

Virginia 4-H Camp Pandemic Operational Procedures

updated 3/9/2021

The following procedures are universal across the state at all six 4-H Educational Centers.

Before Camp

-Staff will work with local public health authorities on Camp operations to ensure all health protocols are in place. Centers will review communicable disease plans and procedures for COVID-19 monitoring, symptoms, and response with the medical team and local health authorities prior to camp.

-Per the Governor of Virginia's Executive Order, all campers and staff must provide proof of a negative COVID test within seven days prior to the beginning of camp **OR**

Provide a 14 day symptom screening for the camper and family members. By utilizing the symptom screening, campers must restrict their close contact with those outside the family for the duration of the 14 day period.

Resource for free testing sites:

<https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>

The above is a link to COVID Testing sites in VA – you can choose your location and select type of testing (free, drive thru, etc...) All local Health Departments and some pharmacies are offering free testing to uninsured or underinsured. Follow this link to see what is available in your area.

Refund Policies

If your program at the 4-H Educational Center is cancelled by us, or by the state or federal government, fees will be fully refunded.

Between 2 weeks before and up to the day of camp, if for medical reasons youth are not admitted into camp, a refund minus the required deposit will be provided.

If youth have to leave camp once they have checked in due to an exposure, a partial refund will be prorated and granted.

Suggested Registration Periods

To allow for more time and planning, early registration and cut off times are requested. Opening registrations at minimum of 10-12 weeks prior to camp and closing registration 4 weeks before the start of the session is preferred. This time span allows for staff planning and making adjustments based on registration.

The suggested date for all Units to begin advertising for camp is the first week of April with registration soon to follow. This should give enough time to gauge interest within Units.

During Camp

Hand Washing

- Campers and staff will be encouraged to wash their hands frequently and use hand sanitizer when hand washing is not possible
- Hand sanitizing stations will be available at all camp buildings and camp spaces
- Counselors will be essential in encouraging youth to practice good hand hygiene and will carry extra sanitizer

Face Coverings

- Campers and staff will be required to wear face masks at all times when indoors - with the exception of sleeping, showering, or eating
- Campers and staff will be required to wear face coverings outdoors when 6 foot social distancing cannot be maintained
- Locations will be designated for mask breaks, where campers are allowed to remove their masks safely away from other camp participants. Masks will not be required for aquatic activities or on the firing line for shooting sports.

Cleaning & Sanitation

Best Practice: Cleaning and disinfecting of communal spaces between groups. Note: Disinfection after cleaning may not be feasible if scheduling of group activities does not allow for disinfectant to remain on treated surfaces for sufficient time to fully disinfect. Follow all instructions on labels for optimum results.

(ACA Field Guide, p. 46)

- Bathrooms
 - Bathrooms will be cleaned by 4-H Center Staff **at least** once per day
 - Volunteers will have the opportunity and equipment for additional cleaning
 - Volunteers and campers will be ask to avoid placing toothbrushes or toiletries directly on counter surfaces
 - Bathroom sink use may be staggered depending on the facility or physical barriers such as plastic flexible screens, may be used between bathroom sinks if necessary
- Class Spaces & Supplies
 - Indoor classroom spaces will be cleaned daily by 4-H Center Staff
 - Supplies will be cleaned and disinfected between uses
 - If available each participant will be assigned their own supplies
 - Deep cleaning of supplies will be done at the end of each day
- Dining

- Tables in the dining areas will be sanitized after each use
- Tables will be assigned to groups for indoor dining and outdoor dining
- Outdoor dining will be utilized when possible
- Disposable plates and utensils will be used as well as one use condiments
- Frequently Touched Surfaces
 - These will be disinfected as often as possible. This will be done by 4-H Center Staff and Volunteers
 - No lids on trash cans to reduce exposure
 - When possible doors will be propped open or held open by staff/volunteers
- Public Camp Spaces
 - These areas will be disinfected as often as possible, along with equipment in these spaces, for example, rec equipment
 - Common camp activities i.e. rec time will take place in rotations by cohorts as to allow for appropriate sanitizing between groups

Social Distancing

- Maintaining **6 feet social distance** when possible is required
- Volunteers and staff are to set a good example for youth in this practice

To Support Social Distancing:

- Campers and Volunteers will be put into pods/cohorts before arriving at camp
- The cohorts/pods will consist of a small group of campers, with adequate adult supervision
- These cohorts/pods will stay together throughout the whole week - eating, socializing, and participating in activities together
- All activities, programs, and schedules have been adapted keeping social distancing in mind
- Sleeping has been designed in best practice for social distancing
 - Head to toe alignment
 - Every other bunk used when appropriate
 - Limited capacity in rooms

Keeping Camp Safe Best Practices

- No visitors will be allowed during Summer 2021
- No campers, teens or adult volunteers will be allowed to leave and return to camp, with the exception of medical emergencies
- Summer Program Staff **cannot be required** to stay on site all summer, but will be encouraged to follow all covid-19 precautions to keep our entire camp population safe.
- Signage will be posted throughout the facilities to remind campers and staff of handwashing, social distancing, and masks

- Daily health screenings including a temperature check and general health questions will be given to campers and staff each morning.

Temperature Check – Temperatures will be taken once a day. Any camper with a temperature of 100.4 degrees or above may not stay at camp. We will ask the family to pick up their child. All daily screenings will include: asking if youth or staff are experiencing sore throat, new cough, diarrhea, vomiting, stomachache, or new onset of severe headache, especially with a fever

- Our goal is to have access to diagnostic testing for suspected COVID-19 cases and/or symptomatic individuals so next steps can be quick and appropriate. A positive COVID-19 test result will require the individual, and in most cases their entire cohort, to leave camp. A negative result could require further evaluation or could still require the individual to leave camp to prevent the spread of other infections or illnesses based on the guidance of medical health professionals.

After a Camp Group Leaves, Before a New Group Arrives

- Staff will clean and disinfect all facilities and equipment
- Staff will flush ventilation system (if applicable) for 2 hours prior to new campers arriving
- If we are notified after a week of camp of a COVID positive camper/leader, all exposed individuals will be notified, and we will participate/communicate with public health departments as directed.

Transportation

The procedures described below are universal across the state and will be followed regardless of parent drop off or bus transport. The stations described may need to be modified based on the needs of the Unit/City. Staggered arrival and drop-off times when multiple units are attending will be implemented to limit contact between cohorts as much as possible.

Pick up and Drop Off Procedures at 4-H Educational Centers

Staff will greet you at the entrance to the 4-H Educational Center. Parents are asked to remain in the vehicles as staff will assist campers with luggage at the appropriate time. Parents will not be allowed in the cabin/lodge areas.

A “touchless” check-in will consist of three easy steps: (*Stations will be indicated along entrance way to camp*)

1. Health Screening and Sign In

Camp Staff will greet you at your car and will conduct a brief health screening including questions related to COVID. Staff will sign your camper into camp and ensure necessary waivers/paperwork are in order. Any camper experiencing the following symptoms before arriving to camp, will not be able to attend camp: fever, sore throat, cough, runny nose, lethargy or fever over 100.4 (F)

2. Meet the Camp Medical Staff

At this time you will be asked to turn in any over-the-counter and/or prescription medications **in their original containers**. You will have the opportunity to discuss any special needs your child may have. We ask that you are patient with this process as we strive to serve every camper as an

individual to meet his or her needs. Campers who do not have any medications will receive a “fast pass” to the next station.

3. Luggage Drop Off and Parent Departure

Camp staff will assign your child to his/her lodge/cabin and their pack/pod for the week of camp. Families will be directed to the exit to allow campers to begin making friends and getting to know their cabin group for the week.

Pick up procedures will function in a similar fashion with parents asked to remain in vehicles.

1. Camp staff will greet you and get your information so your child will be ready at the 3rd station.
2. Camp medical staff will return any medications (if you have none to pick up you will receive a “fast pass” to the next station.
3. Camp staff will assist your child with their luggage and wish you a safe journey home.

Bus procedures

The above concept of stations would apply at bus pick up and drop off areas. Parents would remain in vehicles with volunteers/staff providing leadership at stations. Bus procedures (capacity and seating) will be determined by the County or City from which buses are contracted.

Example of Typical Daily Schedule (times may vary but layout is similar across state)

Cohorts/pods will stay together traveling to meals, classes, and activities as a group throughout the week.

7:00 - 9:00 am	Daily Health Screening, Breakfast, Flag Raising
9:00 am - 12:00 pm	Program Class Rotations
12:00 - 1:30pm	Lunch Rotations, Break Time
1:30 - 4:30 pm	Continued Program Class Rotations or Rec activity rotations
4:30 - 6:00 pm	Dinner, Flag Lowering, Free Time Activity
6:00 - 9:00 pm	Evening Activity Rotations
9:00 pm	Ending reflection and return to cabins
9:30 pm	Cabin talks, prepare for bed
10pm	Lights out

Airfield 4-H Educational Center

Summer Jr. Camp Schedule

June 21-25	Isle of Wight/Southampton
June 28-July 2	Dinwiddie
July 5-9	Prince George
July 12-16	Petersburg, Sussex, Surry, Norfolk, Portsmouth
July 19-23	Chesapeake
August 2-6	Suffolk, Accomack, Greensville/Emporia, Northampton
August 9-13	Virginia Beach

Lodging Capacities

Lodges	Campers	Teens/Adults	Total Capacity
Pt. Yancey (8 rooms)	24	8	32
Pamplin (6 rooms)	18	6	24
Camp (6 rooms)	18	6	24
Meredith (6 rooms)	18	6	24
Totals	78	26	104

- 3 Campers Per Room

Agents have the option to set aside a dorm room in each lodge to house adults. That adult will be a part of that team for the week. Other options would include using the six upper rooms in Point Yancey for adults. Each adult would have their own room and bathroom. One room in Drake Health Lodge would be available for 1 adult with their own bathroom. Morgan Conference room is another option for adult housing as it sits in between 2 dorms. It has 2 restrooms rooms but they would have to go to Pamplin Conference Room or Sussex Conference Room for showers.

Holiday Lake 4-H Educational Center

Summer Jr. Camp Schedule:

June 7-11- Louisa

June 14-18 - Buckingham, Charlotte, Prince Edward

June 21-25 - Fluvanna, Greene

July 5-9 - Appomattox, Lynchburg

July 12-16 - Charlottesville, Albemarle, Nelson, Nottoway, Cumberland

July 19-23 - Brunswick, Amelia, Lunenburg, Mecklenburg

July 26-30 - Amherst

August 2-6 - Campbell

Lodging Capacity

Housing	Teens/Adults	Campers	Total Capacity
Boy's Bunkhouse	3	16	19
Lake Lodge A	1	5	12
Lake Lodge B	1	5	12
Bunkhouse A	1	6	7
Bunkhouse B	1	6	7
Bunkhouse C	2	8	10
Bunkhouse D	2	7	9
Cabins 1-15	1	4	5
Totals	26	113	139

*Agent can choose to house an adult in the cabin with campers, that adult will be a part of that pack for the week. We are also accepting all creative ideas, such as tents between cabins, adults in single cabins, or turning areas of camp into housing such as the conference room and bunkhouse kitchen. Showers available in clinic or in non busy times for the bathhouses. Our Teen Apprentice Program housing will also be available, as we will not run that program for the summer of 2021.

Jamestown 4-H Educational Center

Summer Jr. Camp Schedule

June 21-June 25 Gloucester

June 28- July 2 King William/King and Queen/New Kent/Charles City/Essex

July 5– July 9 Newport News/Hampton/Matthews/Middlesex

July 12– July 16 Lancaster/Northumberland/Richmond City/Richmond Cty/Westmoreland

July 18– July 21 Chesterfield (Sunday-Wednesday)

July 21– July 24 James City County(Wednesday -Saturday)

July 26– July 30 Goochland/Hanover/Powhatan

August 2– August 6 York/Poquoson

August 9-August 13 Henrico

Lodging Capacities

Housing	Adults	Teens	Campers	Total Capacity
Cabin 1	1	2	12	15
Cabin 2	1	2	12	15
Cabin 3	1	2	12	15
Lodge 5	2	2	22	26
Lodge 6	2	2	22	26
TOTALS	7	10	80	97

Dorm 6 is OPEN with 2 beds for VCE staff

Dorms 1-5 and Cabin 4 are Program Staff Housing

Clinic/Health Lodge is Staff Housing/RN Housing

Adults in the Cabins can have their own room but would need to share a bathroom with campers

Adults in the Lodges would have one room (2 adults in that room) but would share a bathroom

Northern 4-H Educational Center

Summer Jr. Camp Schedule

June 6-10 - Orange, Madison, Caroline, King George

June 13-17 - Culpeper, Shenandoah, Rappahannock, Spotsylvania

June 20-24 - Loudoun, Fauquier

June 27 - July 1 - Fairfax, Alexandria, Arlington

July 4 - 8 - Family Camp

July 11 - 15 - Clarke, Warren, Frederick, Page

July 18 - 22 - Prince William, Stafford

July 23 - 25 - Cloverbud

Housing Capacities

* Includes campers, teens, adult volunteers, and Agents... does not include Center Summer Staff

Lodge	Locations	Number of Rooms	People per Room	Total Capacity
Peters	Left side	5	3	15
Peters	Right Side	6	3	18
Rector	Left Side	6	3	18
Rector	Right Side	7	3	21
Robinson	East	9	3	27
Robinson	West	9	3	27
Congressman	Upstairs	9	3	27
Congressman	Downstairs	9	3	27
				<i>Center Total: 180</i>

*Adults may lodge individually in lodge rooms, dependent on capacity. Congressman Hall and Robinson Lodge rooms have private bathrooms. Peters and Rector Lodges have shared bathrooms, but adults will have access to restrooms and/or showers in the pool house for privacy.

Southwest 4-H Educational Center

Summer Jr. Camp Schedule:

June 7 - 11	Lee & Scott
June 14 - 18	Washington
June 21 - 25	Tazewell
June 28 - July 2	Carroll, Dickenson, Russell
July 5 - 9	Bland, Buchanan, Grayson
July 12 - 16	Wise
July 19 - 23	Wythe
July 26 - 30	Smyth

Lodging Capacity:

Lodge	Adults	Teens	Campers	Total Capacity
Blue Cabin	1	2	10	13
Red Cabin	1	2	10	13
Yellow Cabin	1	2	10	13
Green Cabin	1	2	10	13
Blue Pod	1	2	7	10
Red Pod	1	2	7	10
Yellow Pod	1	2	7	10
Green Pod	1	2	7	10
TOTALS	8	16	68	92

*Adults will be housed in the separate rooms available in each facility with separate bathrooms from campers. (pods & cabin have adults rooms)

*Conference Center will house staff and remaining rooms will be reserved for quarantine if necessary.

W.E. Skelton 4-H Educational Center

Summer Jr. Camp Schedule

May 24 - 28: Henry County/Martinsville

May 31 - June 4: Patrick

June 7 - 11: Botetourt/Rockbridge

June 14 - 18: Danville/Franklin/Pittsylvania

June 21 - 25: Floyd/Giles/Montgomery

June 28 - July 2: Kevin Jones Performing Arts Camp

July 5 - 9: Alleghany/Augusta/Bath/Highland/Rockingham

July 12 - 16: Craig/Roanoke Valley

July 19 - 23: Bedford/Halifax

July 26 - 30: Pulaski

August 1 - 4: Tentative District Camp

Lodging Capacities

Lodge	Locations	Number of Rooms	People per Room	Total Capacity
Reid Jones, Jr. Upper	Left side	10	3	30
Reid Jones, Jr. Upper	Right Side	9	3	27
Reid Jones, Jr. Lower	Left Side	9	3	27
Reid Jones, Jr. Lower	Right Side	9	3	27
Svoboda		8	3	24
Flora		8	3	24
Skelton		10	3	30
Hancock		10	3	30
<i>Hepler Jamison</i>	<i>as needed</i>			
				<i>Center Total: 220</i>

- Adult room assignments:
 - Reid Jones, Jr: each adult will have their own room and their own bathroom
 - Flora/Svoboda: each adult will have their own room and there will be a bathroom designated for adults only
 - Skelton/Hancock: each adult will have their own room, adults will share bathroom with campers
 - Hepler Jamison will be reserved for any overflow and/or quarantine if necessary. Each room has its own bathroom.
 - Summer staff will be lodged in the staff house with each staff having their own room and community bathrooms on each floor