and during normal personal hygiene routines. When participating in physical activities outdoors, masks do not need to be worn unless social distancing within their cohort cannot be maintained. In addition, certain programming run by Camp Lantern Creek staff may require masks to be worn.



Groups will have guests arranged into cabin cohorts, keeping these groups together throughout programming and minimizing contact with other cohorts. If the group is gathering from several communities, those from the same communities should be kept together. (ie. Montgomery area residents should stay together).



Hand Sanitizer will be available in communal spaces as well as hand washing locations. Regular use is required. Locations of either will be shared in orientation. Posted instructions for proper hand washing are in each restroom.



Camp Lantern Creek

General Operations



Rally Hall will have marked areas to indicate seating for each cabin group. Should a group need another arrangement for meetings, they will need to additionally rent the Muse Theater or make use of the covered Pavilion (aka The Wings). Meals will be served in portioned containers to minimize possible spread at buffet lines (Until such a time as when the serving line is outfitted with appropriate barriers). Directional arrows and signage will be used to assist in flow of movement in Rally. Only CLC Staff members may enter the kitchen and laundry rooms. After hours Rally Hall doors will be locked. When multiple cohorts converge, outside spaces should be considered first and social distancing should be practiced.



Communal restrooms will be cleaned by CLC staff frequently. Charts indicating as such are posted in restrooms. Disinfection of communal spaces will occur at set times each day (times to be set based on the receipt of the group's schedule). At these times, buildings being cleaned are not accessible to the group. Doors will be locked and remain locked for the set 30 minute window. Cabin spaces are not cleaned by CLC staff during the guest's stay. Supplies needed to clean cabins appropriately will be provided for group use.



Each occupied cabin will have a bin of activity supplies for that cabin's use. These should be returned to the cabin as they are labeled. Additional facilitated programming can be offered on a case-by-case basis for groups during the booking process.



Bunks are arranged in such a way as to provide proper distancing. Groups should only use the bunks that have been indicated by the numbering system. Unmarked bunks will have the mattresses removed. Curtains between sections of the larger cabins should not be removed when beds are occupied. Restrooms and showers have been numbered to correspond with bunk numbers. For example, the guest in bunk 1 should only use the toilet stall and shower stall indicated for number 1. Cleaning supplies are stored in the supply closet at the back of North, South, East, & West cabins. In the Compass cabin, supplies are located in the curtained shelving unit in the restrooms.



Camp Lantern Creek

Covid-19 Procedures by Incident

Guest, Camper, or Staff is confirmed to have Covid-19 or experiences symptoms of Covid-19*

This person DOES NOT come to Camp Lantern Creek.

This person will be asked not to attend the retreat until 10 days have passed since a positive test, symptoms have improved or ceased, and 24 hours have passed without a fever.

Guest, Camper, or Staff indicates high temperatures, close contact** to someone who is Covid-19 positive or Covid-19 symptoms on their Covid-19 form*

This person DOES NOT come to Camp Lantern Creek.

This person will be asked not to attend unless they can provide a negative test or a diagnosis from a medical professional.

Guest, Camper, or Staff reports symptoms of Covid-19 while on-site*

Camp Lantern Creek will implement the Communicable Disease Plan indicated on pages 10 & 11 of this document.

*If a staff member on site is confirmed to have tested positive prior to a group's check in, the group coordinator will be consulted to determine the group's preference in continuing. The date can be rescheduled and cancellation will be considered by the Executive Director prior to conversations with the group.

**Close contact can be defined as "...someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated." -Centers for Disease Control



Camp Lantern Creek

Cabin Layouts and Distancing

Cabin arrangements have been created pursuant to the recommendations of the CDC and American Camping Association information. These arrangements and protocols are in addition to proper social distancing and wearing of masks. While guests may remove masks during hygiene routines and while sleeping, they should still be worn when moving about the cabin.

Inside of the North, South, East, and West cabins, up to twelve bunks have been indicated for use. Each bunk within these cabins is also marked if the top or bottom should be used and the recommended orientation of head to feet. **Bunks in the center of the cabin are not to be used, as there is too much traffic through that area.** Along either wall, bunks have been separated into 6 small curtained areas to act as a barrier between bunks that cannot be separated by 6 ft. Bunks not intended for use do not have a mattress and are unlabeled.

In Compass pods three of the bunks in each pod are suitable for use and labeled as such. Bunks not intended for use do not have a mattress and are unlabeled.

For all cabins, restrooms have been labeled to correspond with bunks. For example, the guest staying in bunk 1 will use the sink area, toilet, and shower indicated for bunk 1. Labels have been hung conspicuously and will be checked before and after a group leaves to make sure that they remain intact for present and future groups. Groups will be informed of this protocol in booking, orientation, and via posted signage.

Signage has been added at the front of the cabin to remind guests of proper distancing and prevention methods to maintain safety. In restrooms, signage to remind guests of hand washing and infection protection methods is hung on or between mirrors.



Camp Lantern Creek *Rally Hall & Communal Spaces* *Set-up*

Communal spaces have been set up pursuant to the recommendations of the Centers for Disease Control and American Camping Association information. These arrangements and protocols are in addition to proper social distancing and wearing of masks (ie, guests will remove masks when eating, but should wear them when moving about the dining hall).

Hand sanitizer and hand-washing stations are available in all buildings. When entering, all guests and staff should use hand sanitizer or go straight to the restroom to wash hands. In Rally Hall, staff should use the hand washing station in the kitchen as they will only enter the building during groups through the back kitchen door or door near restrooms.

Signage has been added at the front of building entryways to remind guests of proper distancing and prevention methods to maintain safety. In restrooms, signage to remind guests of hand washing and infection protection methods is hung on or between mirrors.

DINING: Tables and chairs are marked off for each cabin to sit with their cabin cohorts. Keeping cohorts separated is essential to allow for contact tracing and to minimize the risk of exposure. Each table will have condiments and small pitchers of water or coffee for their food service. Meals are be offered at the food service line, in prepackaged containers or served by kitchen staff with a barrier off the main line.

PROGRAMMING SPACES: The Muse theater and classrooms are able to be setup by groups to suit their needs, following distancing procedures. Rosie's pavilion will be setup for guest groups by Camp Lantern Creek staff with distancing in mind. Sugar Shack, LedECKi Lagoon, and Lucy will remain setup as they are. In higher density groups, these areas may be closed for use based on our ability to seat and fit groups. Outdoor spaces are recommended to groups for times when cohorts are to merge.



Camp Lantern Creek

Group Cohort Expectations

At Camp Lantern Creek we are requiring groups to divide their participants into individual cohorts in an effort to continue minimizing the risk of spread of Covid-19. It is the responsibility of the group leaders to take the time to thoughtfully plan their cohorts based on the needs of your group. Please see possible cohort considerations below.

Cohorts need to consist of a maximum of 12 participants*, and will be expected to maintain social distancing between themselves and other cohorts. All participants in the same cohort will be staying in the same cabin, dining at the same tables for meals, and attending programming together. Keep this in mind when determining how you will divide your group.

Established cohorts need to be submitted to Camp Lantern Creek prior to arrival so our staff can adjust the setup of our site to fit your group's needs. Depending on your anticipated programming, the cohorts can be established in a variety of ways.

Possible Cohort Considerations:

1. Participants traveling from similar geographic communities or locations (ie, members from Houston in one cohort; members from Austin in another)
2. Grouping participants based on your team-building goals (ie, members of the same department or members who work together on a regular basis)
3. Participants' activity preferences (ie, all who want to sign up for yoga vs. all who want to sign up for nature hikes)
4. By age/grade (ie, elementary students, middle schoolers)
5. Ratio of chaperones for groups with minors

These are just a few suggestions of things to consider when creating cohorts within your group. We know there are many other factors and that every group is different, so please create cohorts with your group's best interest in mind. Should you have any questions or need assistance, please reach out to us for additional guidance.

*Number set to change as new guidance from accrediting organizations is released.



Camp Lantern Creek *Communicable Disease Plan*

In the case that a guest or staff member becomes symptomatic for Covid-19 during an event at Camp Lantern Creek, the following steps will be taken. It is the responsibility of guest group coordinators to inform CLC staff of a potential case during their daily screenings. A guest, camper or staff member showing symptoms of Covid-19 will be assumed to have Covid-19 unless otherwise tested or an alternative diagnosis is provided by a medical professional.

- **PLANNING:** Camp Lantern Creek directors on site will meet as a team, consult with the owner and authorities to determine if it is safe to continue as planned, if modifications can be made to continue, or if Camp Lantern Creek must be closed and guests sent home. Directors will determine if modifications to event durations and subsequent events need to be made. Camp Lantern Creek will not risk the safety of guests, campers or staff in making decisions concerning how to proceed.
- **COMMUNICATION:** The CDC and state and local health departments will be informed if there is a suspected case of a communicable disease. If the infected individual is a staff member OSHA will also be informed. The family/primary contact of the guests, camper, or staff will be notified as well.
 - To contact the CDC call 800-232-4636.
 - To contact the Texas Department of Health call 512-424-6500.
 - To contact Montgomery County Health Department call 936-523-5040.
 - To contact OSHA call 800-321-6742 or go to [osha.gov/recordkeeping/RKforms.html](https://www.osha.gov/recordkeeping/RKforms.html) to file a report online.

The Camp Lantern Creek directors will oversee all communication with authorities, insurance, and the public. Group coordinators will be advised by directors on call as to what the appropriate steps will be. The identity(s) of those infected will only be revealed to those who need to know.

Incident reports should be filled out and filed within the first 24 hours of a suspected or confirmed case. All communication and treatment will be recorded for the purpose of maintaining records and evaluation procedures after the event.

- **FACILITIES:** Retrieval of the symptomatic individual(s) items will be coordinated, limiting the number of people coming into contact with items that may carry the disease. Additional cleaning and disinfection of facilities will be performed on a regular basis to help prevent the disease from being spread. Laundry services and supplies needed by those infected and those caring for the infected individual(s) will be coordinated so as to limit the number of people who come into contact with those individuals.



Camp Lantern Creek

Communicable Disease Plan for Retreats

- **FOOD SERVICES:** The food service staff will not only utilize standard safe food handling practices but also appropriate control measures if they are showing signs and symptoms of a communicable disease. Meals for those infected and those caring for them will be coordinated to limit the contact with those individuals. Infected individuals will take their meals in their quarantined space.
- **GUESTS, CAMPERS & STAFF:** If permitted by authorities, programming will continue but will be modified to ensure that guests, campers, and staff are maintaining safe distance from each other. Activity and meal space should be set up in a way that allows safe distance between individuals. Modifications will be made to activities and lessons so as to limit contact and adhere to recommendations of authorities. Guests and staff will be given information at the discretion of the directors. Daily staff meetings will be held to educate, check in with and counsel the staff. CLC directors will meet on a regular basis to make decisions and plan according to recommendations of the authorities as the situation progresses.
- **RECOVERY:** After a communicable disease event, appropriate camp staff, directors and nurse(s) should process the event utilizing records kept during the event. Evaluation of both what went well and what needs improvement will be discussed. Changes to the Communicable Disease Plan will be made if necessary.