

COVID-19 Preparedness Plan: Youth Workers Weekends

AFLC Youth Ministries is committed to providing a safe and healthy camp week for all who attend Youth Workers Weekends (herein YWW) at the Association Retreat Center (ARC). To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19, and that requires full cooperation among participants. Only through this cooperative effort can we establish and maintain the safety and health.

This plan will go into effect January 15, 2021. Any attendee that enters the grounds of the Association Retreat Center (ARC), near Osceola, Wisconsin, signifies that he/she is accepting the terms set out by AFLC Youth Ministries and will comply with the national planning team's leadership.

This plan is subject to change. The Director of Youth Ministries in cooperation with the ARC Director and his staff will make any changes to the plans as deemed necessary in accordance with any updates from the State of Wisconsin and CDC guidelines. Any changes or updates to the plan will be given out to all attendees electronically via the email address on file through the attendees' registrations.

The COVID-19 Preparedness Plan contains the following sections:

1. Pre-Retreat Evaluation
2. Screening for Those Exhibiting Signs and Symptoms of COVID-19
3. Hand Washing
4. Respiratory Etiquette
5. Social Distancing & Face Coverings
6. Housekeeping

The AFLC Director of Youth Ministries (aka National Youth Director) is in charge of overseeing this plan. The National Youth Director is Jason Holt. If he is unavailable or absent, then AFLC Youth Board liaison, Adam McCarlson, is the Acting Plan Administrator. These two along with Dan Hurner, YWW Chair and YM Networking Coordinator, will be apprised of related situation. These three roles are together the Preparedness Plan Administrators.

If Jason, Adam, or Dan grant their roles to other individuals, then these persons would enact the responsibilities listed for the safety measures intended. This plan will also cooperate with the Association Retreat Center staff as physical hosts. Please direct all questions or concerns regarding this plan or any related issues to the Preparedness Plan Administrators.

1. Pre-Retreat Evaluation

All registered attendees of YWW are required to self-screen before entering the ARC grounds. This step includes evaluating if they have a cough, fever, or other established COVID-19 symptoms. If an attendee is experiencing symptoms leading up to the physical retreat being held January 15-17, 2021, then these individuals should not enter the ARC grounds. Any individuals unable to attend YWW for COVID-19 related reasons will be entitled to a full refund of their paid registration.

2. Screening for Those Exhibiting Signs and Symptoms of COVID-19

- a. If an attendee becomes sick and/or experiences symptoms of COVID-19, he/she should notify the National Youth Director directly or another Preparedness Plan Administrator. An individual that is experiencing illness is expected to not enter the main meeting room or cafeteria until cleared for entering the shared ARC spaces.
- b. An attendee who becomes sick and/or experiences symptoms of COVID-19 will enter the following protocol:
 - i. If the signs and symptoms are not assessed as COVID-19 related, the attendee will be allowed to return to participation.
 - ii. If the signs and symptoms are assessed as COVID-19 related, the attendee will be properly quarantined in separate housing for the remainder of the event.
 - iii. If a repeat occurrence happens within the time period of the event, the same assessment will be repeated for each instance.
- c. The Preparedness Plan Administrators will cooperate with the ARC staff on reasonable measures for the housing, food, and other accommodations needed for those persons that are moved into quarantine during the event.
- d. The Preparedness Plan Administrators will also protect the privacy of any attendee's health status and health information in relationship to the rest of the camp.

3. Hand Washing

- a. Attendees must wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of the schedule, prior to any mealtimes, and after using the bathroom.
- b. Posters will display reminders to implement handwashing.
- c. Soap will be available in all the bathrooms. Hand sanitizer will also be made available (while supplies last).

4. Respiratory Etiquette

- a. Attendees should cover their mouth and nose with their shoulder sleeve or with a tissue when coughing or sneezing. Attendees are encouraged to avoid touching their face with their hands. Tissues should be disposed of in the trash immediately, as well as washing one's hands immediately after covering a sneeze or cough.
- b. YWW staff including Emcees, Worship Team Members, and Speakers/Trainers will be authorized to issue reminders to implement respiratory etiquette.
- c. Tissues and trash receptacles will be available around the ARC grounds.

5. Social Distancing & Face Coverings

- a. Attendees are encouraged to practice social distancing within buildings and outside on the grounds as much as reasonably possible.
- b. All attendees are encouraged to bring a face covering (medical-style or cloth-style mask) to camp. The use of masks is welcomed throughout the camp week, but it is not required unless current local and state guidelines mandate its use. If the Preparedness Plan Administrators deem a particular activity or session would be best with the use of masks, then the attendees will be informed of this approach.
- c. Main meeting sessions will be held with an awareness of social distancing.
- d. Discussions in small groups will be held in ways to allow for social distancing.
- e. Housing in the dormitories will prioritize each room to be filled by attendees from one congregation or parish. In a few instances, more than one congregation will be represented in a room, but room capacity will be kept below 75% in these instances.
- f. Day guests to YWW will be expected to observe social distancing and related measures.
- g. Any concerns regarding another attendee's lack of social distancing can be brought to the attention of the Preparedness Plan Administrators.

6. Housekeeping

- a. Routine housekeeping practices will be implemented by the ARC staff, including cleaning and disinfecting of surfaces and areas, including restrooms, cafeteria, etc.
- b. Attendees are encouraged to keep their housing spaces, personal belongings, and common areas tidy during the event.
- c. When additional steps are needed for areas to be cleaned and sanitized, the ARC staff will guide the process for additional necessary housekeeping measures.

Certified by:

Rev. Dr. Jason Holt, Director of Youth Ministries

November 4, 2020