



## 2021 SUMMER CAMP POLICIES

We look forward to working with you and making sure that you have a fun, safe, exciting experience! Certain policies have been developed in order to assure your safety and well-being. The camp reserves the right, upon notification of parents/guardians to dismiss any camper during any session for improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff, is deemed detrimental to the other campers or smooth operation of the camp. If in the judgment of the administrative or counseling staff, your conduct violates the following rules and regulations, you may be dismissed without refund of fees and/or referred to appropriate authorities.

### GENERAL POLICIES

1. You may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons (including knives), or fireworks.
2. You may not possess or use any tobacco products or e-cigarettes while in attendance at camp.
3. If you are found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc) you will be dismissed from camp immediately. Also, University officials are required by law to report the responsible individual(s) to local authorities who will fine and may prosecute them under State Statute 941.13 (which calls for a fine of up to \$500 or imprisonment of not more than one year or both).
4. You may not interfere with any security system or tamper with locks in any area of campus.
5. Lewd and offensive speech or actions that undermine camp decorum are strictly prohibited.
6. You shall not be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or illegal drugs. You will be asked to go home and change clothes if what you are wearing is inappropriate.
7. Because of the potential danger to others and University property, vandalism and pranks will not be permitted.
8. No pets of any kind are allowed at camp.
9. Guests and visitors (parents/guardians and other immediate family members) will not be allowed to enter or join camp at any time.
10. **Cell Phones:** You may bring cell phones to camp, but they must be turned off during any camp activity.
11. **Commuter Campers:** You may not leave the camp premises at any time during the camp day.
12. **Parking:** Campers who bring a vehicle to camp are required to submit their license plate number at check-in. Failure to do so will result in a parking ticket.
  - a. Do not park in 15-minute or loading zones.
13. Campers who leave their classroom during class sessions without permission will be promptly sent home.
14. **Computer Use:** Campers are not allowed to use campus computers unless they are in a supervised setting.
  - a. Computer kiosks located on campus are off-limits to campers.
15. **Commuter Campers Drop-Off/Pick-Up Policy:** Parents/Guardians are advised to drop-off/pick-up campers promptly at the start and end of each camp day. Staff members are on site 30 minutes before camp begins and 15 minutes after camp concludes.
  - a. Failure to pick up your camper on time will result in a supervisory charge of \$15 per hour.



## DISCIPLINE/BEHAVIOR POLICY

Camp staff is trained to model and enforce age-appropriate behavior guidelines and reflective communication. We encourage self-control, self-direction, responsibility and cooperation. We will do our best to provide behavioral support to any camper demonstrating a need or disrupting a camp. Open communication between guardians and camp is considered key in terms of effective discipline.

If the child's behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from camp for the remainder of the day. The camp reserves the right, upon notification of parents, to dismiss any camper during any session for improper conduct, language, dress or attitude which, in the judgment of the summer camp administrative and counseling staff, is detrimental to the well-being of other campers or smooth operation of the camp.

## PHOTO AND VIDEO IMAGES POLICY

Camp images help us to tell the story of our organization and our mission. They may be used for non-commercial purposes only, such as print publications, UW-Green Bay websites, e-communications, presentations, and documents about UW-Green Bay for admission, recruitment, fundraising, or institutional purposes. We appreciate your cooperation and consent in allowing us to photograph your child for use in various mediums without any personal identifiers. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which you are entitled.

## CANCELLATION POLICY

Cancellations can be made up to 2 weeks prior to the start of camp. A \$25 administrative fee is charged for all cancellations, the remainder will be refunded to you. No cancellations or refunds are available with less than two weeks notice. If camper must cancel for medical reasons, including COVID-19, full refunds are provided. To cancel, please call 920-465-2775 or email [camps@uwgb.edu](mailto:camps@uwgb.edu).

In the event a camper requests to switch camp sessions, an additional \$25 processing fee will be applied.

We reserve the right to cancel any camp due to low enrollment; in such a case, all fees paid will be refunded or the camper can choose to apply fees to a different camp/class in the same year.

Overpayments of less than \$10 will not be refunded.



## COVID-19 POLICIES

These policies were created using recommendations from The American Camp Association, YMCA, Environmental Health Engineering, Inc and the Centers for Disease Control and Prevention (CDC).

### Before You Register

In order to create a camp environment that allows us to operate during the pandemic we have enhanced some of our normal practices and added some new policies. Be aware that not everything at camp this summer will be exactly the same as in years past; we appreciate your understanding, trust and flexibility as we move forward with summer 2021.

Please, before you make the decision to register, take these (3) IMPORTANT steps:

1. Read these COVID-19 Policies. Campers and camp parents are asked to review these policies before registering. For up-to-date information and guidelines, we recommend checking the [COVID-19 Policies web page](#) again prior to starting camp.
2. Read the Registration Form. Please read the registration form prior to registering for camp as it includes risk and liability statements.
3. Ask Questions. If there is anything that is unclear or if you have any questions, please call or email us anytime, we are happy to answer your questions.

In addition, we highly suggest that you consider taking these steps before you register:

- Consult With Your Medical Provider. If a camper is at increased risk for complications related to COVID-19, we strongly recommend that you consult with your medical provider to assess your campers' risk to consider whether UW-Green Bay programs are appropriate for your camper at this time. See CDC resources discussing those at increased risk [here](#).
- Understand Your Medical Insurance. All campers must have medical insurance. Note: Your personal medical insurance may not cover your camper's medical expenses. Review your medical insurance to determine if coverage is appropriate, or if a supplemental medical policy may be necessary.
- Consider Trip and/or Travel Insurance. We highly recommend that parents consider purchasing trip and/or travel insurance from a third party vendor to cover some of the costs and/or losses incurred as a result of trip delay, cancellation, interruption, or early termination. This may include coverage for paid camp tuition or other fees, medical treatment or evacuation, or costs incurred from cancelled flights, lost baggage or other costs. The terms and conditions of coverage vary according to the insurance vendor.
- Create Emergency Plans. Back-up travel plans are more important for summer 2021 due to the uncertainty presented by the pandemic. For example, a camper may need to return home early from camp, leaving you scrambling to figure out how to come to campus to pick up your camper. Have a plan to be able to have someone pick up your camper on short notice if needed.



## **Before Your Camp**

NOTE: These policies are meant to give an overview of the practices and policies that WILL be in place during summer 2021, based what we know now. These can and will change as we approach camp start dates; we are continuously updating the information listed here to adapt to current conditions. We will also notify our registered camp families directly with the final practices and policies that will be in place during summer 2021 to support our goal to avoid COVID-19 at camp.

## **Testing & Quarantining**

Prior to starting your UW-Green Bay camp, campers WILL be expected to:

### Single Day Activities

- Camper should self-quarantine at least 10 days prior to the camp. During the 10 day quarantine, campers may interact only with their immediate family, and may not attend other camps, social gatherings (e.g. playdates, weddings, parties), mass gatherings (e.g. sporting events, concerts, parades), or be in places such as restaurants, bars, fitness centers, or movie theaters. If there are necessary interactions in public (e.g. doctor appointments) campers and their families wear masks.
- Participation is not allowed for those currently in quarantine or isolation.
- Camper must report to UW-Green Bay Camps any positive COVID-19 test results if received within three days of the beginning or end of the program. Please call (920) 465-2775.

### Activities 2 Days or More

- Camper is REQUIRED to have one of the following:
  - Tested negative within three days of arrival, or;
  - Tested negative upon arrival with the Abbott Binax NOW test, or;
  - Documentation of a positive PCR test within 90 days of the activity and past completion of the isolation period.
- Camper is not allowed for those currently in quarantine or isolation
- Camper must report to UW-Green Bay Camps any positive COVID-19 test results if received within three days of the beginning or end of the program. Please call (920) 465-2775.

## **During Your Time at Camp**

In order to minimize the spread of communicable disease and exposure to COVID-19 at camp, we have enhanced our health, hygiene and wellness practices based on guidance from The American Camp Association, YMCA, Environmental Health Engineering, Inc and the Centers for Disease Control and Prevention (CDC). Non-Pharmaceutical Interventions (NPIs) are community mitigation strategies. They are actions, apart from getting vaccinated and taking medicine, that individuals and groups can take to help slow the spread of illnesses like pandemic influenza (flu) and coronavirus SARS-CoV-2 (COVID-19). NPIs are among the best ways of controlling the transmission of pandemic flu or COVID-19 when vaccines are not yet available.



### Check-In on First Day

We will be completing check-in via a drive through process. The following is the step-by-step check-in process:

1. You will be notified prior to the start of camp of your drive-through check-in location.
2. Upon arrival, campers should not get out of the vehicle until given permission to do so by camp staff.
  - a. Parents and guardians should not get out of the vehicle at any time.
3. On the first day of camp, camp staff will go over your health care form and COVID-19 forms prior to the camper joining the camp.
  - a. First, if a camper has not had a negative COVID-19 test in the past 72 hours, they will be required to complete a rapid Abbott Binax NOW test provided by UW-Green Bay at no cost to the camper before they are allowed to enter the camp. This rapid test typically takes approximately 15 minutes.
    - i. No camper will be allowed to participate until the results of that test are known.
    - ii. The Guardian will be required to stay with that camper until the results are known and the camper can enter the camp.
    - iii. All other campers who arrived in the same vehicle as the camper being tested will not be permitted to participate in the camp until the results are known.
    - iv. Participants testing positive upon the arrival to campus with the Abbott Binax NOW test will not be eligible to participate in the activity and must return home with parent or guardian.
    - v. In the event that the camper tests positive, all other campers who arrived in the same vehicle will be prohibited from entering the camp.
  - b. Second, a Health Screening will also take place at this time to ensure the camper does not exhibit any symptoms or sign of COVID-19.

### Daily COVID-19 Policies

#### *Daily Drop-Off/Pick-Up*

Staff will come to your car to get your camper or bring your camper to the car at pick up. Parents, guardians and visitors will not be allowed at camp or to get out of their cars at drop off or pick up. If possible, please be consistent with the person who drops off and picks up. Face Masks must be worn at drop off and pick up by camper and anyone in the car. During drop-off each day, camp staff will ensure a safe Health Screening was recorded before camper is allowed to exit the vehicle and join the camp.

#### *Health Screening*

We'll have health screening checks upon camper arrival and check-in and throughout our days together at camp each day. These health checks will include asking questions about how campers are feeling and recent contact with anyone who is known or suspected to have COVID-19 and checking for symptoms.



### *Face Masks*

FACE MASKS WILL BE REQUIRED OF ALL CAMPERS AND STAFF. UW-Green Bay will provide campers with one cloth mask at check-in. However, campers are allowed to bring their own cloth face masks to camp. Families should either wash the face mask each night or wear a different face mask each day of camp. Campers will wear masks properly over the nose and mouth at all times.

IMPORTANT: For our NPIs to be effective, we need commitment and diligence from our campers and staff. Campers who, in our judgement, do not comply with these expectations may be dismissed from camp.

### **After Your Camp**

Camp parents & guardians are required to report to UW-Green Bay if their camper shows signs or symptoms of COVID-19, or tests positive for COVID-19 within three days of leaving camp.

WHAT ARE WE DOING TO HELP PREVENT COVID-19?

### **COVID-19 Mitigation Strategies**

#### Cohorting

Our camp groups will not exceed 25 total people (includes staff). When we must interact with groups or people outside of our own cohort (for example, when we are at lunch or in restrooms), we will maintain physical distance and wear masks.

#### Physical Distancing

Physical distancing will be required at all times as best as possible. All camp classrooms will adhere to the CDC recommended social distanced guidelines at the time of camp.

#### Hand Hygiene

We will increase frequency and staff monitoring of hand washing for 20 seconds with soap and water and use of alcohol-based hand sanitizers. Staff will also teach and monitor proper cough and sneeze etiquette to prevent the sharing of germs during camp.

#### Sanitizing

Campers and staff will daily sanitize the classroom both at the beginning and at the end of the day with CDC approved disinfectant and PPE. This includes sanitizing touchable surfaces such as shared group equipment, computers, tables, etc. Campers will not share personal objects (water bottles, personal gear, chap stick, etc.) and any shared items will be cleaned and disinfected between uses. Campus custodial staff will clean and disinfect camp spaces daily.



### Ventilation

Where as it is possible, camps are encouraged to do as much activity outside as possible. However, not all camps are capable of doing all activities outside as well as weather can prohibit the use of outdoors space. While inside, we may keep the windows open while driving to increase ventilation.

### Meals

All meals will be served out of the University Union cafeteria. Food will be accessed via a self-serve model for hot food, with some items (sandwiches, wraps, salads, etc.) prepackaged for convenience. Camps will be encouraged to eat outside away from other camps if weather permits. If the weather does not allow outside eating, camps will be able to sit in socially distanced spaces throughout the University Union are. University Dining's goal is to help all summer programs be successful while balancing safety and convenience. All operations are constantly under review in order to ensure we are meeting that goal.

### **COVID-19 Symptoms During Camp/Positive Test**

#### If a Participant Shows Symptoms while at a Program

The following steps will take place if a participant shows symptoms while at a camp:

1. We will notify the parent/guardian.
2. Camper will be tested for COVID-19 using the Abbott Binax NOW rapid test upon permission of the parent/guardian.
3. Participant will be isolated until they either have a negative test result or return home.

#### If a participant tests positive during a program for COVID-19

1. If a participant tests positive during a camp for COVID-19 with an Abbott Binax NOW rapid test, the following steps will take place:
2. The camper will be isolated immediately.
3. We will notify parent/guardian to pick up the participant within one hour of notification.
4. We will identify and list close contacts of the participant.
5. We will communicate the possible exposure to teachers, staff, and parents, guardians or caregivers of students in the program.
6. We will communicate with campus facility managers and implement our campus disinfecting and cleaning plan.
7. We will work with campus leadership to assess transmission levels and support any contact tracing efforts requested by the Wisconsin Department of Health Services (DHS) or our local public health department.
8. We will notify close contact participants and staff to:
  - a. Quarantine for 14 days
  - b. Consult with their healthcare provider for evaluation
  - c. Wait 4-5 days before testing unless symptoms develop





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9. We will communicate with teachers, staff, and parents, guardians or caregivers the importance of COVID-19 mitigation strategies (e.g., staying home when sick, washing hands, wearing masks, social distancing).
10. We will inform the participant that they can return to programming after meeting criteria for ending home isolation.

*Updated 4/12/2021*