



Camp Fire Alaska COVID-19 Community Mitigation Plan for the Rural Alaska Program

Overview. The operating requirements listed below have been designed to mitigate community spread of COVID-19 in our programs. These requirements are based on CDC and YKHC recommendations, state mandates, and best practices in the field. A copy of this Community Mitigation Plan and a full updated Procedures Manual is made available at our programs. A copy of this Community Mitigation Plan will be available at every community distribution site. This plan will be updated frequently as health guidance changes. An updated copy will be available on Camp Fire Alaska’s website and a printed version at site.

General Preparedness & Planning	
COVID-19 Awareness & Education	<ul style="list-style-type: none"> • All staff are to be trained and educated on the spread of COVID-19, symptoms, best practices, and the COVID-19 mitigation plan • Each employee will receive a copy of the COVID-19 mitigation plan as well as the comprehensive procedures manual • Policies and procedures will be updated weekly with the latest CDC recommendations, Camp Fire requirements, state mandates, and community best practices • Staff will be trained regularly on updates • CDC posters will be displayed at the distribution site informing of the symptoms of COVID-19, how it spreads, and handwashing practices • Signage will be posted at distribution site stating clearly that any person with symptoms consistent with COVID-19 may not enter the Camp Fire service area • Staff will be informed that they are to report any COVID19 exposure to Camp Fire Alaska

Physical Distancing Strategies	
Physical Distancing	<ul style="list-style-type: none"> • Staff are to remain 6 ft apart from one another and community members at all times • When needed, age appropriate strategies are to be used when explaining physical distancing • Staff will be trained to set up the distribution site to encourage physical distancing by designating markings 6-10 feet apart where youth and families will wait in line • Program supplies are designed to be used per household with no sharing between non-household members
Group Management	<ul style="list-style-type: none"> • Camp Fire will not host any in-person activities or group gatherings. • Distribution is encouraged to take place outdoors <ul style="list-style-type: none"> ○ If distribution is to take place indoors, a capacity limit will be established based on the size of the room to allow for adequate physical distancing, but not to exceed 10 people including staff • Physical distancing will be encouraged at all times • Physical markers will be used to promote physical distancing in key areas to control the flow of traffic and indicate where to stand • Time spent standing in lines will be assessed and minimized and a staggered schedule will be established if needed • Visitors, volunteers, and special guests are prohibited unless approved by Camp Fire and designated community representative

Health & Safety	
Monitoring of Health Guidance	<ul style="list-style-type: none"> • A designated leadership team member reviews health guidance daily and weekly • Changes are communicated to Program Leadership and Marketing • Program Leadership updates procedures and conducts training/notification of staff • Updates are posted on the Camp Fire Alaska website as needed
Facility	<ul style="list-style-type: none"> • If an indoor space is utilized, doors and windows will remain open to allow for more fresh air to enter the space
Health Screenings	<ul style="list-style-type: none"> • Any youth, staff or community members who are ill and/or have respiratory symptoms and/or have a fever above 100.4 are not to enter the Camp Fire service areas <ul style="list-style-type: none"> ○ These individuals should follow the specific community COVID-19 protocol • Staff are to undergo a health screening at the <u>beginning and end</u> of each working shift that monitors, temperatures, symptoms, out of community travel, and exposure to COVID-19 <ul style="list-style-type: none"> ○ End of shift screenings record movement and interaction during the day to assist with contact tracing in the event of COVID exposure • All information gathered in staff health screenings is maintained electronically on a HIPAA compliant and secure platform and ensures the ability of contact trace if needed • Staff and youth who have traveled out of state must abide by state & community travel requirements
Responding to illness	<ul style="list-style-type: none"> • Staff who become ill at work are to end their shift and return home immediately and will notify Camp Fire Leadership immediately • Youth or community members who become ill at the distribution site will be asked to return home immediately; for youth parents/guardians will be notified <ul style="list-style-type: none"> ○ This illness will be reported to Camp Fire Leadership by end of shift • Staff illness will be tracked in a HIPAA compliant and secure electronic format and will be monitored • Staff, youth or community members who become ill with any COVID-19 symptoms cannot return to program until CDC recommended quarantine has passed, two negative COVID-19 tests are obtained at least 24 hours apart, or a healthcare provider has approved their return
Preventative Handwashing	<ul style="list-style-type: none"> • Staff are to be trained on proper preventative hand washing • Staff must wash hands or use hand sanitizer upon start and end of shift • Staff are to wash their hands or use hand sanitizer upon entering buildings, before and after eating, when transition from one space to another, whenever their hands become soiled, when handling food, after sneezing/coughing, when handling garbage, after using the restroom, and upon exiting buildings, and at minimum every hour based on the delivery schedule • Staff are to wash their hands between changing job duties
Face Coverings	<ul style="list-style-type: none"> • Staff are required to wear appropriate PPE based on CDC and YKHC guidance • Cloth face coverings are highly recommended for all youth and community members

Cleaning and Sanitizing	
Personal Protective Equipment	<ul style="list-style-type: none"> • Face coverings are to be cleaned and sanitized at the end of each day • Each staff is provided their own PPE
Schedules	<ul style="list-style-type: none"> • All high touch surfaces (Doorknobs, tarps, tables etc.) are to be cleaned and sanitized several times throughout the day and at minimum hourly • Routine cleaning and sanitizing is to be confirmed by staff through a daily cleaning and sanitizing checklist • Indoor distribution spaces are to be cleaned and sanitized after each use
Cleaning & Safety	<ul style="list-style-type: none"> • Distribution site will maintain adequate cleaning supplies and PPE for staff to properly clean & disinfect • All cleaning products are to be stored out of reach of youth
Packing of supplies	<ul style="list-style-type: none"> • All Anchorage-based staff follow strict health and safety guidance while packing supplies for community shipments • Packing procedures include: <ul style="list-style-type: none"> ○ Daily health screening for staff ○ Frequent hand washing and sanitizing ○ Supply sanitizing before shipping ○ Supply quarantine in untouched area before shipping to reduce the risk of illness spreading via Camp Fire shipments

Food Service	
General	<ul style="list-style-type: none"> • Meals are to be distributed to take home, <u>not</u> to be eaten at distribution site • Staff are to wash their hands before distributing meals • Youth will be reminded to practice hand washing before and after eating
Community Produce	<ul style="list-style-type: none"> • Staff are to wash their hands before handling & distributing produce • Staff will wear gloves when handling produce • Staff are to encourage community members to wash all produce before consuming
Elder Meals	<ul style="list-style-type: none"> • If Delivered: Elder Meal packages will be dropped on the Elder's doorstep for zero-contact delivery, and use hand sanitizer in between all deliveries • If picked up at distribution site, all health and safety procedures will be followed according to distribution plan • Staff are to wash their hands or use hand sanitizer before and after handling & distributing Elder Meal packages



COVID-19 Exposure Response Plan

Below are the steps that will be followed by Camp Fire Alaska in response to actual or possible COVID-19 exposure within program based on CDC recommendations.

Actual Exposure: Staff report testing positive for the COVID-19 virus within the last 14 days of being present in program.

Possible Exposure: A staff who has been present in program within the last 14 days reports closely interacting with someone who has tested positive for the COVID-19 virus.

In the event of a confirmed COVID-19 case, Camp Fire will take the following steps:¹

- 1. Immediately notify local health officials, Community/Tribal representative, OSHA, and key partners.** Health officials and the local community will help Camp Fire determine a course of action for our program(s).
Bethel Public Health Center: 907.543.2110 and jerry.troshynski@alaska.gov
OSHA Reporting: <https://www.osha.gov/recordkeeping/1>
- 2. Close distribution immediately.** Camp Fire Alaska will work with local health officials and the Community/Tribal representatives to determine appropriate next steps, including whether extended closure is needed.
 - Supplies will remain sealed and untouched for the entire span of time.
 - Discourage gathering in close proximity anywhere in the community.
 - If and when a case is in the community, Camp Fire Leadership and the Tribal/Community representative will determine the best method of meal/produce distribution.
- 3. Communicate with staff and the community.** Camp Fire will coordinate with local health officials and the Tribal/Community representative to communicate closure decisions and the possible COVID-19 exposure.
 - Camp Fire will support community contact tracing and proper notification.
 - Communication will include messages to counter potential stigma and discrimination.
 - No names will be shared, as per confidentiality as required by the Americans with Disability Act.
- 4. Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with the Tribal/Community representative. At minimum Camp Fire will do the following:
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - Coordinate with Community/Tribal representative to assure that no individuals enter facility for a minimum of 24 hrs.
 - After 24 hours, thorough cleaning and sanitation will occur based on the Camp Fire Cleaning and Sanitation Procedures.
- 5. Camp Fire Program Leadership Team will assess all health and safety procedures, site operations, and the need for increased monitoring and/or training.**
- 6. Camp Fire Directors Team will assess program operations after any COVID-19 exposure event.**

¹ "Interim Guidance for Childcare Programs and K-12 Schools." *Centers for Disease Control and Prevention*, Centers for Disease Control and Prevention, 19 Mar. 2020, www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case.