

GETTING BACK TO WORK IN NEVADA

DAY AND RESIDENTIAL CAMPS TIP SHEET

Your business may look very different as it begins to recover from COVID-19 impacts. To move forward, your business will need to adapt to new safety and health guidelines and respond to new and increased expectations from members and clients. New practices and guidelines will become commonplace in order for your clients to feel comfortable returning to your fitness center.

To help you get started we have put together this tip sheet that focuses on four important areas: **Requirements, React, Recover, Be Resilient**. We conclude the tip sheet with a list of **Resources** to help you.

Requirements: *Nevada Phase 1 & 2 Reopening*

On June 25, 2020 Nevada Governor Steve Sisolak [announced](#) a **mandatory** face covering policy. The [directive](#) requires that face masks or coverings must be worn by employers, employees and visitors/customers in all public spaces. Businesses are required to inform customers of the requirement and mandate the use of face coverings prior to entry into their establishments. The mandate [guidelines](#) will be enforced by Nevada OSHA.

Nevada Governor Steve Sisolak announced *The Roadmap to Recovery for Nevada: Phase 1* on May 7, 2020 and *Phase 2* on May 26, 2020.

Day and Residential Camps may reopen in Phase 2 (starting May 29, 2020) with the following restrictions:

- Preparation:
 - Designate at least one qualified person from the medical or administrative staff who can act as the primary contact for campers, parents/legal guardians, and staff
 - Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material
 - Prepare and distribute documentation to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp
 - Ascertain which staff members are at a higher risk for complications related to COVID-19. Work with camp administration and camp health staff to determine if these staff members should not work as counselors or have prolonged direct contact with campers. Identify alternative job duties for these staff members, if warranted
 - Identify which campers are at higher risk for complications related to COVID-19 and encourage and support them in taking additional precautionary measures, including consultation with their healthcare provider
 - Provide campers personal storage space for their personal belongings
 - Consult industry standards and best practices for the different areas and activities of summer camps.

Stay up-to-date with the latest guidance from the CDC, state, and local health authorities

- During camp:
 - Encourage social distancing (6 feet). Increase spacing and small groups. Limit mixing between groups to encourage social distancing
 - Provide PPE when it is applicable (e.g. food service, janitorial staff)
 - Counselors should wear face masks when interacting with others closer than 6 feet for extended periods (e.g. greater than 15 minutes)
 - Counselors should wear gloves when handling any incoming belongings or equipment prior to disinfection
 - Consider implementing staggered scheduling, arrival and drop-off, if feasible.
 - Hold small group trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19
 - Employers must perform daily symptom assessment of employees
 - Require employees and campers to stay home if symptomatic
 - Require frequent and thorough hand washing, including providing more areas for hand washing. If soap and running water are not immediately available, provide alcohol-based hand sanitizer
 - Regularly disinfect all high touch surfaces
 - Daily deep disinfection of high contact surfaces (e.g. door handles, light switches, seats, railings, cabinetry handles, appliance handles, toilets, countertops, phones, tables, etc.). Establish a regular cleaning schedule
 - Do not use communal water fountains
 - Cabins should be cleaned routinely
 - Avoid sharing common bathroom supplies. Instruct campers to bring their own bathroom supplies and a container for toiletries
 - If possible, create at least 6 feet of space between beds. If utilizing head-to-toe orientation, 4 feet of space between beds is acceptable
 - Swimming pools and play areas should be properly cleaned and disinfected
 - Personal flotation devices should be cleaned and disinfected after each use
 - Consult industry standards and best practices for the different areas and activities of summer camps
 - Alert local health officials on unusually high camper absenteeism rates
 - Provide only honest and accurate information. Correct any false information that campers may have heard
 - If the decision to dismiss or end camp early is made, communicate those plans.
- Confirmed cases:
 - Immediately isolate and seek medical care for any individual who develops symptoms while at work and follow CDC guidelines
 - Contact the local health district about suspected cases or exposures and employers should maintain the confidentiality of employee health information. Refer to the camp's Communicable Disease Plan (CDP) or applicable childcare standards
 - Shutdown any facility for deep cleaning and disinfection, if possible.
 - Use disinfectants outlined on EPA List N

React: *Get ready to open your doors again!*

Be Prepared – Based on the above guidelines, below is a starter checklist of what you might need or find helpful to purchase or prepare before you reopen. **Always check with the state, your county, and your local health district for current operating guidelines because local jurisdictions can impose stricter requirements than the state:**

- Face masks for employees (and as a courtesy for campers)
- Face shields for employees, where applicable
- Nitrile gloves for employees
- EPA-approved COVID-19 cleaners & disinfectants (See RESOURCES for link)
- Touchless hand sanitizer stations
- Tape for marking social distancing
- Reminder signs for handwashing, sanitization of equipment, distancing, etc.
- Touchless thermometer for employee use
- Touchless water dispensers
- Remove or block off any casual seating



Recover: *Expect new ways of doing business.*

Reopening requires day and residential camps to adapt to new operating requirements that include the above social distancing and enhanced health and safety guidelines. Some best practices and tips that may help implement the new guidelines include:

Operations

- Considering limiting the enrollment to 50% of normal capacity
- Establish check-in procedures for campers, and maintain that information for potential contact tracing
- Ventilation
 - Open exterior doors when possible
 - If available and owner has access, open fresh air handlers
- Designate a team consisting of both medical and administrative staff responsible for answering questions and concerns from campers, parents/legal guardians, and staff
- Consider posting an employee at all entry doors to greet campers and their families and explain new protocols
- If possible, provide foot pedals to open doors, or prop doors open to avoid contact
- Install plexiglass/clear acrylic panels or barriers between campers and staff at check-in areas and food facilities
- Deep clean the facilities each night, when they are being used, or are at low capacity using US EPA-approved COVID-19 disinfectants to limit the spread of the virus
- Offer pre-screening before campers and staff head to camp. This will give insight into each individual's health status prior to arrival.
- Inform relevant local public health authorities of planned camp operations schedule.
- Ask parents to drive their kids to camp in order to eliminate exposure on the bus
 - If bus service is unavoidable, reduce the bus capacity to 50%
- Keep the same staff members assigned to a cabin throughout the program. Do not rotate staff between cabins.
- Maintain the roster of cabin-members throughout the program. Do not rotate campers between cabins.
- Make sure the campers are cleaning their linens on a daily basis
- Require performing arts activities to be limited to the same groups and instructors for a given group.
- Assign seats to diners for the duration of camp.
- If there is a forecast for rain, consider canceling camp for that day in order to avoid close contact in indoor facilities
- Instead of having meals in the indoor dining hall, consider having outdoor picnics
 - If indoor dining is unavoidable have a rotating schedule for each group

Employees

- Reinforce social distancing spacing through training with employees
- Provide and require employees to wear face masks
- Provide employees with nitrile gloves to wear and/or provide instruction on proper hand hygiene to practice between interactions with each camper
- Group employees by shift to reduce exposure and make contact tracing easier between employees
- Encourage employees to disinfect their equipment, if applicable, regularly.
- Consider no touch thermometers to conduct pre-shift employee temperature checks and do not allow anyone with a temperature over 100F degrees to work (keep a log of daily assessments)

Campers

- Encourage campers to wear face coverings; provide masks for those not arriving with their own
- Post information signs regarding social distancing, face coverings, and COVID-19 symptoms at entry and around the camp
- Portion controls should be encouraged to reduce food exposed for long periods
- Install sneeze and cough screens at food displays. Minimal items should be placed on tables to allow for effective disinfection in between meals, including condiments, silverware, glassware, napkins, etc.
- Consider using prepackaged foods and 'grab & go' items
- Discontinue use of condiment dispensers. Offer condiment packets or small containers.
- Discontinue the use of beverage dispensers.
- Consider limiting the group sizes to five to ten campers for every two to three staff members
- Have the same campers in each group every day
- Create a staggered bathing schedule and limit the number of people using the facilities at one time.
- Create physical barriers between sleepers using curtains, sheets, etc.
- If there is a pool, limit the number of campers allowed
 - Have a signup sheet and have the campers sign up for available times
 - Place any seating at least six feet apart
 - Keep up with CDC and health-based organizations information regarding COVID-19 in relation to waterfront activities and requirements.
 - Designate certain equipment (e.g. lifejackets, craft supplies) to individuals for the duration of camp, to decrease the quantity of shared items.
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact local health department to initiate appropriate care and tracing
- Consult industry standards and best practices for the different areas and activities of summer camps.

Be Resilient: *This is all new. Adapt as necessary. Let's stay in business together.*

Business basics will be more important than ever. Evaluate your profit and loss statement. Look for ways to reduce operating and product costs. Analyze your cash flow and breakeven to evaluate the impacts of the new guidelines and best practices on your business. As Nevada reopens in phases, you may need to continually adjust your operations. Here are a few things to think about:

Get Help

- Contact a business development counselor at the Nevada SBDC by calling 800.240.7094 – we can help you assess your operations and decide on best strategies for keeping your business open
- For questions about cleaning and disinfecting, strategies to control new waste streams, or other environmental questions, contact an environmental business advisor at BEP at 800.882.3233

Communicate

- Keep communicating with your customers on social media and your website with announcements about your reopening and new requirements at your facility
- Be open about the measures you are taking to meet the Phase 1 and Phase 2 reopening guidelines; add signage at your facility so customers are aware of the steps you are taking to prevent the spread of COVID-19 and to meet new industry guidelines
- Be patient, communicate openly with staff while waiting for campers to return
- Keep parents/legal guardians up-to-date on COVID-19 as it relates to the camp. Send parents/legal guardians regular newsletters or communications regarding the prevention efforts. If necessary, report the number of suspected and confirmed cases (if any), as well as the camp's responses
- If the decision to dismiss or end camp early is made, communicate those plans

Expanded Services

- Offer incentives for discounted packages
- Consider additional accommodations such as half days or weekly packages
- Offer gift cards

Potential Cost-Saving Measures

- Only turn on utilities that are needed – do not use all fans, lights, or air conditioners in the camp facility when fewer people are occupying it

Creative Marketing

- Update or redesign your website; make sure it is mobile friendly
- Create a following on social media and keep in touch with campers and their families
- Use micro social media and focus more on the immediate neighborhood in order to bring in local members/clients
- Advertise through local homeowner associations and apartment and condo complexes
 - Supply homeowners associations, apartment complexes, and condos with special promotional codes to help drive business
- Place ads in the local visitors center

Resources

Below are additional resources to help you react, recover, and be resilient in the face of COVID-19.

Nevada SBDC Small Business Recovery Procurement List

<https://docs.google.com/spreadsheets/d/e/2PACX-1vRaNqMHmNRt3ZAIsoivMUghuvuZBOsNx8d6WG-S7HVjfPlsqrb5HfYXd6OCl2-9FA/pubhtml>

US EPA List N: Disinfectants Approved for Use Against SARS-CoV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Center for Disease Control (CDC) Guidance for Businesses and Employers

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Nevada Health Response | COVID-19 in Nevada

<https://nvhealthresponse.nv.gov/info/business/>

Nevada Governor's Office of Economic Development

<https://www.diversifynevada.com/covid-19-reopening-guidance-and-assistance/>

Nevada Department of Business & Industry, Occupational Safety & Health Administration

<http://dir.nv.gov/OSHA/Home/>

Small Business Federal Financial Assistance

<https://www.coronavirus.gov/smallbusiness>

Association of Small Business Development Centers | COVID-19 Small Business Resources

<https://americassbdc.org/covid19/>

U.S. Securities Exchange Commission Resources for Small Business

<https://www.sec.gov/page/covid-19-resources-small-businesses>

This tip sheet will be updated as new information becomes available.

Stay Safe to Stay Open Nevada!

The Nevada Small Business Development Center (SBDC) guides and assists Nevadans looking to start and grow businesses. We are available to counsel on business planning and management issues raised in this tip sheet. One-on-one counseling services are free and confidential.

The Business Environmental Program is affiliated with the Nevada SBDC and provides free and confidential environmental compliance and management assistance and can help your business think about cleaning and waste issues. Our focus is on making Nevada's businesses stronger and more environmentally responsible.

DISCLAIMER: This guidance document is intended as general information and is not provided nor intended to act as a substitute for legal advice or other professional services. The Nevada SBDC advises the regulated business community to read all applicable regulations and to check with state and local authorities, including local health districts, for the latest in guidelines and requirements for businesses reopening during the COVID-19 pandemic. This tip sheet is funded, in part, through a Cooperative Agreement with the US Small Business Administration and funding support from the Nevada Division of Environmental Protection. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.