



**Totanhah Nakaha Lodge  
Order of the Arrow**

**TNL 16**

**Conclave Covid-19 Preparedness Plan  
Guidelines and Requirements  
for Conclave Operations**

**Version Draft 4.0- 8/9/2020**

## **Background**

Totanhaan Nakaha Lodge and Northern Star Scouting are committed to providing a safe and healthy environment for all our employees, volunteers, participants and visitors. To ensure we have a safe and healthy workplace, the lodge has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to reduce the risk for the potential for transmission of COVID-19 during our events.

The COVID-19 Preparedness Plan is administered by the Conclave Adviser who maintains the overall authority and responsibility for the plan. However, all conclave staff and attendees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

The COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

### **Screening, Identification and Isolation of Sick Persons**

All staff and attendees, including visitors will be required to undergo a screening process when they arrive as described in **Appendix A**.

We will follow the direction of County Public Health officials when determining how and who to notify of potential exposure. All staff and attendees who have been in close contact for a prolonged period (15+ minutes within 6 ft) with a quarantined person, as well as those who simply have been working alongside another employee, will be notified of their level of potential exposure. Privacy will be protected.

Conclave Adviser and Health Officer will assist in identifying those who may have had prolonged exposure. In general, we would notify others on a need to know basis just as we would for other potential issues. For example, we would not notify all participants if one participant broke their arm. However, we would notify all participants if there was an issue with wildlife entering campsites looking for food.

### **Higher Risk for Serious Illness Individuals**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Individuals in a higher-risk category as defined by CDC guidelines are asked to consider their risk when deciding to attend the conclave. While precautions are being taken to reduce the risk of catching the Covid-19 virus during the conclave, the gathering of Scouters from across the area should be considered an increased risk, when deciding to attend.

The CDC describes those at a higher risk for severe illness from COVID-19 as those who are/have:

- 65+ years old
- Breathing issues (moderate to severe asthma, cystic fibrosis & lung disease)
- Circulation issues (heart abnormalities, high blood pressure, irregular heartbeats, fainting)

### **Social Distancing (General Overview)**

Staff, participants and visitors will follow social distancing protocols. A summary of practices are as follows:

- 1) Organized camp participants and staff will be broken into groups (clans) of 10 or fewer while at the conclave.
  - a. Groups (clans) will maintain a distance from each other to reduce risk of potential transmission.
  - b. Staff and participants will wear masks (cloth is acceptable) when interacting with those outside of their group (clan), especially when indoors.
  - c. Every effort will be made to keep participants from the same unit or carpool in the same clan during the event.
- 2) Participants and staff will follow social distancing protocols with each other and wear cloth masks when distancing is difficult, Appendix B explains when masks are required to be worn.
  - a. Information contained in Appendix B shall be posted during the Conclave.
  - b. When gatherings of multiple clans occur in an outdoor space social distancing must occur between clans.
  - c. Participants shall be encouraged to bring multiple masks to the event to allow use of fresh masks after activities.
- 3) Overnight housing will be modified so that appropriate distancing is maintained. One individual per tent/room is ideal unless occupants are members of the same household. If not possible, head to toe sleeping is encouraged.
- 4) Strong hygiene protocols will be modeled by staff and encouraged for all:
  - a. Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that is at least 70% alcohol.
  - b. Avoid touching face, eyes, nose and mouth with unwashed hands.
  - c. Do not come in close contact with people who are sick.
  - d. Clean and disinfect frequently touched objects and surfaces.
  - e. Cover nose and mouth with a tissue when sneezing or coughing. Dispose of tissues in the trash and wash hands afterward.
  - f. Stay home when are sick.
  - g. Do not share personal items with each other.
- 5) Visitors will be discouraged.
- 6) Participants and staff will be asked to limit trips into the local community.

### **Cleaning and Disinfection Protocol (General Overview)**

Staff, participants and visitors will follow sanitation protocols as laid out Appendix C. Major components include additional cleaning of high touch surfaces, sanitizing program equipment between each use and elimination of self-serve dining.

### **Additional Protections and Protocols**

Storm Shelters:

- The imminent threat of a storm would take precedence over threat from COVID-19 so storm shelters will be used as normal.
- Social distancing is difficult in a storm shelter so all participants shall wear a mask while in the shelter. Participants/staff who are claustrophobic or become more anxious wearing a mask WILL be allowed to remove it while in the shelter.
- A best effort will be made to generate a roster of participants in the shelter will be maintained.

## I. General Guidelines for the Conclave

1. Hold as many of the activities outdoors as possible
2. All participants shall wear a mask when close to others and always when indoors
3. Organizers need to provide hand sanitizers. Material will be provided at each property, and Advisers are encouraged to reach out to Rangers and Property Managers in advance of the event in order to determine what materials will be available per the event reservation.
4. Signs with the general rules shall be posted around the area for all attendees to see and read. (appendix B)
5. All buildings shall have limits placed on numbers of people allowed in buildings. Work with the camp rangers to identify the occupancy limits for the buildings being used. Buildings will be limited to food and material preparation, with no overnight housing.
6. Due to the need to strictly limit numbers for activities and to allow required preparation.
  - a. All attendees must pre-register before the cutoff date, no walk-in attendees will be allowed
  - b. Visitors will be discouraged, but those visitors who do attend, must pre-register and will be required to wear a mask at all times and remain separated from the rest of the attendees
7. To reduce possible contact, the Conclave is recommended to end on Saturday evening with limited numbers of people staying over Saturday night, if necessary.
8. Due to candidates needing to be involved in other parts of the conclave and to reduce the need for intermixing Brotherhood conversions shall not be held. Separate Brotherhood conversion events will need to be planned.
9. Trading posts are not allowed. The Lodge is working towards on-line trading post options.

## II. Communications

1. It should be clearly stated that no one is required to attend this event in 2020. All candidates who were elected this year will have ample time in 2021 to complete their ordeal.
2. Pre-registration required for all attendees – with phone number and email address required to be provided for all attendees as part of the registration process.
3. Do not attend if you are sick.
4. Transportation of Attendees:
  - a. Encourage only members of the same household to ride together in a vehicle.
  - b. If you are transporting people who are outside the same household, all passengers in the vehicle shall be wearing masks.
  - c. Other arrangements are at the discretion of individual parents and efforts should be made to increase physical distance among passengers where possible.
  - d. When possible minimize stops while traveling to the Conclave.
5. Encourage attendees to bring their own chairs to help facilitate separation during meals.
6. Remind all attendees that masks are required, so they need to bring one or more to wear.
7. All documents shall be made available on the conclave registration site. Including a copy of this document.
8. Copies of all forms and documents shall be emailed to the pre-registered prior to the Conclave.
9. A couple of weeks before and a week before the event using the Council registration system send emails to all registered for the conclave with reminders and attached copies of all the forms. Include information about don't come to camp if you are sick, include information of who to contact if unable to attend due to symptoms and information about the refund policy. Full refunds if the cancellation made within one week of the event, or in the event of a participant exhibiting COVID-19 symptoms. Refunds within one week of the event not related to a participant exhibiting symptoms or other hardship will result in a set deposit being withheld from the refund.

### III. Registration

1. If possible have staged time of arrival when registering (IE arrive between 6-630p, 630p-700p),
2. A check in location must be set up to check in participants before they leave their vehicles and complete the arrival screening before they are allowed into camp. Have a group of Adult Volunteers (trained) meeting cars (Greeters to wear masks and gloves)
3. Each location will have different physical options for greeting and checking in attendees and visitors. Screening and check-in, including assignment of groups (clans) could occur all at the same time or separate. The goal of the registration process is to minimize gathering of all attendees at a registration table or area.

The following are the requirements for check-in and registration.

- a. The check-in screening in Appendix A shall be completed for each person, including staff and visitors attending the conclave. This check-in screening must occur before they leave their vehicle.
  - b. Persons arriving may pre complete the screening form (if done that day) and simply hand the form to the screening persons upon arrival. If no temperature is noted on the form the screening personnel will take the person's temp and record it on the screening form.
  - c. Screening forms shall be signed and collected for each person attending, including visitors and drivers who are dropping off passengers. (have extra forms available)
  - d. Temperatures should be recorded, and screening forms collected for all groups arriving at registration without pre-fill screening forms.
  - e. Screening Location should have a preprinted list of attendees, candidates, staff, members etc. so they can check off they are at camp.
  - f. Health forms may be collected along with screening forms or through a secondary registration process. (have extra forms)
  - g. Where possible, pre-assign everyone to groups and clans so they can be quickly sent to the clan meeting area and avoid gatherings
  - h. Drivers who are just dropping off need to fill out screening form also. (this is for tracking purposes)
  - i. One way to keep people from gathering, is once everyone in the car meets screening criteria (health form filled out, screen form complete, temp ok) Hand to each of them a preprinted directions and information sheet
    - i. General camp instructions (to all)
    - ii. If a candidate, what group/clan they are in and where to go to meet elongamat/guide
    - iii. if a member / staff, directions to members for the weekend and where to set up tent and where the groups will be meeting
  - j. Instruct vehicle to proceed to parking, which should have a parking director and helpers (to keep down congregation, and direct where to park, answer questions)
  - k. Have a drop off areas for parents not staying (a roundabout, pull in and pull out)
  - l. If anyone in the car does not meet screening criteria, have an identified pull off area to meet with health director or designee (vehicle and all passengers will be sent home if there are signs of COVID).
  - m. All people attending the conclave must provide a current phone number and email address, during the pre-registration. The check-in process needs to confirm phone and email addresses. This is including visitors.
4. Please Note: During times when the check-in area is not operational, signs clearly telling vehicles arriving where to go to be screened must be posted. Staff shall be assigned and ready to check-in vehicles arriving outside normal expected arrival times.

5. As part of the on-line registration process specific information needs to be required.
  - a. All attendees must have phone number and email address and emergency contact number. This information should translate to sheet that is printed for check in.
6. General Information: All staff and attendees must be assigned to groups (clans) of 10 or less people, including elangomat (guide)
  - a. Members of the same group (clans) shall be identifiable by others using colored bead necklaces or other clearly identifiable methods. This is to allow groups to remain together and to clearly show when members of another group are present. All groups, clans must remain together for all activities. Candidates from the same troop and/or vehicle should be assigned to the same group (clan) where possible.
  - b. Attendees from the same troop and area should be placed together in the same group (clan) where possible
  - c. For Candidates, the group (clan) which they are assigned to must have an elangomat (or guide) assigned to the group (to be with them during ceremonies, dining and lead their work party)
  - d. Accurate records showing who is part of each group (clan) shall be maintained
  - e. The small group (Clan) stays together all day and for all activities
7. During registration process everyone shall be provided a copy of the Northern Star Post Camp Notification Card that, anyone who attends and is tested positive for Covid-19 within 14 days after the event, must inform Northern Star Scouting, so other attendees can be notified.
8. Supplies Required
  - a. Extra copies of Health forms and screening forms
  - b. Extra masks for attendees who do not have one. (also, extras for lost / damaged masks).
  - c. Vinyl or latex gloves for registration / screening staff
  - d. Thermometers for check in (Council to provide)
  - e. Clip Boards
  - f. Manilla envelopes for storing forms handed in

#### IV. Food

Preamble: According to the CDC there is no concern with preparing food related to the COVID virus and spreading, so usual food prep, cooking and serving standards apply as far as hands and hand washing.

1. Food distribution - no buffet style serving is allowed. Kitchen staff must dish-up the food and deliver the plate to an area where a group can pick up the meal, or similar procedure. The procedure must be designed to minimize the interaction between the groups.
2. Have contingency plans for maintaining social distancing in case rain. One possible solution is to work with units in your area for providing portal shelters / canopies to provide eating areas in case of rain.
3. Use of single use - disposable plates, cups and silverware is required.
4. Use of prepackaged, individually wrapped food is encouraged where possible
5. Attendees will eat with the group (clan) they are assigned to
6. Consider using picknick tables to separate groups or ask attendees to bring individual chairs to allow more spacing.
7. All Attendees should sanitize their hands before eating
8. Kitchen staff needs to use gloves when preparing and distributing food.

9. From the CDC guidelines - Gloves must be used when emptying garbage and the gloves must be disposed of immediately afterwards. The person must then also wash their hands.

Areas of main concern:

1. Proximity of kitchen staff during prep, cooking, serving and cleaning up
2. Mask getting wet and dirty during the day, many glove changes
3. Intermingling with all the others at camp during serving time
4. Serving methods
5. Meals: Breakfast for candidates and staff (if others come the day of and not stay overnight), lunch for all, to feast or not to feast.

Workarounds for concerns:

1. Masks needed at all time, need to police each other. Could meals be made outside?
2. Will need extra masks for a change as needed
3. Limit number of kitchen staff on serving line, may go slower....but less risks, interactions
4. Consider servicing cold lunches for all. Just because cold, doesn't mean low budget, poor taste
5. If possible, cook outside (the wonders of Dutch oven potatoes, shredded pork, store bought dessert, corn on the cob made in a cooler). If cooking inside, keep it simple, what can be bought already prepared and needs minimal cooking

Requirements that may be needed

1. Masks and more masks, they will get dirty and wet from being on for hours on end
2. Explore camps to see where camp stoves, Dutch ovens can be set up.
3. Lodge to provide some Masks for use by attendees who have forgotten their masks

## V. Work Parties

1. The clan (group) must work apart from other clans (apart is always being more than 20-30 ft from other groups). If possible, each clan should have separate project.
2. Tools should not be shared, if they are shared, they need to be sanitized before another uses them. If possible, mark tools with tape or otherwise identify an individual's tool(s).
3. Each work party needs to have hand sanitizer available for their use.
4. Encourage the use of work gloves (gloves will be used by a single participant only).
5. Elangomat(s) and/or group guides will lead each of the work parties

## VI. Ceremonies

The overall goal is to protect the candidates experience and protect the candidate and staff during the conclave including the ceremony. Modifications to the ceremony must be reviewed and approved by the lodge and the lodge is required to obtain approval from National for any modifications of the ceremony

The detailed changes to the ceremonies are being developed by the Lodge ceremony team and will be made available to the chapters. The following are the requirements which the Chapters and Lodge ceremony team will be required to follow.

Brotherhood Candidates: For the 2020 Conclaves, Brotherhood inductions shall not be done during the weekend Conclave. The focus of the weekend conclave should be on reducing interaction between the different groups. Candidates for Brotherhood should be directed to separate events.

Ordeal Candidates: During check-in / registration, the ordeal candidates shall be broken up into groups (clans) of no more than 10 people including elangomats).

Ceremony Team Members: The ceremony team(s) must be grouped together into their own group (clan) and if possible, remain together for the duration of the conclave.

Visitors: Visitors to the conclave and ceremony are not encouraged. They may attend but must wear masks and remain separate from all groups (clans) at all times. All visitors are required to fill out a pre-screening form.

The following are the **requirements** for all ceremonies

1. A maximum of 25 people can be present at a ceremony. This number includes candidates elangomats / guides and ceremony team members. If visitors are in the immediate ceremony area they are counted as part of the 25 people.
2. Ceremony team should remain more than 6 ft from candidates before, during and after the ceremony. Ceremony team members are encouraged to wear masks and if not wearing a mask they must ensure that 6 ft or more separation is maintained from others.
3. Everyone not leading the ceremony must wear a mask (candidates & any attendees)
4. Other Attendees and Visitors can witness the ceremony but shall be obviously separated from the ceremony area and they must remain at least 25 ft from all candidates and ceremony team members.
5. Each ordeal candidate group (clan) shall be assigned an elangomat. This person will remain with the clan (candidates) for all events during the conclave.
6. Placing the sash on the candidate must be done by the elangomat. Scoutmasters and other cannot stand behind candidates to assist with the sashing.
7. The elangomat (Guide) assigned to the Clan should be the person to tell the candidate where to sleep on the first night, lead their work party and any other activities which require being closer than 10 feet
8. The candidates shall not place their hands on the shoulder of the person in front of them as has become part of the typical ceremony
9. If ropes/cords are used in the ceremony, they shall be single use and not reused for another ceremony that same day.
10. No traditional hand shaking of the candidates after the ceremony.
11. Need to develop a method to hand out, sashes, books and patches as part of and/or after the ceremony to candidates, one possible option is to use pre-packaged zip-locked bags.
12. Candidate booklets may be handed out using pre-packaged zip lock bags along with clan beads or another option is the elangomat could read the booklets to the candidates.

## VII. Staff

1. Staff will be assigned to their own Staff Group(s). Possible examples are the kitchen group, leadership group, ceremony teams etc. The Conclave leadership must have a plan for how staff will be grouped and will remain with their group for the activities.
2. Periodic cleaning of bathrooms and other common areas must be scheduled and committed to by the staff, per the Appendix C



3. Before the start of the Conclave all Staff shall be trained about the Covid-19 guidelines and how the conclave will be run under these guidelines and requirements. Use of a zoom meeting or other training method shall be used prior to the event.
4. If a staff member or participant becomes sick with a fever during the event
  - a. Have an identified isolation room for anyone getting a fever during the event
  - b. Complete the incident report form (Appendix D)
  - c. The entire group (clan) shall be required to leave the Conclave and go home, if any person in their group (clan) develops a fever.
  - d. Have a response plan for cleaning the tools and areas that individual was at / using.
  - e. Have a transport plan for getting that individual out of camp (contact parents etc.)
5. The staff must determine a method to clearly identify members of a groups (clan)

## Appendix A - Arrival Screening Protocol

Upon arrival at Camp everyone will need to complete the following health screening protocol. This protocol should be administered at outside location and before the individual has contact with other participants. The individual administering this protocol must be gloved and masked.

The Person(s) Arriving:

- 1) Shall have their temperature checked (if above 100.4 F, they and everyone in the same vehicle will be asked to immediately leave camp)
- 2) Answer the following questions

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Driver of Vehicle arriving in: \_\_\_\_\_

Temperature on day of arrival: \_\_\_\_\_ (CDC defines fever as 100.4 F or greater)

### Recent Interactions

Yes  No Do you have COVID-19?

Yes  No Have you been in contact with anyone who has COVID-19 or is ill with a respiratory illness but has not been tested for COVID-19 in the last 14 days?

Health Screening - Do you have any of the following symptoms which are related to a new/recent illness and cannot be attributed to another health condition?

Yes  No - Fever or chills

Yes  No - Cough

Yes  No - Shortness of breath or difficulty breathing

Yes  No - Fatigue, muscle or body aches

Yes  No - Sore throat, congestion or runny nose

Yes  No - New loss of taste or smell

Yes  No - Headache

Yes  No - Nausea or vomiting

Yes  No - Diarrhea

If any of the above are checked yes, the individual will not be allowed to attend the conclave and must immediately return home.

## Appendix B – Expectations for Face Coverings

### Expectations for Face Coverings

When should I wear a face covering?

- During ceremonies
- When inside buildings
- When I am not able to socially distance from others (6 ft).
- When I am in an area that contains people, who are not part of my group (clan) or family, especially indoors.
- Riding in a vehicle with others not from the same household.

When do I need to not need to wear a face covering?

- When part of the ceremony team doing the ceremony (if able to maintain 6 ft apart from all others)
- When I am with only members of my clan or family
- When I am alone

When should I not wear a face covering?

- Sleeping
- Eating

Special considerations for staff:

- Staff model appropriate face covering protocols – participants will follow our lead.
- Staff may forego a face covering when outdoors and socially distant if interacting with a single group (if multiple groups present than use).
- Face coverings should not be taken off when not in use (otherwise it looks like we are not wearing correctly).
- Staff will need to wear face coverings with each other.

VISITORS: Are required to wear masks at all time when at camp and not in their vehicle.

## Appendix C – Cleaning and Sanitation Guide



# COVID-19 Cleaning and Sanitation Guide

Staff Led Programs (Day & Overnight) and Campground Sites

## Purpose

The purpose of this COVID-19 Cleaning and Sanitation Protocol is to provide recommendations on the cleaning and disinfection of areas, surfaces and materials present in the camp setting. It also covers suggested hygiene and sanitation measures for campers and staff.

## 1) Hand Hygiene

All participants and staff should be encouraged to wash their hands frequently throughout the day.

- a. When to Wash Hands- Food Services & Custodial Staff & Participants
  - Before and after using gloves
  - Before, during and after preparing food
  - After touching garbage
  - After using the restroom
  - After wiping counters or cleaning other surfaces with chemicals.
  - After coughing, sneezing or blowing your nose
  - Before and after breaks

## 2) Locations

All areas where people gather should be supplied with hand hygiene materials. This includes but is not limited to:

- Restrooms
- Areas with shared tools, equipment, supplies
- Dining Spaces

## 7.0 Cleaning Protocols

**What:** Tables, benches, surfaces

**How:** Scrub with paper towel or sponge as needed, either rinse with clear water or let dry, spray with sterilizing solution, allow to air dry, or if desired, may be rinsed with clear water after 10 minutes contact time.

**Frequency:** At the conclusion of each meal , between groups of participants.

9.0 Shower houses – shall not be used for the Conclave so these do not need to be cleaned.

## 10.0 Restrooms and Latrines

**What:** Doors, stall walls, benches/chairs, Light/fan switches, door hardware- handles, levers,

push plates, paper and soap dispensers, trash and recycle containers, sinks/counters, faucet and flush handles, floors, toilet/urinal fixtures.

**How:** Use a disinfectant cleaner, either in a spray bottle or in a bucket with sponge or brush, (depending on size of area to be covered). Wet entire area to be cleaned, scrub as needed and allow to air dry. May be rinsed with clear water or wiped with disposable toweling after 10 minutes if desired. Toilet seats should be wiped or rinsed.

**Frequency:** 2 times a day, minimum.

**Who:** Camp Staff

**PPE:** Protective eyewear, heavy-duty duty gloves

## 12.0 Dining Areas

**What:** Tables, benches, chairs, condiment stations, dish return areas, serving counters, door knobs and hardware, trash bins and covers, light and fan switches, sneeze guards, dish and utensil storage containers, hard surfaced equipment for programs etc. if left out.

**How:** If item is physically dirty, brush off if possible, spray with Cleaner “B” and scrub with paper towel or sponge as needed, either rinse with clear water or let dry, spray with “H” Solution, allow to air dry, or if desired, may be rinsed with clear water or wiped with a disposable towel after 10 minutes contact time.

**Frequency:** After each user group exits tables and bench tops, and condiment and utensil storage should be done. All other areas after each meal is completed.

**Who:** Camp Staff

**PPE:** Protective eyewear, light-duty gloves, apron if desired.

## 13.0 Kitchens

**What:** Counters, serving lines, door hardware and push bars/plates, light switches, oven and refrigeration handles, cereal containers, serving equipment, trucking/loading equipment, chairs/benches, trash and recycle receptacles, soap and paper dispensers, cupboard handles and touch surfaces, dishwasher and areas, ice machine and scoops, crates/trays used for moving items, menu boards, appliances.

**How:** If item is physically dirty, brush off if possible, scrub with paper towel or sponge as needed, either rinse with clear water or let dry, spray with a disinfectant solution, allow to air dry, or if desired, may be rinsed with clear water or wiped with disposable towel after 10 minutes contact time.

**Frequency:** Minimum every 2 hours during active kitchen operations.

**Who:** Kitchen Staff

**PPE:** Protective eyewear, medium-duty gloves, apron

## 14.0 Frequently Touched Surfaces

**What:** Light/fan switches, doorknobs and hardware, heavily used doors themselves, counters and displays in TP and other areas, , check-in areas and equipment, (shared pens/staplers, etc.), handwashing stations- especially the turn spigot or faucet handles, tools that are shared.

**How:** If item is physically dirty, brush off if possible, scrub with paper towel, scrub brush, or sponge as needed, either rinse with clear water or let dry, spray with a disinfectant solution, allow to air dry, or if desired, may be rinsed with clear water or wiped with disposable towel after 10 minutes contact time.

**Frequency:** Minimum 2 times a day, or after each group passes.

**Who:** Camp Staff

**PPE:** Protective eyewear, light-duty gloves

## 17.0 WHAT TO DO IF THERE IS A CONFIRMED OR PROBABLE CASE OF COVID-19

- Notify Ranger and ask for assistance and direction to clean the areas used by the participant.
- **Close off areas** used by the person who is sick and keep other participants away
- Open outside doors and windows to increase air circulation in the areas, if possible.
- Wait up to 24 hours or as long as practical before you clean or disinfect the indoor space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment could be cleaned without delay.
- Clean and disinfect all areas used by the person who is sick. Run ventilationsystem during cleaning.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected camper's cabin or bunk area). The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces. All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed in sealed bags or containers after use.
- In each area, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment or craft tools.

NOTE: If some porous surfaces are not suitable for cleaning with disinfectants, then clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days

- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

## 18.0 Cleaning and Sanitation Products

Obtaining cleaning and sanitation supplies are the responsibility of the Conclave. Work with the Camp Ranger, the lodge and council to help with obtaining the supplies.

- Camping department will issue an order form for specific cleaning and sanitization products.
- Work with the Camp Ranger to see what equipment and supplies they may be able to provide. Camps may have spray bottles which can be used, but the conclave is responsible for obtaining disinfecting solutions.

- Smaller bottles of hand sanitizers for the working parties and ceremony teams and hand washing stations are required to be supplied by the conclave. contact the camp Ranger to see what possible equipment they may have available.
- Look to buy disinfecting solution in bulk where possible
- Work with the camp Ranger about sanitation procedures for that specific camp.

# Appendix D – Incident Reporting Form

Northern Star Scouting

## Incident Report Form - Confidential

**Complete to the best of your knowledge & submit to the email or fax # listed below  
See reverse side for standard procedures in completing this form**

Attach additional factual information and any witness statements. Death or serious injury must be reported to the Scout Executive or designee immediately.

<b>Name of Impacted Person</b>	Name:		Home Phone:
	Address:		Cell or Business Phone:
	Unit #:	District:	Age:
	E-mail:		
<input type="checkbox"/> Youth <input type="checkbox"/> Volunteer <input type="checkbox"/> Council Staff <input type="checkbox"/> Council Camp Staff <input type="checkbox"/> Other _____ Registered Scouting Position:			
<b>Time and Location of Incident</b>	Date & Time of Incident		
	Specific Location/Area Where The Incident Occurred:		
<b>Incident Occurred During</b>	<input type="checkbox"/> Unit Activity <input type="checkbox"/> Unit Meeting <input type="checkbox"/> Unit Campout <input type="checkbox"/> Council Activity <input type="checkbox"/> Council Camp <input type="checkbox"/> National Camp <input type="checkbox"/> Other _____		
<b>Other Person Involved</b>  <input type="checkbox"/> N/A	Name:		Home Phone:
	Address:		Cell or Business Phone:
	Registered Scouting Status:	Age:	E-mail:
<b>Description of Injury</b>  <input type="checkbox"/> N/A			
<b>Describe First Aid/Medical Treatment Provided</b>  <input type="checkbox"/> N/A			Was the injured party taken to a medical facility? Yes/No If yes, where?
<b>Was there Property or Vehicle Damage?</b>  <input type="checkbox"/> N/A	Property Owner:		Home Phone:
	Address:		Cell or Business Phone:
	List Damage:		Estimated value of damage:
<b>Description of Incident &amp; Cause (if known) What led up to the incident?</b>	Police or Fire Services Called? Yes/No		
<b>Adult Leaders and Witnesses</b>	Leader Name:	Address:	Phone:
	Witness Name:	Address:	Phone:
<b>Person Completing this form</b>	Name:		Phone:
	Address:		Cell Phone:
	Unit #:	District:	E-mail:
	Registered Scouting Status:		Date:

Date Received: \_\_\_\_\_ Received by \_\_\_\_\_

Revised 2019-03-01

E-mail form to [Camping@NorthernStar.org](mailto:Camping@NorthernStar.org) or fax to Northern Star Council at 612-261-2499 within 48 hours of incident.