



*Helping Schools Confidently Manage Risk & Keep Students Safe*

# COVID 19 - Planning

## Excursion & Camp Considerations

*A Guide To Helping You Get Back Out On Excursions, Camps & Activities*

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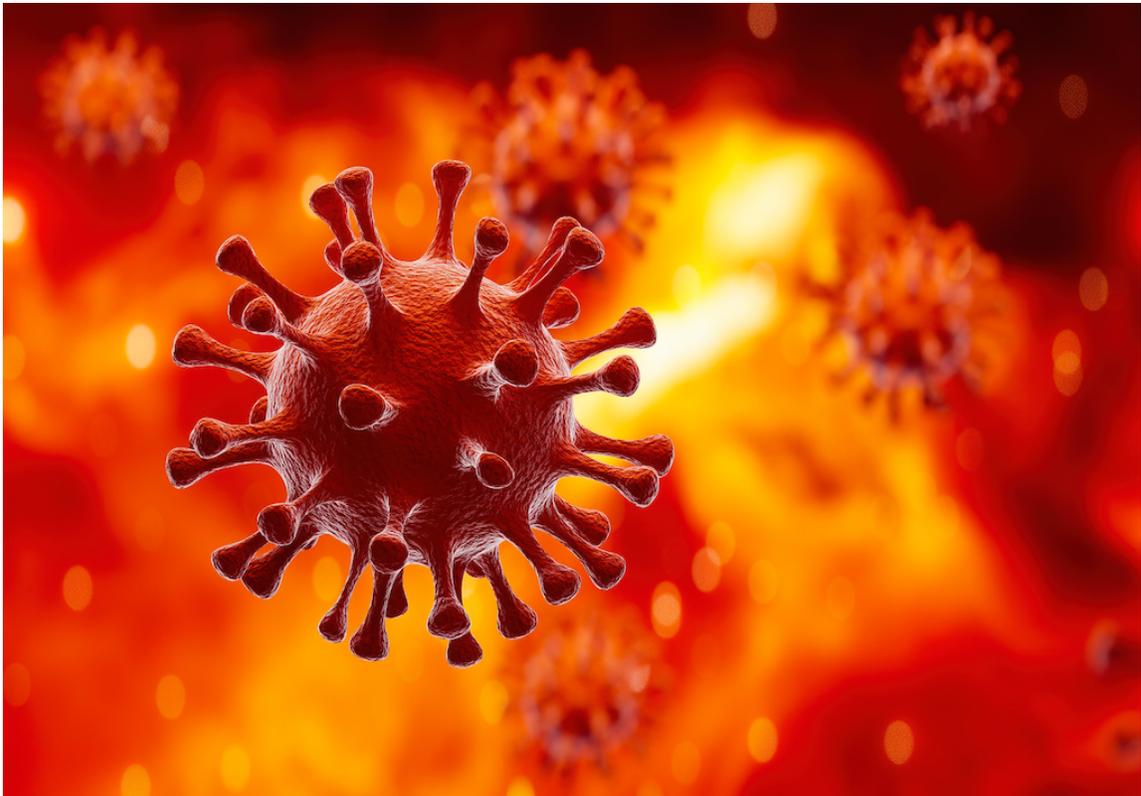
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# Introduction

COVID-19 is currently a significant global pandemic and concern. As such it should be treated in accordance with your infectious disease control measure as well as ensuring any cases are communicated immediately with your local state or territories health authorities and be as accurate as you can with travel, locations, sites, activities and contacts to help with contact tracing.

It should however, be noted that the management of the COVID-19 risk, should not compromise your other risk management practices and procedures. If standard risk management practices and systems for an activity could be compromised by additional health or social distancing requirement, then this sort of activity should be modified or reconsidered at this point in time as student safety remains the key priority and the risk of infection could be very low, but a comprised risk practice as a result, could change the formerly low risk activity into a high risk activity.



# Prevention

## *Starts With Pre-planning*

Expect all instructors and staff to be familiar with and follow the guidance provided by state and local authorities for mitigating the spread of COVID-19. Expect that all staff and parents of students will be self-monitoring and will stay home if sick or suspect contact with someone who is. It's important to communicate this clearly with parents at all stages leading into your program.

A good message to all staff, parents and students: If you are sick, be conservative in your approach. Being on camp is at times a challenging place to feel sick. Evacuation may be a long and slow process and would likely involve external organizations if COVID 19 is suspected. Prudent and proactive measures are necessary to minimize risks to everyone.

As an educational institution be clear with your parents that you are taking measures to screen instructors, staff, and students prior to trips. As necessary, practice illness protocols when a person is ill or showing signs and symptoms of being ill. It is recommended you isolate them immediately and make contact with authorities.

Other protocols would also be to disinfect facilities, vehicles, and equipment before, during, and after every trip.

# What is coronavirus (COVID-19)?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. The latest research from the WHO has determined an average incubation period of five days, with a range from 2 to 14 days. Similar to influenza and other respiratory viruses, transmission of COVID-19 primarily spreads from person-to-person through respiratory droplets exchanged when in close contact; especially distances closer than six feet.

## Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. A significant number of people are also asymptomatic but will still transmit the virus.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

## Know how it spreads

1. There is currently no vaccine to prevent COVID-19.
2. The best way to prevent illness is to avoid being exposed to this virus.
3. The virus is thought to spread mainly person-to-person between people who are in close contact with one another (within about six feet) through respiratory droplets produced when an infected person coughs, sneezes or talks.
4. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
5. These droplets can land on other surfaces and be transferred to people with their hands. This is why washing your hands and avoiding touching your face is important

## **Personal Prevention Measures**

1. Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60 to 80% alcohol. Ensure sanitizer touches all surfaces of your hands and rub them together until they feel dry.
3. Avoid touching your eyes, nose, and mouth with unwashed hands.
4. Avoid close contact with people. If possible, maintain six feet between a person who is sick and other non-household members.
5. Stay at least six feet (about two arms' length) from other people—remember some people without symptoms are able to spread the virus.
6. Do not gather in groups. Keeping distance from others is especially important for people who are at higher risk of getting very sick.
7. Cover your mouth and nose with a cloth face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Cloth face coverings should not be placed on young children under age two, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover is meant to protect other people in case you are infected.
8. Continue to keep about six feet between yourself and others. The cloth face cover is not a substitute for physical distancing.
9. Cover coughs and sneezes using the inside of your elbow.
10. Throw used tissues in the trash.
11. Clean AND disinfect frequently touched surfaces often. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. On the River and expedition this includes boats, tabletops, chairs, and dry boxes.
12. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Use a household disinfectant. Most common household disinfectants will work, however hospital grade disinfectants are also a good readily available option.

**CDC 5/7/2020** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## **Communication and Evaluation**

Inform all staff of the COVID Safe plan, re-evaluate and update as needed. Any changes from the health department should be communicated to staff, students and parents immediately.

## **Training**

See Appendix 1 – For general organizational training

# Exposure Determination For Excursions

Job tasks can be divided into four exposure risk levels:

1. *Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease during specific medical, postmortem, or laboratory procedures*
2. *High exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease*
3. *Medium exposure risk jobs include those that require frequent and/or close contact with (i.e.) within six feet of) people who may be infected with the infectious disease but who are not known or suspected to have the infectious disease*
4. *Low exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with the infectious disease nor frequent close contact with (i.e. within six feet of) the general public. People in this category have minimal occupational contact with the public and others.*

The following lists job classifications in which Staff/Students have risk of exposure to an infectious disease during an outbreak — very high, high, medium, or lower risk exposure. These classifications are made without regard to the use of personal protective equipment or your specific school circumstances:

## High

Teachers & Instructors in the field when administering first aid to students.

## High

Support & Special Needs Teachers who have close support related interactions with students.

## Medium

All those who have interaction with teachers, instructors, students, coworkers, drivers and general public.

## Medium

Teachers, Instructors, Students.

# Equipment & Screening

## Personal Protective Equipment

Staff should choose protective equipment based on the exposure risk level of staff and students. Your school's PPE hazard assessment and guidelines from your local health & education authority should be followed.

## Screening Students

Every day, each Student should pass a temperature check and then answer the following questions. This should be done verbally by the excursion group Leader or second instructor. The responses should be documented in accordance with school policy and state guidelines. If you have it, then that make contact tracing easier.

## COVID-19 Symptoms Daily Questionnaire

**“Since yesterday, have you had any of the following?”**

- 1. A new fever (37.5 deg or higher, or a sense of having a fever) or chills?**
- 2. A new cough that you cannot attribute to another health condition?**
- 3. New shortness of breath that you cannot attribute to another health condition?**
- 4. A new sore throat that you cannot attribute to another health condition?**
- 5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?**
- 6. Loss of taste or smell?**

## Response

If a Teacher or Student answers yes to any of the screening questions, the screener should immediately activate protocols for COVID-19 by following these steps:

1. Remove the Teacher/Student from the program area and isolate at least six feet away from others.
2. Implement the use of masks and gloves by the person in question and co-workers until a status can be determined with a medical test.
3. Have the Teacher/Student examined and tested by a medical professional (ensure you ring ahead).

## **Positive Result**

If a Teacher/Student tests positive:

1. Isolate the Teacher/Student in a facility that has been established for this purpose or at their residence.
2. Ensure adequate medical care and treatment has been sought and professional medical guidance provided.
3. Notify appropriate public health authorities
4. Coordinate with local officials to conduct “contact tracing,” especially among others on the excursion.
5. In consultation with the appropriate public health authority and medical professionals, consider a quarantine of 14 days for all those who have been in close contact.

# Preparation for students before attending any school excursion or camp

1. 20 days before the trip, students should receive an email with the revised Risk assessment which should include, direct reference to the inherent risk of contracting an airborne pathogen, specifically COVID-19.
2. The e-mail should also provide information about what to expect at the meeting location, what to do in preparation for the trip, and their responsibilities. Students will also be informed of the screening process and that a completed (verbal) declaration of health must be provided on the first day of the excursion.
3. On the first day of the excursion, every student should be required to:
  4. Fill out the COVID-19 Symptoms Questionnaire and Declaration of Health with the following questions:
    - a. Have you recently (within the last 14 days) experienced any of the following symptoms?
    - b. Had a new fever (37.5 deg or higher, or a sense of having a fever)?
    - c. Developed a new cough that you cannot attribute to another health condition?
    - d. Developed shortness of breath that you cannot attribute to another health condition?
    - e. Developed a new sore throat that you cannot attribute to another health condition?
    - f. Experienced muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
    - g. Experienced a loss of taste or smell?
    - h. Within the last 14 days, have you been in contact with an individual who has been ill with flu-like symptoms, respiratory complaints or fever, or who you know has tested positive for COVID-19?

### **Screening while on Multi-Day Trips:**

1. Daily temperature check of all staff, students and instructors
2. Daily review of symptoms and questionnaire (COVID-19 Symptoms Questionnaire)

### **General Guidelines and Actions**

1. Frequently review messaging reminding teachers and students of expected practices and behavior in the field
2. Update teacher training on these practices and requirements frequently
3. Student check-ins will occur outside for all trips

### **Students arrival on location**

The following detailed information should be emailed to the student and parents prior to arriving at the meeting location on campus.

This is to help inform the student and assist them in any new procedures.

1. Meeting time and place.
2. Practice physical distancing. At least six feet of separation. No handshakes or hugs
3. Wearing a face covering may or may not be required, see latest health advice.
4. Best practices on washing hands and using hand sanitizer, ensure both have been provided in sufficient quantity, check they are compliant with standards required.
5. Use of bathrooms on campus or in the field.
6. Hand washing systems for in the field use.
7. Meal-time practices and procedures.

### **Transportation**

1. All staff and students should sanitize hands (or wash hands when possible) and put on masks prior to getting into the vehicle (depending on health advice).
2. Staff member will organize the group and load the vehicle from back to front
3. Vehicles will be unloaded from front to back
4. Reduce numbers in vehicles to accommodate physical distancing.
5. Bus company and drivers must disinfect interior portions of the vehicles and outside handles after each section of a trip.
6. Driver must wash hands or use hand sanitizer after fueling
7. Do not stop except to fuel up as necessary
8. If other stops must be made, contact with the public should be strictly limited. Students should not be going to shops. All staff and students must wash or sanitize hands before re-entering vehicle.

## **Vehicles**

1. All vehicles should be cleaned and sanitized each time they're used (as time and supplies permit).
2. Routinely clean and disinfect the surfaces you touch, before and after use. Pay special attention to hard, non-porous "high-touch surfaces," including, but not limited to:
  - Handles (inside and outside)
  - Control levers
  - Steering wheels
  - Window controls or cranks
  - Seat or lap belt/buckles
  - Radio control knobs
  - Climate control knobs

## **Other methods:**

- Soap and water
- Approved aerosol sanitizing spray

## **Loading and Meal Preparation**

1. Encourage physical distancing of at least six feet while doing all tasks.
2. Wash hands upon starting work and every 30 mins, between tasks, and according to health guidelines.
3. Encourage single person tasks except when lifting or moving heavy items.
4. Masks and gloves must be worn during the food pack.
5. Food preparation and service surfaces must be thoroughly sanitized prior to use, between tasks, and after tasks.

## **Guidelines for Trips**

1. Additional information with COVID-19 precautions, coaching, and expectations should be outlined by staff to students in pre-trip meetings, safety briefings, camp orientation, toilet talk, and end-of-trips.
2. Prior to each trip, staffing needs should be assessed. Considerations of total students, composition of traveling units, and trip dynamics will all be factors in assigning the number of staff for each trip.
3. Students should be strongly encouraged to bring their own sleep kits, packs and tents wherever possible.
4. Every student will be assigned personal gear for the whole trip, clearly marked and distinguishable from others (PFD, helmet, stoves, tent, pad, bowls,)

5. Spacing of students according to current guidelines: food lines, eating meals, hiking, camping, and at orientations and stops.
6. In camp, students should be able to fill personal bottles after they wash their hands. A hand wash station should be set up next to each cook setting.
7. Water refill stations should be actively monitored by staff to ensure contact with the rim of the student bottles should not be made with the water dispenser.
8. All water stations should be thoroughly wiped down.

### **Hand Washing**

1. Soap and water hand wash system will be set-up first when arriving in camp or at any other stopping point. It will remain set-up for the duration of the stop
2. Handwash water sourced from creeks should be treated with bleach or equivalent.
3. Handwashing stations should be set up near the kitchen area.

### **Food Service on Trips**

1. Cook groups will be consistent throughout the expedition/trip.
2. Students and Instructors are required to wash hands for at least 20 seconds with soap before any food prep or service.
3. No communal snacks
4. After washing dishes in hot water (where possible) allow them to air dry.
5. Washed items should be air dried for highest effectiveness of the sanitizer before storing or using.

### **Toilet Facilities**

1. On expedition, instructors/students should dig 'cat holes' for solid waste.
2. Instructors and students must wipe down and clean the toilet trowel after each use with bleach or equivalent.
3. Instructors/students will wash hands after each bathroom visit.
4. Hand wash stations should be available at each major break.

### **Patient care and management for students or staff with positive symptoms**

1. Person should be immediately physically distanced (at least six feet) from others and required to wear a mask for the remainder of the trip, or until determined negative through testing
2. Consult with local health agencies on availability and need for evacuation.
3. The sick person should be removed from the trip. If this is not feasible, they should be isolated from others for the remainder of the trip.

### **The symptomatic person will:**

1. Be required to wear a mask for the remainder of the trip
2. Be kept at least six feet from others for the remainder of the trip, if feasible
3. Sleep in a separate isolation tent 25 feet from the group
4. Be kept well hydrated.
5. A teacher will be the primary carer and will wear a mask and gloves.
6. Follow first aid protocols and provide appropriate medical treatment.
7. Document and track. Provide updates to medical control, evacuating/governing agencies for each area, and liaise with the dept. Chair coordinating care and subsequent transportation, medical, and logistical support.
8. After evaluation care, notify appropriate agencies.

# Appendix 1

## Training

Information and training are at the heart of infectious disease planning and containment. Your goal is to ensure staff understanding of how someone may be exposed to infectious disease, what their responsibilities are, and what protective measures they can take. All training should be documented and should include all elements of your school's COVID-19 Prevention Plan

Such as:

1. Roles and responsibilities of faculties
2. Fundamentals of the infectious disease, e.g., hazards, signs and symptoms, modes of transmission
3. Hand-hygiene and workstation housekeeping practices
4. Expectations around increased Staff/Student medical screening
5. Expectations around increased student medical screening
6. Suitable cleaning and disinfection chemicals, their hazards, and their safe use
7. PPE information on the types, proper use, limitations, location, storage, handling, decontamination, donning and doffing, and disposal of personal protective equipment, including gloves and face masks
8. Physical isolation practices
9. Coughing/sneezing etiquette
10. Illness or symptoms reporting
11. Procedures for isolating persons who have signs and/or symptoms of the infectious disease
12. Evacuation of a sick student or guide
13. Medical care in the event of an outbreak
14. Declinations, further quarantines, and return-to-work policies and resources
15. Notification procedures activated in an outbreak situation
16. Emergency/information contacts
17. Community sources of timely/accurate outbreak information (domestic and international)
18. Hygiene procedures
19. Physical distancing
20. Sanitation
21. Food and rations service

# Appendix 2

## Daily Questionnaire Checklist

COVID-19 Symptoms Daily Questionnaire			
“Since your last day on course, have you had any of the following:”		Yes	No
1	A new fever (37.5 deg or higher, or a sense of having a fever) or chills?		
2	A new cough that you cannot attribute to another health condition?		
3	New shortness of breath that you cannot attribute to another health condition?		
4	A new sore throat that you cannot attribute to another health condition?		
5	New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?		
6	Loss of taste or smell?		
<b>If a Teacher or Student answers yes to any of the screening questions, the screener will immediately activate protocols for COVID-19 by following these steps:</b>			
<ol style="list-style-type: none"><li>1. Remove the Faculty/Student from the work area and isolate at least six feet away from others.</li><li>2. Implement the use of masks and gloves by the Faculty and co-workers until a status can be determined with a medical test.</li><li>3. Have the Faculty examined and tested by a medical professional.</li></ol>			
<b>If a Teacher/Student tests positive:</b>			
<ol style="list-style-type: none"><li>1. Isolate the Faculty/Student in a housing facility that has been established for this purpose or at their residence.</li><li>2. Assure adequate medical care and treatment.</li><li>3. Notify appropriate public health consultant and permitting agency</li><li>4. Coordinate with local officials to conduct “contact tracing,” especially among others on course.</li></ol>			

5. In consultation with the appropriate public health consultant, permitting agency and medical professionals, consider a quarantine who have been in close contact.
6. If possible, arrange alternative studies that can be done in an isolated environment.
7. The decision to allow a Faculty to return to work may be based on: At least 3 days (72) hours since fever has gone (without the use of fever-reducing medications) AND improvement in respiratory symptoms AND at least 10 days have passed since symptoms first appeared.

It's recommended that people at higher risk for severe illness from COVID-19 SHOULD NOT GO on backcountry trips. High risk individuals include, but are not limited to, people with the following conditions:

1. Over 65 years of age
2. Chronic lung disease or moderate to severe asthma
3. Severely obese
4. Diabetes, chronic kidney disease, or undergoing dialysis
5. Liver disease
6. Other immuno compromised individuals (HIV, undergoing cancer treatment, or other underlying medical conditions)
7. Students determined to be at higher risk should be advised that it is strongly recommended that they do not go on the trip.

<b>Day 1 COVID Check List</b>		<b>Yes</b>	<b>No</b>
<b>a.</b>	Have you recently (within the last 14 days) experienced any of the following symptoms?		
<b>b.</b>	Had a new fever (37.5 deg or higher, or a sense of having a fever)?		
<b>c.</b>	Developed a new cough that you cannot attribute to another health condition?		
<b>d.</b>	Developed shortness of breath that you cannot attribute to another health condition?		
<b>e.</b>	Developed a new sore throat that you cannot attribute to another health condition?		
<b>f.</b>	Experienced muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?		
<b>g.</b>	Experienced a loss of taste or smell?		
<b>h.</b>	Within the last 14 days, have you been in contact with an individual who has been ill with flu-like symptoms, respiratory complaints or fever, or who you know has tested positive for COVID-19?		