



COVID-19 ADDENDUM RSR TERMS & POLICIES

After more than a year of closure, we're excited to be reopening for the 2021 Camp & Retreat Season!

The health and safety of our campers, guests and staff is our highest priority. With the presence of COVID-19 within the United States, we are actively reviewing and updating this communicable disease plan and procedures for the summer of 2021 on a continual basis. Our goal with this plan is to establish a balanced approach to create the safest in-person overnight experience as possible. We do this knowing our guests and seasonal staff come from all across the state of Kansas and beyond with varying levels of active COVID cases and public health initiatives in place in their home towns.

Will campers and guests have fun at the Ranch this summer? Absolutely, camp is about experiencing educational, safe, fun adventures while making friends in an amazing place! We are committed to keeping campers and guests safe as our first priority. This summer we added things to make sure that campers and staff wash and sanitize their hands between each activity. We are committed to creating magical experiences that make great memories for the campers and guests!

What can you do as a camper, parent or guest to prepare for this summer? We all want camp to be a positive experience! We want the kids to make friends, go on adventures, learn more about themselves, others and their world while having a blast outside! You can help by reviewing this document and with an emphasis on these primary prevention initiatives for all: proper use of masks, good hygiene like proper hand washing, maintaining a minimum of 6 feet of separation from others whenever possible (avoid high fiving, hitting, tackling or hanging on others) and most importantly NOT touching your face. We are promoting healthy habits and we appreciate your help. We recommend that you limit travel and contact with others in the 2 weeks prior to your campers start date.

All User Groups, campers and guests should expect this to be our operating status until further notice.

We, like you, are optimistic that with the expanded testing and vaccinations we may see even more of a "return to normalcy" in the months ahead than we have outlined in this document. Should this change, an announcement will be made at the earliest possible opportunity.

If after reading carefully over these COVID-19 terms and policies User Groups and their guests have additional questions, please feel free to contact our office.

Jim Wheaton
Executive Director

To mitigate the risk of COVID-19 exposure, KANSAS 4-H FOUNDATION DBA ROCK SPRINGS RANCH, herein referred to as RSR, is requiring the following protocols to be followed by all rental groups and participants while on site.

At RSR, we take standards for hygiene and cleanliness very seriously and are taking additional steps to protect our guests and employees. Our health and safety measures are designed to address a broad spectrum of viruses, including COVID-19. The purpose of this plan is to develop and implement a strategy to operate while preventing the spread and outbreak of COVID-19. This plan is being implemented utilizing a combination of recommendations from: Centers for Disease Control and Prevention (CDC), Kansas Department of Health & Safety (KDHE), K-State Research and Extension our primary youth development partner, RSR's Local County Health Departments and the American Camp Association (ACA).

GROUP LEADERSHIP RESPONSIBILITIES

- Please ensure all event participants and/or their guardians are made aware of these protocols.
- As a general "RSR Policies" reminder, RSR is not responsible for providing medical supervision, treatment, maintenance, supplies and equipment, emergency transportation, or dispensing or storage of medications.
- RSR recommends all youth User Groups provide an appropriate number of trained healthcare providers to provides for the needs of their campers and leadership staff.
- For 2021 RSR will have a new Health Center available for User Groups. Features of the new Health Center include 2 exam rooms, a large secured medicine/supplies storage and the ability to quarantine or isolate up to 10 guests at one time.
- RSR is 20 minutes away for Geary County Community Hospital with both an Urgent Care and Emergency Rooms available.

- Preparing for User Group event:
 - RSR’s operating costs for the summer of 2021 will be approximately 20% higher than normal due to the increased guest and staff care initiatives needed to reopen. RSR has determined it necessary to assess an operational fee which is in addition to the regular fees.
 - This fee will support key safety measures outlined in this plan like these to list a few:
 - Modifications to housing units and meeting spaces to increase ventilation
 - Increased access to handwashing and sanitation stations
 - RSR is installing additional minimal contact bottle fill stations around the property to supplement our normal June and July water Gott stations
 - Gott stations will be upgraded with Water Monster systems for minimal contact
 - Additional cleaning supplies and equipment
 - Personal Protective Equipment (PPE) to stock health center, for RSR staff as well as backup PPE for campers and leaders
 - The operational fees will cover only 55% of the cost associated with managing COVID. Thanks to donations and grants, RSR will cover the remaining 45% of COVID related costs this summer.
 - To allow for the recommended reduction of individuals onsite, as well as maximizing the opportunity for continued daily disinfection and cleaning, RSR will be limiting operations to a 50% capacity in our facilities for 2021.
 - User Group leadership should create “Cabin Groups” when they prepare their Group Rosters to be shared with RSR detailing participant rooming lists within assigned housing units. Cabin Groups should move through all facilities and outdoor space together and remain in close proximity to each other including activity times and meals. Cabin Groups should be limited to 8 individuals including the appropriate number of adult supervisors.
 - User Groups should instruct guests that they should be the only one allowed on their bed, alternating head to toe with their bunk mates above, below and across from them. Guests should also be instructed not to enter other sleeping rooms within their assigned cottage or other cottages as a general rule.
 - User Groups are encouraged to provide or instruct guests to bring a reusable water bottles as well as a simple backpack or tote. Totes will provide guests with a safe place to keep their masks, extra PPE and water bottles when they are participating in programming events and activities where PPE is not required.
 - **4-H YOUTH CAMPS ONLY**—RSR will be providing both reusable water bottles for campers as we did in 2019, as well as string backpack totes to store bottles and PPE in while participating in activities or times when masks are not required.
 - User Groups are encouraged to consider if they will:
 - Ask event guests to complete a pre-screening COVID-19 health check form covering the 14-days prior to arrival date (see CDC or KDHE for examples).
 - Perform daily health checks for COVID-19 symptoms.
 - **4-H & NON 4-H YOUTH ALIKE SUMMER CAMPS ONLY should consider if they will:**
 - Utilize COVID-19 15-minute point of care (POC) Abbott BinaxNOW antigen test kits to use for diagnostic purposes. These would be available if the User Group chose to use them in the event someone at their camp became symptomatic. This would serve as a diagnostic test to help aid User Group leaders and their healthcare providers in decisions of whether to isolate and send a guest home if one should test positive.
 - For more information regarding antigen test kits visit: <https://www.abbott.com/BinaxNOW-Test-NAVICA-App.html>
 - KDHE is providing these tests kits at no charge to RSR and other camps. If kits are secured, RSR will have designated staff trained by KDHE on POC testing procedures including the submission of results to KDHE within 24 hours. RSR will also secure the CLIA certificate of waiver for POC testing to take place on site.
 - Test is performed by taking a nasal swab from the symptomatic person. Nasal swab is then inserted into a test card. In 15 minutes, single line (negative) or double line (positive) indicated. A negative result means a person can resume normal activities while a positive result means the person will remain quarantined on site from group until arrangements can

- be made to return home within 6 hours of testing and advised to see their doctor.
 - If User Groups opt to utilize rapid antigen as a decision-making tool for summer youth camps, RSR has added a section to our participation form to capture if campers, counselors and staff consent to or decline the rapid antigen test should the need arise. RSR recommends User Groups add this consent to their registration and/or health forms for participants as well.
- Please work with our Reservation Team on how these topics apply to your User Group if you have questions.
- Our RSR Team appreciates User Group's support in sharing and reinforcing these expectations in jointly caring for all campers, guests and staff that visit RSR this summer.

GUEST'S RESPONSIBILITIES

- Please stay home if you are sick or experiencing symptoms of COVID-19. We ask you to stay home if:
 - You have tested positive for COVID-19 and your arrival at RSR will fall within your 14-day isolation window.
 - You are showing Symptoms of COVID-19 at any point during the 14-days prior to your arrival date which may include: fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting and diarrhea.
 - You have recently had a close contact with a person with COVID-19 within the 14-day prior to your arrival date.
 - Be advised, should you become symptomatic, test positive or learn of close contact with someone positive for COVID-19 after arrival to RSR, you will be expected to quarantine from your group and RSR staff and asked to leave the property within 6 hours to return home.
- While at Camp: Please stay aware of your health and notify your group leader if you are not feeling well. Practice good hygiene such as handwashing and covering your nose and mouth when coughing or sneezing. While at RSR, please respect the physical distancing space of other guests outside of your cabin group and wear your mask at all times.
- Handwashing: We encourage a "Scrub in and Scrub Out" Handwashing policy. This means whenever you leave or enter an activity area or building you should wash your hands using soap and water for at least 20 seconds. Hand sanitizer will be available, but it should be used as a backup to regular handwashing.
- Masks: Masks should be worn by all participants who are age 2 or older. Masks are not required when the guest is actively engaged in outside programming activities where social distancing is maintained (i.e. swimming, biking, horseback riding etc.), eating and sleeping. Guests will wear masks when at outdoor activities such as campfires, ceremonies and non-active activities. RSR will not provide masks and User Groups should plan to require participants to bring a minimum of one mask for each day of their stay; two per day is preferred to account for first mask getting wet or soiled.
- Masks should NOT be placed on: Children younger than 2 years old. Anyone who has trouble breathing or is unconscious. Anyone who is incapacitated or otherwise unable to remove the mask without help.
- Physical Distancing: While at RSR, we encourage all Cabin Groups to maintain a physical distance of at least 6 feet from each other whenever possible.
- Shared Space & Objects: We encourage all guests and staff to keep their belongings organized at all times in your assigned housing. We discourage sharing of items between users that are difficult to clean, sanitize or disinfect. These practices will also enable RSR staff to efficiently perform routine and extra housekeeping duties related to COVID-19 below.
- Leaving Camp: Gather your things and tidy your lodging area. Follow any normal closing procedures outlined by RSR staff. If you happen to develop a fever or other COVID-19 symptoms a few days after attending an event at RSR please call us so that we can be aware of potential exposure to our staff and take proper mitigation steps.

RSR RESPONSIBILITIES

- All Staff are being encouraged to be vaccinated prior to the summer camp season.
- Staff will live in a modified "Camp Bubble" utilizing the same Cabin Group guidelines as our guests. This means that staff are allowed to leave site, with guidelines in place. Staff mental health is important so we will support it through onsite opportunities for socialization and relaxation to ensure a state of readiness to care for our guests.

- Staff will stay home or in assigned housing if they are sick or experiencing symptoms of COVID-19. Staff will monitor their health and the health of their households prior to, during, and after all User Groups. If any member of a staff's immediate household becomes ill, that staff member will be expected to quarantine themselves according to the recommendations of the CDC and KDHE. At the end of the quarantine period the staff member will be allowed to return to work. If an employee, and if applicable their immediate household members, receives a negative test result they may return to work immediately upon notification. RSR will be making rapid antigen testing available to all staff if they become symptomatic.
- PPE Expectations: Masks are required to be worn by all staff as stated in the Guest's Responsibilities. Staff serving in the kitchen will be required to wear masks and gloves when preparing and serving food. Gloves are not required when handling hot pans and the like where gloves may be a serious hazard. However, with serving they will be required.
- Hand Sanitizer: Staff will ensure dispensers are made available in each building's commons near the entrance.
- Signs & Messages: Staff will post signs in highly visible locations that promote everyday protective measures.

DINING HALL

- Guests and staff are encouraged to eat in their Cabin Group for each meal.
- Guests and staff are required to wear masks while not actively eating at all times in the Dining Hall.
- Dining Hall Tables will be spaced at least 6 feet apart and marked to show where guests and staff may sit. Leave all tables and chairs as originally placed. Do not rearrange.
- Meals will be served by trained kitchen staff wearing masks and gloves. This may be done at the serving line, the buffet line, or at the table, but at no time will plates, utensils or food items pass back and forth between staff and/or guests.
- Meals served "Family Style" will be served by a gloved and masked individual in your Cabin Group such as the assigned camp counselor. Masks should remain on by everyone at the table until all have been served and seated.
- Meal times may be staggered based on total camp population each week. Alternative dining and eating locations may be used (outside for example).
- Single serve items (cereal boxes, milk cartons, washed fruit etc.) will be used whenever possible.
- Common use dispensers such as communal ketchup bottles will not be used whenever possible. They will be replaced by single use items.

FACILITIES, HOUSEKEEPING, SANITATION AND VENTILATION

- All accommodation and housing spaces will be thoroughly cleaned and disinfected by RSR staff prior to each User Group's arrival before any guests occupy the space.
- RSR will have a team of staff members dedicated to disinfecting on a daily basis, with increased frequency in the Dining Hall.
- RSR will be using electrostatic backpack sprayers using a multi surface disinfectant certified by the EPA for all indoor public shared spaces the Dining Hall, Riley Wallace, Heritage Hall and Housing Commons and Bathrooms
- Additionally, in public shared spaces, all high use contact points will be disinfected by hand again using a multi surface disinfectant certified by the EPA. Contact points will include items such as door knobs, faucets and handles of bathroom stall doors etc.
- Staff will wear PPE while disinfecting areas.
- RSR has newly renovated two of our largest cottages to provide more space between bunks, with increased ventilation and HVAC.
- For all remaining cottages and meeting spaces, RSR has initiated steps to increase ventilation and air flow circulation in all indoor spaces. Additional space will also be created between guest while sleeping by eliminating the use of trundle beds for the upcoming summer season.

COVID-19 CASE AT RSR

- Identification--A case of COVID-19 affecting camp could take many different forms:
 - A guest or staff member exhibiting symptoms while at camp.
 - A guest or staff member exhibiting symptoms while at camp before testing positive after leaving camp.
 - RSR is notified that a camper, guest, staff member or family member has tested positive for COVID-19 and were present at camp while contagious.

- RSR is notified that a guest, staff member or family member was in contact or near someone who has tested positive for COVID-19.
- Our response—Each case may be slightly unique, but below is a general guide to the steps we will take to ensure everyone is as safe and informed as possible:
 - Any guest that exhibits known symptoms of COVID-19 will be isolated and be required to leave the property within 6 hours of confirmation to quarantine or continue isolation at home.
 - Any staff that exhibits known symptoms of COVID-19 will quarantine for the recommended period. Staff may elect to be tested and return to work upon a negative test notification.
 - If a staff member tests positive, they must isolate for the recommended period.
 - Notify the Local County Health Departments and assist with any contact tracing as required.
 - Deep clean and disinfect any affected areas.

CANCELLATIONS AND REFUNDS

- RSR will operate at a 50% capacity in our facilities for the summer of 2021. If you have any concerns about attending RSR this summer because of underlying health issues or because you don't agree with possible changes we may need to make to our program, we urge you to consider postponing your attendance until 2022.
- In order to ensure a healthy RSR community, at any time prior to the group's arrival that a guest becomes ill or is exhibiting symptoms of COVID-19, a full refund of any RSR fees will be honored for that individual.
- If a guest becomes ill and needs to depart early from their event, we will prorate the RSR fees for the number of days attended for that individual.
- Should a group no longer wish to move forward with their confirmed reservation due to health and safety concerns, RSR will work with the group leader to either refund the deposit or roll the deposit forward to a new booking date. This will take place if the cancellation happens no later than two weeks prior to the confirmed arrival date. If the cancellation should happen less than two weeks prior to the confirmed arrival date, RSR will work with the group on a case-by-case basis, which could include holding the group responsible for cost of food that has already been purchased for the group.

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DISCLAIMER

Although protocols will be implemented, the activities at RSR include a variety of traditional games, activities, and events that may prove to be impossible to consistently implement any social distancing of 6 feet or less that may be recommended by any known government authorities. RSR is a place where campers, counselors, guests and staff are often in contact and near each other every day and every night.

RSR will be taking more health precautions this summer. Precautions during camp include encouraging and enforcing more handwashing, more use of hand sanitizers, more wiping down of doorknobs and high use areas with antibacterial wipes, etc. RSR plans to be in constant communication with each User Group’s Leaders and Healthcare Staff. It plans to send campers, counselors and guests home who show signs of becoming symptomatic for COVID-19 during their stay. But even taking these and other extra precautions, participants at RSR events may still be exposed to the risk of contracting the Coronavirus or possibly some other illness.

The activities and risks of RSR are an integral part of the Ranch experience. If eliminated, our campers and guests would be deprived of the opportunity for the growth and development which our users and their families expect.

Ultimately it is up to each individual and family to decide as to whether RSR is a viable option and/or a mitigated risk that they are willing to move forward with.

This document serves as a brief summary/overview of the policies, procedures, and protocols that have been developed by the KANSAS 4-H FOUNDATION DBA ROCK SPRINGS RANCH to help mitigate communicable disease and COVID-19.

The information presented is not intended to be an exhaustive list of the precautions that are implemented internally with regard to medical care, equipment, sanitation, PPE, testing, etc.

Additional COVID-19 protocols have been created by our team and are based on the latest recommendations and guidelines from medical professional, state, local, and federal government agencies. These protocols provide in-depth guidance for care of campers, guests and staff while at camp, including testing capabilities.

Please contact our main office with any questions or concerns that you may have

As the leader of this group, I agree that all participants and leaders will abide by the above policies.

I acknowledge that RSR’s operational status is subject to change without notice based on the prevailing guidance of CDC, KDHE and their Local County Health Departments. I also acknowledge that any required changes are out of RSR’s control and they may result in the need to increase or decrease these preventive policy measures to protect our participants and RSR staff up to and including event cancelation in response to pandemic demands.

Signed _____ Print Name _____

Group Name _____ Date _____