



**Cazadero Performing Arts Camp  
(CazPAC)  
COVID-19 Safety Program  
(CSP)**

Revised May 25, 2021

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## Introduction

### Purpose

This COVID-19 Safety Program (CSP) has been developed to provide employees, campers and families of Cazadero Performing Arts Camp (CazPAC) with a summary of CazPAC's preliminary plans to create a healthy and safe environment during the COVID-19 pandemic. By implementing the measures outlined in this plan, effective June 1, 2021, we hope to control exposures to the SARS-CoV-2 virus that may occur in our camp. CazPAC will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices. Note: This document is intended to supplement other CazPAC policies that may apply in certain situations or circumstances, including information that will be provided to employees concerning COVID-related benefits available.

Guidance from federal, state and local health agencies changes frequently, so we anticipate that this CSP will be updated regularly. The information presented in this document is current as of the date of the document, is based on the best information available to CazPAC, and is meant to cover as many scenarios as possible. Not all scenarios can be anticipated and the Executive Director and Camp Director in consult with public health officers, regulatory agencies, and informal medical advisors may adjust this policy as needed to protect the health and safety of our staff and campers during this pandemic.

### Authority and Responsibility

Emily Wainacht, Executive Director, along with Jim Mazzaferro, Camp Director, have overall authority and responsibility for implementing the provisions of this CSP at our campsite. In addition, Health Officers will serve as COVID Safety Officers and all music staff and supervisors are responsible for implementing and maintaining the CSP in their assigned areas and for ensuring people receive answers to questions about the camp programs in a language they understand. All CazPAC employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe camp environment.

## Vaccinated Staff and Campers

CazPAC will encourage all campers and staff who are eligible for vaccination to be fully vaccinated before coming to camp. We hope and expect that most if not all of our camp employees who are eligible to be vaccinated (currently age 12 and older) will be fully vaccinated by the time camp begins. A person is considered fully vaccinated two weeks after their second dose of a two-dose vaccine regimen or 2 weeks after the dose of a single-dose vaccine. Although some testing and isolation requirements will be modified for fully vaccinated campers and staff, because not all campers may be vaccinated, mask and social distancing requirements will remain in place regardless of the vaccination status of campers or staff.

Due to the highly transmissible nature of Covid-19, and because many individuals may develop side effects after receiving a vaccine (including but not limited to fever, cough, body aches, nausea, headache, etc.), if a camper or staff member arrives to camp with any symptoms after recently receiving a vaccine, they will be fully excluded from camp in accordance with state and

local public health requirements. Side effects after vaccination generally last 1-3 days. We recommend NOT receiving a dose of vaccine in the 7 days prior to arriving to camp.

## Participant and Employee Safety

### Safe Environment

Protective plexiglass barriers have been installed where needed. CazPAC regularly cleans, disinfects, and sanitizes office, rehearsal and living areas. Rehearsal rooms and any other indoor areas are equipped for adequate ventilation.

### Protective Equipment and Hygiene

CazPAC supplies each workspace, living space and rehearsal area with hand sanitizer dispensers. CazPAC requires all persons onsite to wear masks except in specific situations, and has additional masks and gloves available for staff, campers, and visitors as needed (see Face Coverings section).

CazPAC requires all persons onsite using woodwind and brass instruments to use instrument-specific masks and protective devices such as bell covers and has such masks and devices available as needed (see Instrument Covers and Masks section).

### Reporting Symptoms and/or Exposure

All employees and campers are required to self-report any COVID-19 symptoms they experience while at camp or in the 72 hours before coming to camp. (see the list of symptoms below). In addition, they must report any known exposure to a COVID-19 case during 10 days before arriving to camp. Unvaccinated staff or campers who are exposed to a COVID-19 case must not attend camp until a minimum of 10 days have passed since their last exposure. If fully vaccinated, campers and staff may attend camp after exposure to a case so long as they remain asymptomatic. Symptoms and exposures will be included in our mandatory screening. (see Testing, Screening, and Quarantine)

If the camper or employee is offsite, reports may be submitted via email to [execdir@cazadero.org](mailto:execdir@cazadero.org). If onsite, reports must be submitted immediately to the health officer on duty. Upon notification of symptoms and/or exposure, the individual will be placed into isolation which will be enforced until the individual can leave camp or can meet the criteria to return to work/participation as outlined below. Do not wait for a confirmed case to report symptoms. (see section: When Someone Gets Sick) CazPAC will follow-up about any reported symptoms and establish the conditions for isolation and/or returning to camp.

Common symptoms of COVID-19 include:

- Fever
- Coughing/sneezing
- Sore throat
- Fast or shallow breathing
- Chills

- Muscle pain or fatigue
- Headache/stomachache/nausea
- Multiple episodes of vomiting or diarrhea
- New loss of taste or smell

### Stay Home When Sick

CazPAC requires staff and campers to stay home when they are sick.

Staff members and campers are encouraged to report illness and absence as soon as possible to help ensure adequate coverage of duties and to minimize spread. All staff members earn paid sick leave and are free to use sick leave without penalty of repercussion for missed time.

Sick persons are not permitted to return to camp until:

- It has been at least 10 days since symptoms developed; AND
- They are free from fever for at least 24 hours. A fever is considered a temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher. The temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen); AND
- Symptoms are improving (loss of taste and smell may persist for weeks to months after COVID and continued loss of taste and smell is not a reason to exclude from CazPAC as long as the above two criteria are met)

Because not every contagious illness is accompanied by a fever, persons who suspect or confirm they are ill should stay home at least four to five days after the onset of symptoms. During this time away from camp a COVID test should be performed which may change the timeline for return to camp.

Employees who test positive for COVID-19 are expected to remain off site until they meet the criteria to return to camp as outlined below.

CazPAC maintains a back-up staffing plan to cover sick staff.

### Criteria to Return to Camp After Illness

If a camper or a staff member has symptoms of illness, they should not come to camp.

#### CRITERIA FOR SYMPTOMS W/ NEGATIVE TEST

Staff cannot return to camp until their symptoms have cleared and they have had no fever for 24 hours without the use of fever-reducing medicines. Campers who need to miss any part of their session due to symptoms of illness will need to reschedule to a different session if possible, due to the nature of our programmatic design. In other words, if the health officer determines that a camper's symptoms are such that they need to leave camp, the camper cannot come back to the same session even if they test negative and meet other criteria to return.

In the case of a confirmed diagnosis of COVID-19, CazPAC uses guidelines from state and local public health agencies as well as CDC recommendations in developing its criteria to return

to camp. Persons diagnosed with COVID-19 may exhibit symptoms or may show no detectable symptoms. The criteria for return differ depending on the circumstances.

### CRITERIA FOR SYMPTOM-BASED COVID-19

Persons who think or know that they had COVID-19, and had symptoms, may return to camp under the following circumstances:

- At least 10 days have passed since symptoms first appeared; *and*
- At least 24 hours have passed with no fever, without the use of fever-reducing medications; *and*
- COVID-19 symptoms have improved (for example, cough, shortness of breath)

### CRITERIA FOR TEST-BASED COVID-19

Persons with laboratory-confirmed COVID-19 who had no symptoms will be admitted on site under the following circumstances:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
- If they develop symptoms after testing, the symptom-based criteria override the diagnostic test criteria and begins from the date symptoms present

### Returning from Travel

CazPAC requires that all staff members, campers, parents and visitors observe state and local public health guidelines when returning from travel. Those guidelines may include self-quarantining at home and monitoring of symptoms for a period of time, depending on the travel destination, method of travel, and the vaccination status of the group of people traveling.

### Systems for Communicating and Notifications

CazPAC will track and document incidents of possible exposure and notify local health officials, staff and families of any positive case of COVID-19 while maintaining confidentiality, as required under state and federal law related to privacy.

CazPAC is in communication with local authorities about all COVID-related developments, and maintains a comprehensive COVID-19 communications plan to provide clear and timely internal and external communication with the CazPAC organization, staff, campers, parents/guardians, and our greater community.

### Email Updates

Non-emergency updates will be included in regularly scheduled email notifications. Additional emails will be sent as needed.

### Website

CazPAC maintains a centralized collection of COVID-19 announcements and resources on its website at [www.cazadero.org/covid-19-information/](http://www.cazadero.org/covid-19-information/).

## Social Media

CazPAC will not post announcements regarding Covid on Facebook and Instagram, but will utilize social media communications for general camp information and announcements.

## Training and Instruction

CazPAC will take the following steps before reopening to ensure that staff, campers, and families are familiar with and ready to comply with the camp policies outlined in this handbook:

- Send all staff, campers, and families a copy of the Caz CSP and require that they agree to abide by it.
- Host mandatory Zoom COVID Safety training session for staff on June 2 at 7pm, allowing for Q&A.
- Host a Zoom orientation session for camper families on May 26 at 7pm, allowing for Q&A, and post a recording of the orientation on the CazPAC website.
- Ensure that Music instructors, Counselors and Support Staff reinforce the expectations throughout camp.
- Rotate counselors and staff to regularly supervise camp areas to remind staff and campers of expectations as needed.

## Health and Safety

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our camp by:

- Disallowing visitors: No visitors will be allowed on CazPAC's campsite, except by prior arrangement. Visitors will be subject to symptom and exposure screening upon their arrival.
- Signage: Signs and floor markers have been placed throughout the camp to indicate where employees and others should be located or their direction and path of travel. Signage indicating room capacity is placed at the entrance to each room.
- Staggering schedules: Staggered arrival, departure, work and break times are maintained to the extent possible to limit the number of people in any camp area at one time and promote social distancing.
- Campers and staff will be required to physically distance during all activities including rehearsal, sports, meals and while sleeping.

### Stable Groups (aka Cohorts)

Upon arrival at camp, campers will be assigned to stable groups (ie. sleeping units) that will remain together for the entire camp session without mixing with other campers and staff in close contact circumstances.



## Face Coverings

All adults and children ages 2 and older are required to wear face coverings (or masks) that meet California Department of Public Health (CDPH) requirements while on CazPAC property, unless they fall within one of the exceptions described below. The face covering requirement applies to all staff, conductors, campers, families and vendors on CazPAC property whether inside or outside of CazPAC buildings and includes drop-off and pick-up times.

Campers and families are required to bring their own masks sufficient for the duration of camp (see Camper Handbook Packing List for current recommendation). Disposable masks are available for campers as a backup measure.

Face masks must meet CDPH requirements and should:

- Cover your nose and mouth
- Not have an exhalation valve

CDPH requirements for masks are available [here](#).

Face shields are permissible as a substitute for cloth face masks for employees and campers who are unable to wear masks due to documented medical or developmental conditions. Face shields should be worn with cloth drape across the bottom and secured (i.e., tucked into shirt, tied around back of neck).

The following are exceptions to the use of face coverings on CazPAC property:

- When an individual is alone in a closed office or room.
- While sleeping or actively eating or drinking onsite, provided individuals are at least six feet apart and outdoors.
- While showering onsite, provided individuals are at least six feet apart and either outdoors or, if indoors, outside air supply to the area has been maximized to the extent possible.
- Individuals who cannot wear face coverings due to a documented medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person when the ability to see the mouth is essential for communication. A physician's note must be provided at least 7 days before arrival at camp. Alternatives will be considered on a case-by-case basis.
- When an individual is sitting in a designated mask break area and maintaining at least six feet distance from all other individuals.
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## Bell Covers and Musician Masks

- Campers who play woodwind or brass instruments must bring their own musician masks and bell covers sufficient for the duration of camp. These items are manufactured specifically for each instrument and are available from music retailers (see Camper Handbook Packing List for current recommendation). Musician masks and bell covers are available for campers as a backup measure.

## Ventilation

Rehearsals and elective classes are held outside when possible (see Physical Distancing section). For indoors spaces, CazPAC will follow CDPH Guidance on Ventilation, Filtration, and Air Quality in Indoor Environments, including open windows and doors when possible, use fans to increase the effectiveness of open windows, and decrease occupancy in areas where outdoor ventilation cannot be increased. Masks will be required indoors (see Face Coverings section).

## Cleaning and Disinfection

### Daily Cleaning Schedule

CazPAC's Utility and Kitchen Crews thoroughly clean and disinfect buildings each morning and night, and spot clean as needed.

### Frequently-Touched Surfaces

CazPAC staff sanitizes all frequently touched surfaces twice daily. This includes bathroom surfaces, door knobs, light switches, recreation equipment, etc.

Camp Staff are required to sanitize frequently-touched surfaces (chairs, desks, pianos, music stands, etc.) and any shared materials such as recreation equipment, art supplies, etc. as activities and rehearsals end each day.

### Restrooms

Restrooms are thoroughly cleaned and disinfected by CazPAC Utility Crew staff daily. In addition, staff sanitizes frequently-touched restroom surfaces twice each day.

### Disinfection in Case of Known Exposure

CazPAC follows CDC recommendations to disinfect exposed areas when known positive cases of COVID-19 have been reported in the CazPAC community.

### EPA-approved Cleaning substances

CazPAC uses disinfectants that meet the US Environmental Protection Agency's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

## Limiting Sharing

### Personal Belongings

Staff and campers are expected to keep their personal belongings to themselves, and store them in designated storage areas. Personal Protective Equipment such as gloves, goggles and face shields, must not be shared.

### Shared Equipment

Items that staff and campers come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, CazPAC staff and campers are asked to disinfect the items by using disinfectant wipes as provided.

## Hand Sanitizing

All staff and campers are required to wash their hands frequently with soap and water, scrubbing for at least 20 seconds.

Handwashing breaks are built into the daily schedule, providing time for campers and employees to wash their hands throughout the day. Hands should also be washed before and after eating, drinking, break times, and after touching your face or using the restroom.

Hand sanitizer is available in every work/activity space. Campers and staff are required to sanitize their hands before entering any building, and again upon exiting.

## Testing, Screening, and Quarantine

### Screening

All campers and staff are required to complete a screening questionnaire within 24 hours of arrival at camp (or boarding camp transportation), regarding COVID-19 symptoms as well as known close contact with a confirmed COVID case. The questionnaire must be provided to the person responsible for check-in, whether in Berkeley or at camp.

### Symptom Checks

CazPAC will conduct daily symptom checks to monitor the health and well-being of camp staff and campers and monitor campers throughout the day for signs of illness. If a camper is exhibiting symptoms of COVID-19, the camper will be isolated, and staff will notify the parent or guardian and ask them to bring the camper home. Likewise, employees exhibiting symptoms will be isolated until they can leave camp. (see *When Someone Gets Sick*)

### Testing and Pre-Arrival Quarantine

Campers and staff not fully vaccinated must provide proof of a negative PCR test taken at most 72 hours before arriving at camp. Provide proof of negative test to [emily@cazadero.org](mailto:emily@cazadero.org) AND bring proof on the first day of camp.

All campers, employees, and those in their households should follow [guidance for travelers](#) in the 10 days before camp arrival to reduce exposure to COVID-19. Campers and employees who are not fully vaccinated who travel are required to quarantine and self-isolate for 10 days before coming to camp.

All campers and employees who are not fully vaccinated are required to quarantine at home for 10 days prior to their arrival at camp, and during any time spent offsite (ie. staff's days off).

During our 2-week sessions, screening testing will be done 3–5 days after arrival at camp. Fully vaccinated campers and staff are not required to participate in routine screening testing, but

testing may be required in the case of individuals showing symptoms or in close contact with COVID-19 cases.

## When Someone Gets Sick

CazPAC takes seriously ensuring the health of our staff and campers. We require sick persons to remain home until well as outlined above.

All staff members are trained to identify COVID-19 symptoms and initiate isolation procedures. All staff, campers and visitors are informed of the need to self-identify and initiate isolation procedures if symptoms are present.

### Isolating Symptomatic Individuals

If a person displays or reports symptoms of COVID-19 while on site, they are isolated until they leave camp and referred for testing. Campers are kept under adult supervision (health officers) until they leave in the care of a responsible adult. Symptomatic individuals may be grouped with other symptomatic individuals while maintaining 6 feet of social distancing and mask wearing until they leave camp. Isolation will occur on outdoor decks at a safe distance from areas of camp with non-symptomatic individuals, with restrooms available that will only be used by isolated individuals.

### Following-up with Symptomatic Individuals

After a person with COVID-19 symptoms leaves camp, CazPAC follows up within 24 hours and remains in regular contact until diagnosis is denied or confirmed.

### Notifying Concerned Parties of Confirmed COVID-19 Cases

Once a case of COVID-19 has been confirmed for an individual who was on CazPAC property CazPAC will proceed with haste to identify the exposed group(s) that are impacted, establish the quarantine period. CazPAC will promptly notify the following public health agencies of a positive test result:

- City of Berkeley Public Health Division
- Sonoma County Department of Public Health

CazPAC will also promptly notify the following members of our community:

- All CazPAC employees who were at Camp during the same period as the individual with a confirmed case of COVID-19;
- All CazPAC families with campers who were at Camp during the same period the individual with a confirmed case of COVID-19;
- All CazPAC families with campers scheduled to arrive at the next week's camp

### Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our camp, we will limit transmission by:

- Ensuring that campers or staff who are determined to have COVID-19 are excluded from CazPAC until our return-to-camp requirements are met:
- Identifying campers and staff who are considered to have had close contact with positive cases in our camp as determined through basic contact tracing methods. Identified individuals who are not fully vaccinated will be excluded from camp activities and isolated with other campers and staff with similar exposure profiles until a more detailed assessment of the situation can be conducted. Fully vaccinated individuals with close contact to a person considered to have a case of COVID-19 will not be excluded unless they exhibit symptoms.
  - For example—a camper becomes symptomatic and subsequently has a confirmed positive Covid-19 test result. If it has been determined that an individual who was not fully vaccinated had close contact with the confirmed case during the infectious period (within 6 feet for a total of 15 minutes or more over a 24-hour period), that closely exposed individual will be notified and isolated.
- Excluding employees and campers who are not fully vaccinated from the workplace for 10 days after the last known exposure to a COVID-19 case if they do not develop symptoms.
- Notifying parents of campers and staff under age 18 if their children are being isolated.

Providing employees at the time of exclusion with information on available benefits and testing  
 Assessing Need for Closure

CazPAC keeps informed on local conditions that may indicate the need to close the camp for staff and camper safety and has developed plans for implementing closure. Depending on the circumstances, a confirmed case of COVID-19 onsite may trigger full or partial closure of camp. The Executive Director and Camp Director, in consultation with health officials and CazPAC staff, makes the determination and orders closure if necessary.

### Partial or Total Closure

CazPAC monitors local and area-wide conditions to be alert to circumstances that may warrant camp closure.

The Executive Director and Camp Director, in consultation with local authorities, orders closure based on circumstances including:

- State or local orders
- CazPAC concerns regarding local conditions
- CazPAC concerns regarding number of symptomatic individuals
- Confirmation of one or more positive cases of COVID 19 at camp

The Executive Director, in consultation with the Camp Director and local authorities, orders re-opening when it is deemed safe to do so.

Signed: Emily Wainacht, Executive Director

Date

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Signed: Jim Mazzaferro, Artistic Director/Camp Director

Date

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Signed: Bruce Lowry, Board President

Date