



Circle R Ranch
COVID-19 Pandemic Guidelines & Implementations



Prepared for:
Minnesota Department of Health

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May 18, 2020

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1.0 Cleaning and Disinfecting Procedures:

- Daily Bathroom cleaning (sweep, mop and wipe down/disinfecting sinks)
- Weekly tack cleaning every Friday afternoon
- All tack will be cleaned thoroughly before the start of every week
- Bleaching of bed covers before each new session
- Sweeping, and moping all common areas after every meal
- Washing all dishes with bleach after every meal
- Wiping down and disinfecting of all tables after every meal
- Each camper brings a week worth of clothing
- Each camper brings all bedding and pillows
- Staff are required to wash bedding and laundry once a week
- Wipe doorknobs after all campers have left dorms and common areas

2.0 Spread Prevention and Procedures:

2.1 Sleeping and Dorm Activities:

- All campers and staff 6 ft apart inside each dorm
- Campers laying head to toe in bunks
- Dorm size 5-10 campers
- Consistent groups to contain germ spread

2.2 Mealtime procedures:

- Meal groups maximum of 5 individuals on round tables and 10 individuals on large square tables
- All groups of campers will be necessarily spaced throughout our 2 dining spaces and space on our deck for maximum mealtime safety
- All meals will be pre-portioned to be served to each camper to avoid contamination
- Plexiglass separating staff servers from campers
- Appropriate meal time serving attire (latex gloves & facial masks)
- Stamps on hands prior to each meal to be able to monitor hand washing before each meal
- Ample amounts of hand sanitizer and hand washing time throughout each day

2.3 Medical Protocols:

- Camper and staff temperatures taken each morning and before dinner of each day
- All temperatures will be logged for each camper and initialed by a Health Supervisor
- Documentation will be initialed by a Health Supervisor and monitored by the Board Certified Camp Nurse
- If symptoms arise the staff member or camper will be placed in isolation in the infirmary
- Parents will be notified immediately of any symptoms
- Two hospitals within driving distance (CentraCare in Long Prairie and St. Gabriels in Little Falls)
- Temperatures taken using a no touch forehead thermometer or an assigned thermometer for each camper

3.0 Trail Riding:

- Each camper has their own personal tack set that is assigned to them for the week that will not be used by anyone else at camp that week
- Each camper will be spaced out with at least 1 post in between them (15+ feet of separation)
- All campers while on trail will be a safe distance away from those around them

4.0 Daily Social Distancing and Cleanliness:

4.1 Afternoon and Nightly Activities:

- All afternoon activities are based outside with plenty of room for the groups of campers to be a safe distance away from their peers
- A Rotation Schedule may be implemented to make sure that all campers are given equal opportunities to participate in their desired activity
- A majority of nightly activities also have the potential to be conducted outside

4.2 Game Night (Monday):

- Different stations placed throughout the outdoor area
- The campers will remain in the same groups as they are for their dorms and meals
- All campers will be on a rotation schedule so they can participate in each activity

4.3 Karaoke Night (Tuesday):

- Campers dancing in their groups and spaced out inside the dance barn
- A plastic bag will be placed over the microphone to prevent the transfer of germs the best that we are able
- The plastic bag will be changed after every camper or staff member to keep the activity as clean and safe as possible

4.4 Campout (Wednesday):

- All campers bring their own sleeping equipment
- Campers will be spaced out inside of the covered wagons a minimum of 7 ft apart
- All campers will be spaced in their groups around the campfire
- All food items will be proportioned to prevent lines and close contact from camper to camper

4.5 Improv Night (Thursday):

- Group games in the large outside area prior to going into the Dance Barn
- When inside of the Dance Barn campers will be spaced out within their groups to watch their counselors

4.6 Dance Night (Friday):

- Groups of campers in the Dance Barn spaced out adequately
- No large groups or close contact out of small groups
- Slideshow to be shown on large screen to be easily seen from a distance

4.7 Lake Day (Not specific):

- Campers in their groups placed in the covered wagons
- Adequate space during the ride from camp to the lake
- When arriving at the lake, campers spaced out along the beach

4.8 Rainy Day:

- Games placed in Bunkhouse (upstairs and downstairs), Barn, Craft Shed
- Widespread activities
- Outside of dorms as much as possible

4.9 Store Procedures:

- When store is open limited number of campers at a time
- Spacing for store marked on the ground
- All product handled by staff member prior to camper purchase
- Plexiglass separating at check out

5.0 Check In and Show Day Procedures:

Check In (Sunday):

- Contact all campers prior to arrival at camp to see if they are presenting symptoms of virus along with accompanying individuals
- Group campers into cohorts of checking in to limit the amount of traffic at a time when checking in to camp
- Place a limitation on the amount of guests who accompany the camper when checking them in (no more than 2 adults per camper)
- Signs in store and posting promotions for hygiene and social distancing

Show Day (Saturday):

- Limiting the amount of guests to come and pick up their camper
- Assign times of arrival to try and limit store and dorm traffic
- Promote social distancing while watching campers
- Asking that some campers check out prior to the show and some check out after the show to also help limit store and dorm traffic

6.0 Staff Training Pertaining to COVID:

- Go over Social Distancing enforcement
- Refer to CDC Guidelines
- New procedures being put in place

7.0 Communication:

7.1 Prior to Camp:

- Documentation containing rules and guidelines for campers to follow will be emailed
- Staff must be familiar with answers to frequently asked questions and misconceptions related to COVID-19

7.2 During Camp:

- During rules on Sunday go over behaviors and precautions campers should know
 - How and when to effectively wash and sanitize hands
 - How to practice physical distancing in various settings
 - Which symptoms to look out for and when to report them and to whom
 - Coughing etiquette
 - Other camp-specific policies or guidelines
- Limit the amount of available media focused on the COVID-19 pandemic if it may be contributing to anxiety.

7.3 Conversations:

- Staff should listen for underlying fears or concerns, ask questions and assure that fear is common
- Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Talk about what the camp is doing to protect campers from getting sick.
- Have follow-up conversations with campers who have asked questions or expressed concerns.

7.4 Posters/Signage:

- Relevant postings from CDC, WHO and other health in appropriate areas
 - COVID-19 information
 - Hand Washing
 - Cough etiquette
 - Physical distancing

7.5 Posters/Signage

- Make sure to consider campers age before addressing any fears or concerns
- Begging contact tracing with appropriate local and state health resources
- Maintain camper counselor, do not provide name or identifying information of the camper

8.0 Camp Supplies and Materials:

- **Hand soap-** 50% more than a typical camp season.
- **EPA approved cleaners-** Twice the amount of a typical camp season.
- **Hand sanitizer supplies and stations-** Anticipate to order 0.5 fl. oz. per camper / staff member per day. Ex: 100 people at a camp will need approximately 50 fl. oz. per day.
- **Surface cleaning and disinfectant wipes-** Twice the amount of a typical camp season.
- **Paper towels-** 50% more than a typical camp season.
- **Cleaning spray bottles—** Dilute, mix, and order 1-3 bottles per building.
- **Camp Medical Staff Personal Protective Equipment (PPE) Supplies-**
 - N95 respirators—5 per medical staff member
 - Disposable surgical masks—50 per medical staff member
 - Nitrile exam gloves—200 per medical staff member
 - Disposable safety gowns—50 per medical staff member
 - Face shields—2 per medical staff member
 - Covered medical waste disposal bin—1 per office or exam room
 - Adequate thermometers—2 per medical staff member