



## National Youth Leadership Training (NYLT) Hawk Mountain Council, BSA

### 2020 Covid-19 SAFE Checklist - Course Specific Information

*Every member, volunteer and family must evaluate their unique circumstances and make an informed decision before attending this in-person activity.*

#### ***Understanding local and state guidance on preventing COVID-19 exposure.***

We will continue to monitor guidance from Hawk Mountain Council, BSA, CDC, ACA, and local and state authorities on preventing COVID-19 exposure. We will update our information on July 1, August 1, and September 1, 2020. Information continues to change, and we want to have a fluid plan until the course begins. Specific information paths are listed below:

<https://www.scouting.org/coronavirus>

<https://hmc-bsa.org/category/covid-19-updates/>

<https://www.acacamps.org/resource-library/coronavirus-information-camps>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

<https://www.co.berks.pa.us/Dept/DES/Pages/Corona-Virus.aspx>

<https://www.carboncountychamber.org/covid-19/>

#### ***Engage your chartered organization and local council on necessary adjustments.***

Hawk Mountain Council is our sponsor. We will adhere to all guidance established by the council as well as any procedures for Hawk Mountain Scout Reservation. We have been assigned a Staff Advisor, our council staff member, that is our liaison for information between NYLT, BSA, HMSR, and HMC.

#### ***Conduct the “before your gather” protocols. See below:***

#### ***Consult your local council to understand community standards and protocols in place.***

The course will follow all guidance given to us from Hawk Mountain Council. We will continue to share our information and planning materials with the council leadership for transparency.

***Communicate to all parents and youth that the Boy Scouts of America recommends that no one in the higher risk category take part in person. Continue to engage virtually, if necessary.***

We will continue to communicate the assumed risk of participation in group activities to families of staff and participants. Parents of participants and staff were informed on the course date change communication about the risk and were given the option to remove their registration at that time. We will continue to remind staff and participants that high risk individuals should not participate in this activity. Parents will be required to acknowledge that this information was shared with them and they understand the risk of their child participating in a group activity. Any person that wishes to remove their registration due to this risk will be given a refund with no penalty. Parents, staff, and participants will have to acknowledge the procedure in place, reporting protocols, and understand that failure to comply will result in removal from the course without a refund.

***Communicate that anyone who feels sick must stay home. If you become sick or develop symptoms, isolate yourself then go home and seek care.***

We will launch a resource link on the NYLT page on [hmc-bsa.org](http://hmc-bsa.org) that contains a CDC document for the following:

“What you should know about COVID-19 to protect yourself and others”

“Symptoms of Coronavirus (COVID-19)”

“Stop the Spread of Germs”

“Wash Your Hands”

In addition to this we have established a plan for anyone that is showing symptoms during course. This will be covered in the “As you gather” section of this document.

We will continue to communicate effectively to be honest and share any symptoms. We will encourage the staff or participant to stay home. Each participant and staff will be given a wellness check when arriving at camp as well as throughout the time on course.

***Educate and train all participants on appropriate social distancing, cleaning, disinfecting, hand hygiene, and respiratory (cough or sneeze) etiquette before meeting for the first time. Periodically reinforce the behaviors as needed.***

All staff and participants will receive communication on all points noted in this section. This documentation will include basic sanitation and disinfecting plans utilized throughout the event. This information will be shared with all staff and participants prior to attending the event. Hand hygiene and cough etiquette will be communicated frequently before and during the course. There will be signs from the CDC posted in many high contact areas throughout the program area to remind and encourage hand washing, reporting symptoms, cough and sneeze etiquette, and social distancing. Staff will be coached on how to respond to participants that fail to adhere to protocol.

***Before attending, upon arrival and at least daily for longer events, all participants should be screened for any of the following new or worsening signs or symptoms of possible COVID-19: Cough, Shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, temperature above 100 degrees Fahrenheit, known close contact with a person who is lab-confirmed to have Covid-19 in the last 14 days.***

Prior to attending NYLT, participants and staff will be required to complete a 14-day exposure log. This log will ask the individuals to record their temperature, note any symptoms of Covid-19, log any travel outside of 120 miles from home, and if they have had close contact with someone that has tested positive for COVID-19. This log will be reviewed by our medic PRIOR to the participant and staff coming to camp. If there is a concern, the medic will contact the parents or individuals involved to discuss possible omission from the program.

Upon arrival to Hawk Mountain Scout Reservation each staff member and participant will undergo a health check. Every person will need to have with them a completed BSA Annual Health and Medical Parts A, B, and C (along with permission from the health professional to attend) and the NYLT Pre-event Medical Screening Checklist that identifies any possible symptoms in the last 24 hours, as well as the completed 14-day log. The medic will review this information with the participant as the parent/guardian remains in their car. The participant or staffer will then have their temperature taken and recorded. Once this is complete the parent of the participant or staffer will be able to leave.

While on course all participants and staffers will have a health screen conducted twice-daily. This will consist of temperatures being taken and identification of any symptoms of COVID-19 since the last check. Everyone will receive a "marker" that will indicate that person has gone through the health screening. Staff will be trained to identify common symptoms of COVID-19.

***As appropriate, participants should have face coverings available to wear when gathering or when in public areas or venues. Several coverings per person may be needed.***

As part of the participant and staff fee, everyone will be given two (2) masks. Everyone will be encouraged to bring additional masks but will be at their own expense. Mask must be appropriate and cover the mouth and nose when being worn.

Everyone on course will always be required to wear masks except for meals. Proper etiquette for masks is to wear them when social distancing is not possible. Since there are many times when we are working in a group environment, it will be important to encourage that masks be worn as often as we can.

***Communicate that those who take part in person should avoid contact with higher risk individuals for 14 days after the event.***

This information will be communicated with all attendees prior to course and after course. We will not detail who the higher risk individuals are. Each family needs to follow science and medical guidance to determine who they need to avoid contact with after the course.

***Identify participants who fall under the CDC's group of higher-risk individuals. Notify all participants about the risks of participating since COVID-19 exposure cannot be eliminated.***

Each family will have to determine if their child is considered in the CDC's group of higher-risk individuals. We are not medical professionals and will not establish who is at higher-risk. Your family health care provider can assist you with this consideration. We will provide information prior to the start of the course, on our webpage on [hmc-bsa.org](http://hmc-bsa.org), and post information in many areas that outlines what you should know about COVID-19 to protect yourself and others. We will have enhanced cleaning, safety, and social distancing procedures in place, however we cannot eliminate the risk. Families are encouraged to follow advice from their health care provider as well as the most up-to-date guidance from [cdc.gov/coronavirus](http://cdc.gov/coronavirus).

***Verify that the planned activity, gathering or group sizes are not prohibited by local or state orders.***

Currently we are in the green phase in the state of Pennsylvania. We will need to remain in that phase in order to conduct NYLT. We follow guidance for Berks County since most of our participants are from that area. We continue to monitor local and state guidance and will do so until and throughout the duration of the course.

***Review Annual Health and Medical Records and consider using a pre-event screening for all participants.***

Participant and Staff will be required to have a NEW (no older than June 2020) Annual Health and Medical Record Part A, B, and C completed to participate in the course. NYLT is conducted over a period of more than 72 hours total and BSA requires a Part C authorization from a medical professional for that amount of time. This year, the doctor will be required to note that he verified if the participant/staff is healthy enough to participate understanding the risk of COVID-19.

Participants and staff will be required to complete a 14-day pre-course medical checklist. This list will consist of a temperature, symptom, and travel record. This will be used to evaluate the health of each person prior to attending NYLT. CDC guidance suggests that someone showing symptoms could spread the virus up to 14 days after those symptoms are dormant. This log is important for the safety of the group.

On the morning of the first day of arrival each participant will complete a separate pre-event screening checklist. This checklist will determine if the participant/staff will be able to attend or not. Upon arrival, it will be reviewed with our Medic and will be asked the same questions to confirm and his/her temperature will be taken.

In the event that an individual can't participate due the recommendation of the health professional or they fail to meet pre-screening conditions, a full refund would be available to them.

***Verify that handwashing, hygiene and cleaning supplies are available and used properly.***

- We will install 6 satellite temporary handwashing stations in addition to the hand washing sinks in Marlin Miller Conference Center (upstairs, activity and training rooms, and two bathrooms) and the comfort station.
- Multiple versions of handwashing instructional signs and reminders will be displayed throughout the high traffic areas of our program area.
- Hand Sanitizer will be available when hand washing stations are not available.
- Each participant/staff member will be asked to bring a 2oz bottle of hand sanitizer to carry with them to encourage frequent cleaning/sanitizing of hands.
- Cleaning supplies will be available from camp. Each staff member will be trained on proper cleaning procedures for all areas. PPE will be provided for cleaning.
- Antibacterial wipes or disinfectant spray will be available to clean frequent used areas and touch points throughout the program areas.
- Frequent touch points will be cleaned three times daily. These touchpoints will be identified prior to the event and put on a checklist. Bathrooms and facilities will be deep cleaned once-daily and disinfected after each use.

***Monitor social distancing, interactions and sharing of equipment and food among participants.***

We will be participating in a group training course. Everyone will be trained on how to distance throughout the course. We will require masks when we are unable to maintain a 6-foot distance from others. Masks should always be worn unless the individual is eating while seated at a table.

Participants are assigned as a patrol. They will work in their patrol and will stay in that specific circle for most of the training program. We will encourage patrols to not mix between other patrols. Troop guides will eat with their assigned patrols. Support staff will be assigned to a specific patrol that they will eat with throughout the course.

We will discourage any sharing of food between individuals. Any shared food items must be wrapped. Shared equipment will be cleaned before and after each use by a new patrol.

There will be a zero-tolerance policy for this topic. Participants or staff that refuse to follow guidelines will be dismissed from course without a refund.

***Monitor participants for changing health conditions.***

Participants will be screened twice-daily for symptoms and their temperature will be taken and recorded. Staff will be trained on identification and reporting a participant that may demonstrate symptoms of COVID-19.

Participants that demonstrate symptoms of COVID-19 will be isolated immediately. Their parent will be called, and they will need to be removed from the area ASAP. Program will immediately stop, and all areas will be deep cleaned. Program will resume once that participant has left, and the areas have been properly cleaned.

***Use the “as your gather” protocols. See below:***

***Minimize group sizes.***

The course will be limited to 33 participants and 25 staff members. NYLT operates in a troop setting with patrols. Many of the activities are done as a patrol away from others. We will maintain smaller group sizes and distancing through this model. During troop presentations, troop meetings, and troop assembly, we will have the areas marked for social distancing. Troop Guides will interact with their patrol only and maintain social distancing when interacting with other staff members. Support staff, adults, and leadership will practice social distancing and limit interaction when applicable in order to minimize risk.

### ***Stay Local.***

NYLT is conducted at Hawk Mountain Council. Most participants are members of the council units. Anyone outside of Hawk Mountain Council will be evaluated before being granted permission to attend NYLT. Participants that travel prior to NYLT will go through additional screening procedures prior to course. Participants that travel from out of council are encouraged to limit interaction on their way to HMSR.

### ***Minimize mixing with parents and siblings.***

Parents, siblings, and guests will not be permitted to interact with our course for safety. We encourage that the same parent drops off and picks up the scout. There will be an established check-in procedure and the parent will remain in their car, like a drive-thru. We are excluding visitors due to the inability to do the pre-screening procedures that we must adhere to and the post-course reporting that is required. We don't have the resources to establish an option for visitors.

### ***Make hand sanitizer, disinfecting wipes, soap, and water or similar disinfectant readily available for use.***

As noted above, we will have additional hand washing sinks, hand sanitizer, disinfecting wipes, and disinfecting cleaners available throughout the course.

### ***Minimize the use of common areas and shared tools.***

Any areas or tools that are frequently used will be placed on the touchpoint cleaning list. They will be cleaned after every use and at least three times daily.

### ***Develop dining protocols.***

- All meals will be served in a take-out container designed for an individual meal. Participants will be encouraged to refrain from sharing items inside their meal boxes.
- Participants will eat meals with their own patrols and assigned staff members.
- All utensils will be wrapped and disposable.
- Water coolers will be assigned to patrols (1 in patrol site, 1 on patrol table). There will be no common coolers. Patrols will only be able to use the cooler assigned to the patrol.
- No single use cups will be provided. Participants will provide a cup and will have to clean the cup and their hands before each time it is filled. A lid is encouraged.
- Snacks are discouraged. All items must be individually wrapped and not shared.

### ***Develop tenting protocols.***

Each participant will provide their own tent. There will be no shared tents. Participants are not permitted in a tent that is not their own. Tents will be spaced in sites to maintain distancing, keeping doors facing away from one another and not opening into a common area or walkway.

### ***During program activities: Equipment that must be shared be disinfected before and after use.***

Stated above that all frequent touch points, areas, and equipment will be cleaned at least before and after use and/or three times daily.

### ***During program activities: Assign activity-related protective equipment for the duration of an event to a single individual.***

At this time there is no safety equipment that would be assigned. If there is a need, we would follow the outlined guidance.

### ***During program activities: Effective handwashing before and after each program area use.***

We will encourage the use of the handwashing facilities as often as possible when changing locations. We will also provide the wipes, sanitizer, and disinfectant before and after each activity.

### ***Reporting Procedures.***

Any injury will be handled through BSA protocol. COVID-19 exposures will be reported to the council appointed professional immediately. The Council representative will give the guidance on procedures.

### ***After the event.***

Every participant and staff member will be encouraged to avoid contact with higher-risk individuals for 14 days. They are required to monitor for any signs of illness for 14 days and communicate with the Course Director should any symptoms develop in those 14 days.