



## ATTENTION ALL PARENTS/GUARDIANS - ACTION REQUIRED

May 15, 2021

Dear Family and Friends of Annunciation Heights,

Greetings to you and your family, in Christ, from the Heights! Today is a beautiful day at Annunciation Heights. Recent snowfall still sits on the ground but the warmer spring temperatures are quickly melting it. We are making final preparations to welcome forty college-age men and women who will serve as summer counseling staff. They arrive next week for summer staff training! What does all this mean? Spring is in the air and summer camp is just around the corner! Thanks be to God – we can't wait to see you!

The purpose this communication is to specifically address what our camp policies and State of Colorado/Larimer County mandates for residential youth and family camps will be this summer related to COVID-19. This contains very important information that you need to know. At the end of this document we ask that you sign on behalf of your youth camper(s) to signify your acknowledgement and acceptance to adhere to all of the following COVID protocols and practices.

The reality is that even with all the State/County mandated Covid policies and procedures for this summer, the actual effect on your kids at camp will not be invasive to the overall camp experience. Most of what we do at camp is outside, where masks do not need to be worn. We already operate with "cabin groups" which equate to the State mandated "cohorts" for summer campers. All in all, your campers will not feel like COVID took over their summer camp!

There are however, some new things we need to implement. These policies are more than what we would want (we all want to return to "normal"!), but we are happy to implement them so as reduce as much as possible any negative effects or cancellations COVID-19 could have on our summer camp programs.

I'd like to highlight here one of the major additions we are putting in place for this summer, but please read through this entire document thoroughly in order to gather everything you will need to before you arrive to camp this summer. Please understand our goal is to keep everyone safe and healthy this summer which is the driving force for what is contained here, but to accomplish this requires cooperation between us, County and State requirements, and all participants in our youth camps this summer.

First and most importantly, **Annunciation Heights is requiring all campers to come to camp with a negative PCR COVID-19 test result from a test taken within 5 days of the first day of camp.**

This decision was not an easy one, but it became apparent after several meetings with County Health Department officials, State mandates, other camps and camp networks throughout Colorado that this was the easiest and most prudent way to have the most successful and uninterrupted summer program as possible. In the following pages, more precise instructions will be given on the easiest ways to find testing in your area.

As we enter another summer of faith, fun and fellowship and Annunciation Heights, please adhere to all the steps contained in this document. **We ask you to log back into your registration account and sign a copy of this policy.** By State mandate, we must retain a signed copy of this policy in your account in order for your camper to attend summer camp this year.

It's going to be an awesome and fruitful summer, but we need your help to make it happen. Please consider the step of getting your camper/s tested before coming to camp as an act of charity towards all participants this summer. And please say a prayer for us and your kids as they prepare for what should be an important week in their young lives!



See you at the Heights!

Grace and peace to you, in Christ,

Kyle Mills  
Executive Director

**\*\*After reviewing this document, please [log back into your Registration Account here](#) and sign a copy of this form. A signed copy of this form must be retained on file prior to arrival for your camper to attend camp this summer.**

**I) Prior to Arrival and REQUIRED COVID-19 Testing**

- a. Staff, families and campers should participate in low-risk activities in the 14-days prior to arrival at camp and make note of their health status for COVID-19 symptoms during this period. We encourage staff and campers to avoid participating in social gatherings and activities where exposure to others outside their household may pose an elevated risk of exposure. If COVID-19 symptoms develop, camp participants should notify camps prior to camp arrival and consult with their healthcare providers.
- b. **Prior to coming to camp, within five days of arrival, all campers must receive a PCR COVID-19 test. You will be asked to show a negative test result at check-in for your camper.**
  - i. The test must have been administered within 5 days of the first day of the camp session.
  - ii. PCR tests are offered for free at various sites throughout the country – please refer to your local county health department for testing sites. You can also find testing at your local pharmacy or grocery store. Alternatively, you can contact your health care provider and arrange testing in that manner.
  - iii. **Upon check-in at camp, you will NOT be allowed to proceed without proof of a negative test.**
  - iv. Campers who are fully vaccinated and are attending camp 14 days after their final shot do NOT need to provide proof of a negative test. Proof of vaccination will be required.
  - v. Additional testing for staff will occur regularly throughout the summer, to include full-time, seasonal, and volunteer staff. These intermittent tests, following medical directives, will be done at intervals of 3-4 weeks to ensure the health and safety of our staff and volunteers.



vi. Additionally, as required by the State of Colorado, all parents/guardians must sign and give written permission to test campers for COVID-19 while at camp. **Please sign at the end of this form to give this permission.**

- c. Campers are asked to perform a pre-arrival self-health screening. Daily observation of personal symptoms should occur for the two weeks prior to camper arrival, to include the following: fever (over 100.4 Fahrenheit), chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, and diarrhea. **Please contact us if your child has any of these symptoms, and we will proceed following medical directives for determining the correct path forward.**
- d. AH asks anyone who is awaiting COVID-19 test results or who has, within 14 days of scheduled arrival at AH, had close contact with a person with COVID-19 to stay home and not come to camp. Please consider rescheduling your camp week.

## II) Health Screenings: Upon Arrival and Daily

- a. Similar to every camp year (as required by our State Child Care License), each camper will undergo a thorough health check upon arrival for the symptoms listed above, including a temperature reading. Additionally, campers will be screened for contact with someone who tested positive for COVID-19 in the previous 14 days.
- b. As required by the State of Colorado, regular health screenings will be conducted to monitor the health and well-being of camp participants and staff daily during a camp session. If a camp participant is observed to have COVID-19 symptoms, the camper or staff member must be isolated from others until a determination of their health. Daily screening will occur upon entry into the dining hall for breakfast each morning. The screening will include the symptoms above, in addition to clarification about any change in symptoms.
- c. Additionally, staff, volunteers, and campers will be clearly instructed and regularly reminded to alert health care staff to symptoms in themselves or other community members. Clarity and openness about any symptomatic development will be expected by all on property.

## III) Cohort and Capacity

- a. Cohorting is the practice of keeping the same campers and staff in the same small group at all times during the day. Camper cohorts will be maintained for the duration of their stay. Cohorting helps limit the number of contacts between individuals. As a result, if quarantines are needed, it may affect fewer people, resulting in fewer disruptions to the camp community.



- b. Cohorts at Annunciation Heights this summer will be defined as the assigned cabin groups, ranging in size from 8-12 campers plus two staff. These individuals will remain in a cohort for the entire camp week. All activities, meals, small groups, games, and interaction will occur within this cohort alone, or with other cohorts with proper spacing delineated below.
- c. Indoor capacity limits will be as follows:
  - i. Dining Hall: Following the 12 feet of separation between cohorts required by the State of Colorado, the dining hall will be at 65% capacity, with a maximum of 100 people in the building at any time. Dining Hall seating will be done in cohorts, and masks will only be required when not sitting at the table.
  - ii. Chapel: Following the 12 feet of separation between cohorts required below, the chapel will be at 50% capacity, with a maximum of 75 people in the building at any time.
  - iii. Lodges: Lodges will have a maximum of three cabin groups (cohorts) assigned in each.
- d. Outdoor Capacity: There is no limit to outdoor capacity, due to the ability to spread out significantly. 12 feet of distancing will be maintained at all times if gathering more than a single cohort in an outdoor area, including within the Pavilion.
  - i. Group gatherings for Mass, adoration or camp-wide programming (including talks and skits) will be done outside, spread out, remaining in cohorts.

#### IV) Mask Usage and Physical Distancing

- a. Campers, staff, and volunteers will be required to carry a mask on them at all times throughout a camp week.
- b. Per State of Colorado mandate, campers/staff are **required** to wear masks/face coverings that cover the mouth and nose at following times:
  - i. Within the Dining Hall and Main Chapel
  - ii. Within the Lodge when NOT in their personal room
  - iii. Anytime that one passes within 6 feet of a member of a different cohort, including outdoors
  - iv. At all High Ropes and Zipline Activities, as staff who are facilitating these things will need to step within a 6 foot radius of the camper.
  - v. When on the bus
- c. Outdoor mask use is NOT required, though it is recommended when campers are closer than 6 feet (excluding High Ropes/Zipline described above).
- d. Physical distancing:
  - i. 12 feet of distancing is required between cohorts, whether inside or outside
  - ii. 6 feet of distancing is required when participating in an indoor activity



- iii. Distancing will NOT be required when in group transportation, including buses to and from trailheads for hiking. In these circumstances, ventilation (windows down) and masks will suffice.

#### V) Program Modifications

- a. **Mass** – Mass will be celebrated for most of the summer in the open air outdoor chapel or in the covered outdoor pavilion. Cohorts will be spaced out sufficiently, and masks will be worn when receiving Holy Communion.
- b. **Meal Service** - Meals will be held as described above, with mask wearing requiring within the building when not seated at the table. Tables will be set up and seated by cohort, and these tables will be spaced with 12 foot distancing. Meals will be served by staff at the buffet line, with masks and gloves on at all times. No self-service or family style meals will be permitted. All dining areas and high touch surfaces will be cleaned and disinfected between groups. Unfortunately, indoor chanting and singing during meals will be prohibited.
- c. **Activity Rotations** - All activity sessions will take place by cohort. Counselor staff will rotate through all activities with their cabin group. Any specialty staff at activity sites (lifeguards, ropes assistants, archery instructors) will instruct and supervise from a safe distance. If at any time closer proximity is requisite for safety or instruction purposes, masks will be worn by both staff and campers. Additionally, all activity site locations will be equipped with hand sanitizer to be used before and after activity rotations.
- d. **Bus Transportation** - Transportation of campers via bus to trailheads for hiking will be done by cohort, though multiple cohorts will be on a single bus trip. In that instance, windows will be put down to provide ventilation, and masks will be required.

#### VI) Cleaning/Sanitization, Handwashing, and Personal Hygiene

- a. AH will ensure the sufficient cleaning and disinfecting of commonly touched surfaces, equipment, and vehicles throughout the camp.
- b. Bathrooms in lodges will be assigned to cohorts. In the event that a single restroom cannot be given to a single cohort, sanitization will occur daily to ensure all share spaces are properly cleaned to prevent cohort cross-contamination. Additionally, bathroom schedules will be made for a shared restrooms to ensure adequate cohort spacing.
- c. Handwashing with soap and running water before eating, and at regular intervals throughout the day, will be required of all campers and staff.
- d. Hand sanitizer will be used when handwashing is not available, and before all activity participation.

- e. Personal hygiene practices will be taught and expected by all staff and campers. These include effectively covering coughs and sneezes with a tissue, then discarding the tissue and washing hands thoroughly. AH staff may periodically remind campers to maintain these personal health habits. If one does not have a tissue immediately available, they will carefully sneeze/cough into a folded elbow and away from others.

**VII) Staff and Health Care Personnel**

- a. All camp staff will be thoroughly trained on the requirements of current Colorado public health orders as well as prevention, transmission, and care of COVID-19 illness.
- b. Substitute staff will be ready and available for the entirety of the summer season.
- c. Camp will be staffed by a registered nurse, assisted by a health office assistant, at all times when camp is in session. This nurse will be responsible for the care of all staff, volunteers, and campers.
- d. Additionally, camp will have the on-call availability of a nurse or health care professional per CDHS licensing rules, who is trained in prevention, transmission, and care of COVID-19 illness. This is provided through our standing medical provider with UHealth at Timberline Medical Center of Estes Park, CO.

**VIII) As required by the State of Colorado, in the event of a suspected and/or confirmed COVID-19 case, Annunciation Heights will do the following:**

- a. Provide personal, quality care to those campers with suspect/positive case of COVID-19, both from a health as well as a camp experience perspective.
- b. Remove the camper with suspect/positive COVID-19 from cabin group and provide separate housing with staff supervision.
  - i. *The camper will still be provided opportunities for fun, as fits the directives of our camp medical team and in conjunction with all isolation guidelines.*
- c. Move the entire cabin group (and all other designated close contacts) into quarantine.
  - i. *This cabin group will continue to be provided with a fun, interactive, engaging camp experience, though in total separation from all other camper groups. This alternative programming will still have the taste and feel of a typical camp week!*
- d. Contact the parents/guardians of all campers, beginning first with the camper with suspect/positive COVID-19, then of all campers designated as close contacts, and finally of all campers present on property that week.
- e. Notify public health within 24 hours, contacting both our childcare licensing representatives as well as Larimer County Health Department. Suspected and confirmed cases as well as outbreaks will be reported.
- f. Provide Health Department with access to campers and staff for case investigation/contact tracing and allow public health to determine who is a **close contact** and placed in quarantine.

- i. All members of cohorts are considered close contacts.
    - ii. All other staff, campers, volunteers who spent a cumulative of 15 minutes within 6 feet of the case.
    - iii. Mask use does not negate close contact designation.
  - g. Immediately offer COVID-19 testing for anyone with symptoms.
  - h. Isolate suspected and confirmed cases, quarantine other campers and staff who were part of the ill camper's established cohort or determined to be a close contact by public health, and monitor everyone involved.
    - i. People in quarantine and people in isolation must be separate at all times.
      - 1. Quarantine groups should be as small as possible, as one member of the quarantine group being diagnosed with COVID-19 restarts quarantine for the rest of the group.
    - ii. Provide food, housing, and access to medical care to all campers and staff in quarantine or isolation.
  - i. Ensure that staff members or campers who leave camps adhere to isolation and exclusion requirements, including limitations on travel (see below).

#### **IX) Quarantine and Isolation**

- a. Per State of Colorado mandate, isolation for confirmed, probable, and suspect cases of COVID-19 will last until:
  - i. 10 days from onset of symptoms (or specimen collection date if no symptoms);
  - ii. AND 24 hours fever-free without use of fever-reducing medications;
  - iii. AND improvement of symptoms.
- b. Per State of Colorado mandate, quarantine for all contacts of confirmed, probable, or suspect COVID-19 cases will last:
  - i. 7 days if no symptoms develop and a negative test collected on day 5-7 is obtained, plus masking and maintaining distance from others for a full 14 days.
  - ii. 10 days if no symptoms develop, plus masking and maintaining distance from others for a full 14 days.
  - iii. 14 days if masking or distancing is not possible.
- c. If symptoms develop anytime during quarantine, isolation must begin. Testing is strongly recommended.
- d. If a camper has a positive/suspect case of COVID-19, or is designated as a close contact, they may be picked up at any time by an approved parent/guardian,
  - i. The Health Department will be notified of this early departure, and you will be required to follow all State mandates regarding quarantine/isolation.
- e. Alternatively, these campers may stay at camp for the duration of the camp week. Adequate housing for campers/staff in isolation/quarantine is provided on camp, per the description below.
- f. Annunciation Heights will not be able to house campers past the end date of their session. Campers MUST be picked up by their parent/guardian, and must follow all State travel and quarantine/isolation directives.



- g. AH has ensured that sufficient space and resources are available to isolate ill staff and campers, with staff available to maintain adult-child ratios per State child care regulations.
  - i. Half of Aspen Lodge will be reserved for cohort quarantine.
  - ii. Cabin Ten (with three separate bedrooms) will be reserved for camper isolation.
  - iii. The Nurse's Station will be reserved all summer for non-COVID medical care needs
- h. If a camper is placed in quarantine or isolation, the family must follow these travel rules:
  - i. Campers or staff who are in quarantine or isolation may not travel by air.
  - ii. Campers or staff who are in quarantine or isolation may not leave the state of Colorado without permission from public health.
  - iii. Campers or staff who are in quarantine or isolation may not travel with others unless those people will quarantine with them.
  - iv. Campers or staff who are in quarantine or isolation may only travel by car if they can reach their destination without stopping (for gas, rest stops, etc.).

**X) Further Considerations**

- a. All non-essential visitors and external organizations are discouraged from visiting camp/programs.
- b. Personal Protective Equipment:
  - i. Personal Protective Equipment (PPE) will be provided for staff that supervise and care for ill campers/staff. This equipment will include: N-95 or equivalent respirators (or face masks if unavailable); gowns; gloves; and eye protection.
- c. The Assistant Camp Director has been designated as the workplace coordinator(s) charged with addressing COVID-19 issues. He will be assisted by the Hospitality Manager and the Assistant Program Director in ensuring the implementation and compliance with all COVID-19 policies above.

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camper to attend camp this summer.**