

# Fort Caswell

## COVID-19 Response Plan

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### Large Group Spaces (Common Areas)

1. Hatch Auditorium
2. Classroom Space
3. Reception Center
4. PX/Drift Inn
5. Gym
6. Cafeteria

All common areas will be cleaned and disinfected before and after all large group use following the CDC and NC Health Dept. guidelines. (Hatch, classrooms and Cafe). While working with our Brunswick County Health Dept. we are meeting or exceeding all requirements that are listed at this time. As other mandates and requirements are posted we will again meet or exceed those requirements. One such way we are exceeding in group areas, is the use of a fogger to disinfect after the required cleaning is complete.

The Health Dept has recommended one-way traffic entrance and exits for large group areas. We will follow those recommendations for all of these areas by posting signs for entrance only and directional signs that lead to the exit doors.

NC Health Dept. has recommended that all indoor recreation/activity rooms (gyms, game rooms, etc.) be closed to mixed group use. Therefore, we will not have the gym available for open play, but we will check out equipment from the front to allow use of outdoor areas. We will work to schedule group time in the gym as possible to allow church groups to use the gym for their group only for a set time. This space will then be cleaned and disinfected before open to another group. The Drift-Inn snack shop and game room will only be open for snack purchases (following the capacity and distancing requirements) and will not allow game room use or congregating inside.

## Housekeeping - Lodging

Before Arrival  
During Stay  
After Departure

Fort Caswell is working with state and local government agencies to ensure we are meeting or exceeding all requirements listed at this time. As additional requirements are posted we will work to exceed those expectations as well. The current protocol is a two-step cleaning of all accommodations. 1. Cleaning all areas first then 2. Disinfecting. We will again be using foggers between groups to go the extra step of disinfecting all high traffic, high touch and sleeping areas.

During the camp week we will need you, the group leaders to assist with cleaning of high touch areas in your lodging after your group leaves for the program time.

In all accommodations where we provide soap and paper towels, we will work to keep all of these areas fully stocked throughout the entire week. You may help us by calling Guest Services if there is a need. Our staff will not be working inside any lodging while guests are inside! If there is a need or a repair to be performed, we will take care of all needs but will ask the group or individual to wait out in the hallway or common area while our staff is inside taking care of any issues.

## Food Service

- a. Social Distancing
- b. No Self Service
- c. Possible packaged meals

The requirements by the NC Department of Health and Human Services states that it is recommended for meal Services to (1) stagger meal times so that physical distancing between different groups can be maintained. Each church group may sit together but it is recommended to remain at least 6 feet from other groups. And (2) Meal Service lines should have floor markings 6 feet apart to maintain the recommended social distancing between groups. (3) Additional outdoor seating will be provided for guests wishing to sit outside in an open-air area.

### ● Prevention and Cleaning

- All Food Service staff will wear gloves at all times while preparing, cooking and serving.
- All Food Service staff will wear face masks while serving guests and or assisting guests in any way that causes staff and guests to be in close proximity.

- Proper hand sanitizing is recommended for all guests before eating meals. Hand sanitizing stations will be located inside each doorway as well as stocked in restrooms.
- All tables will be wiped and disinfected between each use. Deep cleaning/disinfection will be completed after each meal time.

## Outdoor Spaces

- a. Pool
- b. Beach
- c. Fishing Pier

Outdoor spaces are recommended for activities over indoor in confined spaces. Cohorts (church groups) are encouraged to utilize outdoor spaces for games and activities within their own cohort (church group) and to social distance from other groups.

Following basic Social distancing and basic personal hygiene is the best defense.

The Pool and Beach swimming areas will be open each afternoon on the regular schedule. The fishing pier is open and available to all guests but again social distancing is recommended between groups.

## Church Group Expectations

### BEFORE ARRIVAL

1. It is imperative for each group to perform a health check of all church members coming with them to camp before leaving!
  - a. Temp. If they or a family member in their house have had a temperature of 100.4 or greater, they need to stay home!
  - b. Symptoms listed by the CDC: (If any group member has two or more of the following, they must stay home) Cough, shortness of breath, fever, chills, muscle pain, headache or sore throat, new loss of taste or smell.
  - c. Pack basic APPROVED cleaning supplies needed for cleaning your buildings common areas while here. Please refer to the EPA list of Disinfectants to use [GOV. LIST FOR APPROVED DISINFECTANTS](#)
  - d. While traveling to camp, take precautions with exposing your group to others at stops.

### DURING CAMP

1. It is also imperative for each group leader to do their part in protecting their group while at camp!
  - a. Perform frequent cleaning of your housing high traffic and high touch areas.

- b. Social Distancing: Each group leader is needed to enforce social distancing of their group especially out in large group areas. (Outside areas are much safer and are recommended over indoor confined spaces).
- c. In addition to Social Distancing, Follow CDC health, safety and personal hygiene guidelines:
  - i. Cover coughs and sneezes with tissue then throw in trash
  - ii. Wash hands often with soap and water for at least 20 sec. Especially after bathroom, before eating and after coughing, sneezing or blowing your nose.
  - iii. Using hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  - iv. Avoiding touching eyes, nose, and mouth with unwashed hands.

## DEPARTURE

1. Check-out and assisting with clean-up:
  - a. Check-out will be in the morning by 9:30! Buildings will not be available after check-out for groups to return.
  - b. All groups are asked to assist with the turn-over process by removing all trash out to the bin by the road, pulling any linens (sheets, pillowcases, towels) and leaving these in separate piles in the inside first floor hallway. All groups staying in cottages must wash all kitchenware and lay out on counters for staff to inspect and then disinfect.
  - c. In buildings where brooms are provided, please sweep and or clean the floors as you leave the building.
  - d. Please wait for the staff member to check you out of the building and perform a walk-through.
  - e. Groups are responsible for any damages to the buildings.

# Deep Impact Additions

For participants involved in Deep Impact projects, the following guidelines will be important for mission project purposes. All Deep Impact *staff* members will be screened and tested for temperature readings daily. Should any Deep Impact participant begin to feel sick, leadership should be notified immediately.

1. Missions projects at senior adult facilities will not be permitted.
2. All mission sites must allow for appropriate social distancing.
3. Upon return from mission sites, all participants must wash their hands immediately.
4. If a participant encounters a patron on site who exhibits symptoms of COVID-19, the encounter will be reported to the coordinator immediately, who will report it to the director. The participant will then be under additional screening and monitoring for the remainder of the camp week, including temperature checks.
5. If an individual or group leader becomes uncomfortable with the ability for sanitation on site, it should be reported to the coordinator immediately.
6. Surfaces, such as steering wheels and door handles, must be sanitized upon the return to camp each day.
7. Lunches and water must be retrieved by the same individual from each team. DI staff members will take care of preparing coolers.