

APPENDIX K

Pokagon Band of Potawatomi Indians Kë Gbëshmen Policy and Procedure Manual COVID-19 Response Plan

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Approved By:

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Introduction

The Tribal Council approved the Kë Gbéshmen Policy and Procedure Manual (“Manual”) for the Culture Camp. The purpose of the Manual is to establish policies and procedures to help ensure that the Culture Camp offers a safe and rewarding experience for Campers and Camp Staff. The Manual contains provisions in furtherance of this purpose, including a Health Policy. However, the Health Policy does not sufficiently address issues related to COVID-19.

The purpose of this Appendix K, Covid-19 Response Plan (“Plan”) is to help protect public health and safety by implementing an appropriate response to address COVID-19 issues involving the Camp, consistent with the needs of the Band community. This Plan was developed jointly by representatives of the Departments in consultation with the Band Department of Health Services (“PHS”).

This Plan is intended to supplement applicable laws, regulations, and orders (“Laws”), including those relating to COVID-19. In the event of any conflict between any Laws and this Plan, the Laws shall control.

The Band Medical Director (who under a services agreement, serves as the physician referenced in the Manual) may issue written supplements to this Plan as necessary to implement this Plan or respond to COVID-19 related issues involving the Camp (“Supplements”), which shall form a part of the Manual. Also, the Band Medical Director may issue certain Standing Orders, including relating to COVID-19, through Exhibit B of this Manual. Moreover, Section 5.5 of the Manual states certain universal precautions to be followed to prevent the spread of infectious disease. In the event of any conflict between the universal precautions and the Supplements or any Standing Orders, the Supplements and Standing Orders shall control.

Capitalized terms shall have the meanings set forth the Manual, except as may be otherwise set forth in this Plan.

Communication

The Camp Directors shall ensure that a copy of this Plan is made available to each Parent and that all questions from Parents relating to this Plan are promptly answered.

The Camp Directors shall ensure that information is provided to Parents on specific issues related to this Plan, including reminding Parents of their obligations under this Plan, and informing Parents of the ways that the Camp will communicate with Parents under this Plan.

The Camp Directors shall ensure that Parents are promptly notified of any Camp suspensions or closures, schedule changes and Supplements.

The Camp Directors shall ensure that Camp Staff and Campers are regularly reminded of behaviors that reduce the spread of COVID-19, including the requirements of this Plan.

The Camp Directors shall ensure that COVID-19 related signs are posted in highly visible locations (Camp entrances, dining areas, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs, including by properly washing hands or sanitizing.

The Health Officer shall be the primary point of contact for health issues related to the Camp, including COVID-19. The Health Officer may be contacted at (269) 519-0233.

Parental Obligations

Parents have an important role in ensuring the safety of their Campers and preventing the spread of COVID-19, including:

- Understanding COVID-19 symptoms, which may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, vomiting, diarrhea, etc., which may appear after exposure to COVID-19;
- Understanding COVID-19 transmission, complications, and risks related to Camp attendance, and making an informed decision about whether their Camper should attend the Camp considering all complications and risks;
- Understanding whether their Camper has any health condition that may cause the Camper to be at higher risk for complications if exposed to COVID-19, and consulting with the Camper's primary care provider on whether their Camper should attend the Camp;
- Understanding that although the Band will implement certain measures to mitigate the spread of COVID-19 at the Camp, the Band cannot and does not guarantee in anyway that a Camper or others will not be exposed to, become infected with, or spread COVID-19 in connection with the Camp;
- Reviewing this Plan and seeking clarification if the Parent has any questions whatsoever about this Plan or COVID-19 measures implemented by the Camp;
- Explaining to their Camper the requirements of this Plan, including relating to handwashing, social distancing and mask wearing;

- Always complying with all applicable requirements of the Manual, including this Plan and all other requirements, fully cooperating with Camp Staff, and not interfering with the implementation or enforcement of this Plan; and
- Completing the Pre-Arrival Camper Screening set forth below in this Plan to determine their Camper's eligibility to attend Camp, and promptly notifying the Health Officer if the Camper is required to isolate or quarantine.

Social Distancing

Pods

The Camp will divide Campers and Camp Staff into distinct groups that will stay together throughout an entire Camp. Each group will have a maximum of 14 campers and 1-4 Counselors.

Separation

To the extent practicable, the Camp will maintain social distancing, including by aligning beds at least 6 feet apart. If such alignment is not possible, Campers shall be required to sleep head to toe.

Camp Staff shall monitor and enforce in accordance with the Manual social distancing and health hygiene requirements.

Meals

To the extent practicable, there will be stations for diners to wash their hands with soap and water prior to eating. If handwashing stations are not available, station dispensers of alcohol-based hand sanitizer will be located at the entrance of each dining area.

Hygiene

Hand Washing

The Camp Directors shall ensure that regular health and safety practices are reinforced with Camp Staff and Campers, including CDC guidelines.

All persons shall wash their hands often with soap and water for at least 20 seconds, especially if they blow their nose, cough, sneeze, use a bathroom, and before eating or preparing food.

Washing with soap and water is the best option when a person's hands are visibly dirty. When using hand sanitizer, persons should cover all surfaces of their hands and rub them together until they feel dry.

The Camp Directors shall ensure that hand soap and sanitizer dispensers are systematically checked and refilled when necessary.

The Camp Directors shall ensure that all hand sanitizer utilized at the camp is at least 60% alcohol.

Cleaning and Disinfection

The Camp Directors shall ensure that an appropriate schedule is developed and followed for cleaning of the Camp, which to the extent practicable, shall be consistent with CDC guidelines.

The Camp Directors shall ensure that the Camp is disinfected consistent with CDC guidelines, including if any Camp Staff or Camper tests positive for COVID-19.

All frequently touched surfaces (tables, chairs, door and sink handles, etc.) within the Camp, and any vehicles used for transportation of Campers, shall be cleaned at least daily and, to the extent practicable, between each use.

To the extent practicable, the shared objects (including any equipment, such as paddles, PFDs, etc.) shall be cleaned between each use. Also, Camp Staff shall ensure that all persons thoroughly clean and sanitize their hands before and after every use of equipment.

All persons shall keep their personal items separated from the personal items of others and, to the extent practicable, shall not share any personal items. All persons shall avoid placing their toothbrushes or toiletries directly on counters or surfaces.

Camp Staff shall wear proper equipment (gloves, face mask, etc.) when cleaning and disinfecting to protect against chemicals.

Personal Protective Equipment

Face Masks

The Camp Director shall ensure that appropriate PPE, including face makes, is made available to all Camp Staff and Campers.

Face masks are not required to be worn, but:

- Campers and Camp Staff may choose to wear a face mask;
- A Camper must wear a face mask if required under the Camper Screening criteria stated below; and

- A Camper must wear a face mask in connection with COVID-19 responsive measures, unless there is a medical contradiction, if the Camper fails to pass a COVID-19 health screening, or otherwise is suspected of having COVID-19.

Precautions

Camp Staff shall encourage all persons to take other appropriate precautions to help avoid the spread of COVID-19, including covering coughs and sneezes with a tissue or, if a tissue is not available, a sleeve.

Camper Screening

Pre-Arrival

- Within 10 days from the first day of camp, the Parent shall monitor the Camper for any COVID-19 symptoms.
- The Parent shall comply with the below isolation and quarantine requirements for the Camper and promptly notify the Health Officer if the Camper is required to isolate or quarantine.
- **ISOLATION (Camper has COVID-19):**
 - Campers who test positive for COVID-19 and/or display COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) must isolate regardless of vaccination status as follows:
 - Isolate at home for the first 5 days (starting with the day after symptoms began or day after test was taken for those without symptoms);

RULE: The Camper **IS NOT ELIGIBLE** to attend Camp during this first 5 day period.

AND

- If symptoms have improved or no symptoms developed, may return to normal activities, while wearing a well-fitted mask, for the next 5 days to protect others.

RULE: The Camper **IS ELIGIBLE** to attend Camp during this second 5 day period but must wear a mask as instructed by the Health Officer.

AND

- If camper has a fever, stay home until fever free for a period of 24 hours without the use of fever reducing medications before returning to normal activities while wearing a well-fitted mask, until the 10-day period is complete.

RULE: The Camper **IS ELIGIBLE** to attend Camp once fever free for a period of 24 hours without the use of fever reducing medications but must wear a mask as directed by the Health Officer.

OR

- Isolate at home for 10 days if unwilling/unable to wear a mask as directed by the Health Officer.

RULE: The Camper **IS NOT ELIGIBLE** to attend Camp during this 10 day period if unwilling/unable to wear a mask as directed by the Health Officer.

- **QUARANTINE (Camper exposed to COVID-19):**

- **Personal/Household Exposure** - Camper, regardless of vaccination status, is exposed to COVID-19 through a personal or household contact (being individuals who share any living space, including through sleepovers, and individuals who carpool, individuals in any childcare setting):

- Conduct symptom monitoring for 10 days after exposure;

AND

- Test at least one time if possible 3-7 days after exposure, and test and isolate until receiving negative test results if symptoms develop;

AND

- Wear a well-fitting mask for 10 days from the date of last exposure to protect others.

RULE: Unless the Camper is required to isolate, the Camper **IS ELIGIBLE** to attend Camp during this 10 day period but must wear a mask as directed by the Health Officer.

- **Community Exposure** - Camper, regardless of vaccination status, is exposed to COVID-19 through community exposure (social or work setting, etc.):

- Conduct symptom monitoring for 10 days after exposure;

AND

- Test and isolate until receiving negative test results if symptoms develop;

AND

- Consider wearing a well-fitting mask around others for 10 days from the date of last exposure to protect others.

RULE: Unless the Camper is required to isolate, the Camper **IS ELIGIBLE** to attend Camp during this 10 day period and may wear a mask (optional).

Day Camp

- The Health Officer (and other designated Camp Staff) shall conduct a COVID-19 health screening for each Camper each day when the Camper arrives at the Camp.
- For any Camper who was required to isolate or quarantine within 10 days before Camp, the Health Officer may require the Camper to provide a doctor's release to attend Camp.
- Any Camper who does not pass a COVID-19 health screening, upon arrival at the Camp, will not be permitted to attend the Camp for the period determined by the Health Officer based on guidelines.
- A determination by the Health Officer (and other designated Camp Staff) of whether a Camper has passed a COVID-19 health screening, and may attend the Camp based on such screening, shall be final.

Overnight Camp

- The Health Officer (and other designated Camp Staff) shall conduct a COVID-19 health screening for each Camper upon arrival and each morning thereafter based on a schedule developed by the Health Officer and approved by the Band Medical Director.
- For any Camper who was required to isolate or quarantine within 10 days before Camp, the Health Officer may require the Camper to provide a doctor's release to attend Camp.
- Any Camper who does not pass a COVID-19 health screening upon arrival at the Camp will not be permitted to attend the Camp.

- A determination by the Health Officer (and other designated Camp Staff) of whether a Camper has passed a COVID-19 health screening, and may attend the Camp based on such screening, shall be final.

Camp Staff Screening

Vaccinations

- The Band encourages, but does not require, Camp Staff to get a COVID-19 vaccination.
- COVID-19 vaccinations are available through PHS.

Screening

- Camp Staff shall follow the Band's required daily COVID-19 symptom screening for employees, which may include being done through electronic means.
- Any Camp Staff who does not pass a COVID-19 symptom screening upon arrival at the Camp, will not be permitted to serve at the Camp until released by the HR Department.

Other Persons Screening

- Except as otherwise determined by the Camp Directors in consultation with the Band Medical Director, for all persons other than Campers and Camp Staff ("Other Persons") who enter the Camp during a Camp session (excluding any public safety personnel in the performance of their duties), the Health Officer (and other designated Camp Staff) shall conduct a COVID-19 health screening for each Other Person when the Other Person arrives at the Camp.
- Any Other Person who does not pass a COVID-19 health screening, upon arrival at the Camp, will not be permitted to enter the Camp for the period determined by the Health Officer based on guidelines.
- A determination by the Health Officer (and other designated Camp Staff) of whether an Other Person has passed a COVID-19 health screening, and may enter the Camp based on such screening, shall be final.

Camper COVID-19 Care

Isolation

- The Health Officer, in coordination with the Camp Directors shall designate one or more safe locations for the isolation and care of any Camper who fails to pass a COVID-19 health screening, or otherwise is suspected of having COVID-19.
- If any Camper fails to pass a COVID-19 health screening, or otherwise is suspected of having COVID-19, then the Health Officer shall cause the Camper to be immediately isolated from others in the designated safe location until the Camper can be picked up or transported as permitted under the Manual.
 - The Camper shall receive care consistent with CDC guidelines and the Standing Orders and should not be left unattended.
 - Any persons caring for the Camper shall follow proper precautions for caring for persons who may be sick with COVID-19, including wearing appropriate PPE when in contact with the Camper.
 - The Camper should wear a face mask unless there is a medical contraindication.
- After the Camper leaves the designated isolation location, to the extent practicable, the area shall not be used again until it is cleaned and sanitized, which preferably should occur at least 24 hours later. If 24 hours is not practicable, then Camp Staff shall wait as long as possible before cleaning the designated location.

Notice

- The Health Officer shall immediately notify the parent if any Camper fails to pass a COVID-19 health screening, or otherwise is suspected of having COVID-19.
- The Health Officer shall immediately notify appropriate Band health officials and the Camp Directors if any Camper fails to pass a COVID-19 health screening, or otherwise is suspected of having COVID-19.

Measures

- If any Camper fails to pass a health screening, or otherwise is suspected of having COVID-19, the Health Officer shall immediately cause to be implemented appropriate steps consistent with guidelines, which may include:

- Advising the Parent that the Camper failed a health screening, or is otherwise suspected of having COVID-19, recommending that the Camper seek medical evaluation and, to the extent practicable, be isolated until such evaluation.

Camp Staff Isolation

- If any Camp Staff fails to pass a health screening, or otherwise is suspected of having COVID-19, the Health Officer, in consultation with HR Department, shall immediately cause to be implemented appropriate steps consistent with guidelines, which may include:
 - Taking action consistent with Band COVID-19 protocols that apply to Band employees; and
 - Without disclosing the Camp Staff's identity, advising those who have had close contact with the Camp Staff to take appropriate steps, which may include, as appropriate, to quarantine, self-monitor for COVID-19 symptoms, and follow guidance if any COVID-19 symptoms develop. The Health Officer shall notify any contacts that are not Band employees; and the HR Department shall notify any contacts that are Band employees.
- Camp Staff shall comply with all Band requirements relating to COVID-19, including not returning to service at the Camp until authorized by the Camp Directors in consultation with the HR Department if the Camp Staff is required to quarantine or isolate.

Training

- The Camp Directors shall ensure that all Camp Staff are trained on COVID-19, including this Plan and any Supplements PHS is available to assist with training if needed.
- The Camp Directors shall ensure that all Camp Staff receive updated training on any amendments to this Plan, including any Supplements, or if new information becomes available about the transmission or diagnosis of COVID-19.
- The Camp Directors shall ensure that Camp Staff absenteeism is monitored, and Camp Staff are cross-trained, and a roster of trained back-up staff is maintained.

Reporting

- Any Camp Staff who suspects that any person at the Camp may have COVID-19 or may have otherwise been exposed to COVID-19 shall immediately report the same to the Health Officer.
- Camp Staff shall maintain confidentiality related to COVID-19 and not disclose confidential medical information except in accordance with applicable law and Band policy, including as required above.
- Upon order by the Health Officer, Camp Staff shall cooperate in connection with any contact tracing in accordance with CDC guidelines to limit the spread of COVID-19, including documenting any close contacts with the person at the Camp.
- If the Health Officer determines that any person at the Camp has COVID-19, the Health Officer, in consultation with the Camp Directors, and with the approval of the Band Medical Director shall implement appropriate measures.