



Women's Wilderness

Share a path. Find your power.

Covid-19 Handbook

Policies & Procedures for Youth Courses

Updated 6/26/2020

Hello Families,

Thank you for joining Women's Wilderness this summer. After extensive reflection and research, we have decided to pursue summer programs. Our participants are experiencing more social isolation, less time outside, less daily activity, and less time in community than perhaps ever before. By following our new Covid-19 Policies and Procedures, Women's Wilderness believes our courses can safely provide all of those nourishing things and more.

As you read through this document, please keep the following in mind:

- This is a living document. Women's Wilderness will update and adjust policies based on our evolving experience, and the evolving guidance from the CDC, State and local health departments.
- The precautionary measures described in this document may catch people who display symptoms of Covid-19, but do not capture the possibility of asymptomatic yet potentially contagious people present on a course. Until more testing is available, this is an outstanding risk of social contact that we must acknowledge. When testing is more widely available, we will immediately consider how to integrate this into our protocols.
- Women's Wilderness continues to navigate policies and procedures of many different federal, state and local entities that will impact our program season. This handbook outlines the policies and procedures within Women's Wilderness' control and influence. We will be in touch with families at least four weeks before your child/dependent's course if decisions are made outside of our control that prohibit us from running courses this summer.

In gratitude for your trust and support,

Women's Wilderness

Table of Contents:

- I. Summary of Expectations [Pages 3-4]
- II. Pre-Course [5]
- III. Course Start [6]
- IV. On Course [7-12]
- V. Course End [12]
- VI. Post-Course [13]
- VII. Contingency Planning [14-15]
- VIII. Out of State Policy [15]
- IX. Covid-19 Cancellation Policies [15-16]
- X. Sources and References [16-17]
- XI. Appendix with Forms [17-30]

I. Summary of Expectations

Pre-Course

In order to maintain the health and safety of Women's Wilderness (WW) staff, participants, and community members, we have implemented additional, mandatory health screenings to our registration process. These being:

1. Covid-19 Participant Pre-Course Temperature Log (Form 1). Participants, or parents/caregivers, are required to take and record daily participant temperatures 14 days from the course start date and brought to the course start. Women's Wilderness requires that any fevers, or Covid-19 signs and symptoms (as indicated by the CDC), be reported to the Women's Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191.
2. The Covid-19 Participant Pre-Course Screening (Form 2) to be completed and returned to Women's Wilderness Admissions Coordinator (registration@womenswilderness.org) seven days prior to course start.
3. **Staff and participants with symptoms associated with COVID-19 will not be accepted or permitted to work.**

Participant Course Start and Drop Off

Women's Wilderness has implemented curbside drop-off policies. Family members and incoming participants 12 years or older, required by Boulder County Public Health, must wear a face covering and remain in their vehicles while a WW staff member collects fever logs while maintaining social distance (Form 1) and asks about any changes to health before proceeding to the final Participant Drop-Off location. Colorado Department of Public Health and Environment recommends that youth ages 3 and over wear masks in public settings.

At the Participant Drop-Off Location, families, caregivers, and participants can unload any participant gear, hand off medications to instructors, and say their goodbyes. To minimize social contact outside of our participant group and instructors, we ask that parents/caregivers keep 6 ft of distance from any other participants and/or WW staff.

On Course

Staff will take appropriate precautions to protect participants, themselves, and the wider community from Covid-19 exposure. This includes:

- Social distancing of 6 feet between people at all times.
- Minimizing group size to 10 participants.
- Frequent handwashing and sanitation practices

- Expectations and education about safety standards for staff will be during staff training, and with all participants in the pre-course webinar, and on the first day of their course.
- Handwashing will be done using free flowing water vessels, such as a dromedary, a 5 gallon water cube, or gallon water jug.
- Disallow of gear and food sharing
- Required use of cloth masks for Women’s Wilderness staff, as well as all participants 12 and over. Masks must be worn indoors and outdoors. Cloth masks on youth 7-11 is strongly encouraged, but not required by Boulder County Public Health. Colorado Department of Public Health and Environment recommends that ages 3 and over wear masks in public settings.

Course End and Pick Up

Course graduation will be limited to the participants and instructors. Women’s Wilderness asks that families remain in their cars parked near our office building during this process. Once this is complete, an instructor will walk each participant individually to their respective cars. Please ensure that all persons 12 years and older in the vehicle wear a face covering. Please contact Women’s Wilderness if you do not have the resources to obtain appropriate face coverings.

At this point, parents and caregivers may get out of the car and greet their participant. However, Women’s Wilderness staff will stay at appropriate spacing while the participant reunites with their parent or caregiver. Once the participant and parent/caregiver get back in the car, the instructor will share any relevant information with the parent/caregiver before final goodbyes. If applicable, the instructor will release any medications back to the parent or caregiver.

Post Course

In order to minimize the spread of Covid-19, Women’s Wilderness requires that parents/caregivers, office staff, and instructors monitor their participant/themselves and household for any symptoms associated with Covid-19 for 14 days after the end of the course. The Post-Course Temperature Log can be found in the Appendix (**Form 4**). Positive Covid-19 test results **OR** a development of COVID-19 signs and symptoms (as indicated by the CDC) within two weeks (14 days) from the completion of your course must be reported to the Women’s Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191.

II. Pre-course

Pre-course webinars will be made available for participants and their families two weeks from the course start. These will be live webinars or video recordings, of a Women's Wilderness staff member reviewing and answering questions regarding our Covid-19 policies and procedures.

At 14-days out from course start, Women's Wilderness will begin soliciting health information from participants joining a Women's Wilderness course. Participants, or parents/caregivers, are required to take and record daily participant temperatures, as well as Covid-19 signs and symptoms, on the Pre-Course Participant Temperature Log (**Appendix - Form 1**). Women's Wilderness requests that any fevers or Covid-19 signs and symptoms (as indicated by the [CDC](#)) be reported to the Women's Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191. Women's Wilderness will work with families, and the local health department, to assess participant participation if there have been fevers or signs and symptoms of Covid-19 within 14 days of course start. If participants do not own a thermometer, Women's Wilderness will provide a digital thermometer. Please contact registration@womenswilderness.org if you or your family needs a thermometer.

At seven days out from course start, participants (or parents/guardians on behalf of the participant), are required to complete a Covid-19 Participant Pre-Course Screening Form, either on paper or via electronic survey, made available in both English (**Appendix - Form 2**) and Spanish (**Appendix - Form 3**). Participants can expect follow up from their Admissions Coordinator on any responses that warrant additional information. If, after completing the screening, any information changes before the course starts, this information must be reported to the Women's Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191.

At course start, instructors will confirm "no changes," or collect more information from families at that time.

We recognize the additional work this puts on participants and their families. Thank you for making this time investment to support our community's health.

III. Course Start

Upon Arrival to Women's Wilderness or Course Start Location

Participant Welcome Process

Arriving participants will drive to the Participant Welcome Location. Each person in the arriving car who is 12 years or older must wear a face covering, including the incoming participant. WW requests that all participants and their families/caregivers remain in the vehicle while a staff member asks about the participant and family's state of health. For the safety of our staff and the group, please select one person from your family to drop off the participant. **WW requests that all persons coming to drop off (both adult and participant) wear face coverings throughout the Welcome and Drop-Off process.**

WW Staff will clear participants and families by reviewing the Participant Pre-Course Temperature Log (**Form 1**) and the Participant Pre-Course Screening Health Form (**Forms 2,3**) submitted 7 days prior. Our staff will ask whether there has been any changes to either form.

- If the answer is "yes," situations will be treated on a case by case basis.
- If the answer is "no," families will complete their welcome process and drive to the participant drop-off location.

Participant Drop-Off

After the Student Welcome Process, parents/caregivers will be asked to drive the participant to the Drop-Off location. We ask that families wait to get out of the vehicle until the family in front of them has completed their goodbyes and driven off. This is different from the typical send-off circle characteristic of Women's Wilderness courses, and is intended to minimize group size and exposure. At the Student Drop-Off Location, families, caregivers, and participants can unload any participant gear, hand off medications to instructors (more information below), and say their goodbyes. Please make sure that any participant 12 years or older has a face mask they can bring with them on the course. If needed, Women's Wilderness has face masks that participants can borrow for the duration of their course.

Student Medications (prescription *and* Over the Counter (OTC))

If the participant is bringing any medication (OTC or prescription) on their course, parents/caregivers should hand over that medication to a staff member at the Participant Drop Off. To minimize social contact outside of our participant group and instructors, we ask that parents/caregivers keep appropriate distance from any other participants and/or WW staff.

IV. On Course

Overview

All Women's Wilderness field staff hold a valid Wilderness First Responder + CPR certification, which requires an initial 80-hour certification course, plus a 24-hour recertification course every 2-3 years. Additionally, all field staff are trained as Medication Administrators. Under those certifications, as well as from the guidance provided by parents/guardians/medical providers on the participant's Health Form, Women's Wilderness field staff will serve as health educators and administrators on course. All staff and participants will stay at an appropriate physical distance from one another during programs. Field staff will make every effort to minimize direct contact between participants, and between the amount of gear that gets shared between participants.

While Women's Wilderness field staff are ultimately responsible for individual and group health on courses, they will also be encouraging all participants to demonstrate their own leadership and agency to promote community health as well. This may include:

- Field staff and participants determine together, at the start of each course, how they will hold themselves and each other accountable for behaviors and actions that impact everyone (ex. washing hands, not touching faces). This will be framed as a "calling people in" versus "calling people out."
- Encouraging transparent communication, and creating cultures of trust and support regarding physical and mental health.
- Making space for each other to share, listen, and process this challenging experience in meaningful ways.
- Learning and engaging with coping skills in both explicit and implicit ways on course

Physical Health Checks

Health and safety is a part of every Women's Wilderness course. In addition to creating safe spaces in which participants and staff are encouraged to, and feel safe to, talk about their physical, mental, and emotional safety at any point, we'll put additional parameters in place regarding Covid-19. WW will perform daily verbal Covid-19 health checks on all participants and staff. Health checks will include questions designed to reveal signs and symptoms of Covid-19. Staff will record all answers and temperatures in the [On-Course Daily Health Log \(Form 5\)](#). Staff will aim to be as discreet as possible during these health checks, and will only bring individual situations to the group's awareness as absolutely necessary.

In addition to verbal health check-ins, WW will also perform a temperature check on each participant and staff at the beginning and end of each day. Each course will be equipped with one or two No-Touch thermometers as well three back up digital thermometers with ample alcohol wipes for sanitation. Staff will record each temperature in each individual's On-Course Daily Health Log (**Form 5**).

If a participant's temperature is 100.4 or above, or if participants are displaying other signs and symptoms of Covid-19, field staff will do their best to isolate the ill person, while maintaining excellent physical and emotional care. Field staff are then instructed to call the Women's

Wilderness On-Call Administrator on their satellite phone for additional coaching, guidance, and contingency planning. Response to all situations with a potentially symptomatic individual will be handled on a case-by-case basis.

Mental Health Checks

Women's Wilderness will formally begin a mentor/mentee structure on courses this summer. Each instructor will be designated $\frac{1}{2}$ or $\frac{1}{3}$ of participants as their mentees, depending on the number of instructors on a course. This will be assigned randomly by instructors pre-course, or on the first day as instructors and participants assess where organic chemistry exists. Mentors will be responsible for formally checking in with each of their mentees daily, both for physical health checks and mental health checks. Physical health checks should follow the [On-Course Daily Health Log \(Form 5\)](#). Mental Health checks will utilize these guiding principles:

- Mentors will get to know your mentees as people.
- Learn about the supportive resources in their lives.
- Learn about the stresses in their lives.
- Assess how well resourced they are on course, from general observation and 1-on-1 conversations
- Explore ways to help them become more resourced on and post-course.

Physical Health Protocols

Hand Washing

All participants and staff will wash hands [as directed by the CDC](#). Due to the nature of our courses, there may be times when it makes more sense to use hand sanitizer rather than soap and water. Each participant and instructor will be issued their own hand sanitizer and soap at the beginning of the course. Both items will have name tags. Instructors will also carry backup hand sanitizer and soap.

At a minimum, appropriate hand washing will occur:

- Every morning as soon as participants and staff get out of tent
- Before and after all snack and meal times
- Before and after any food preparation
- Before and after doing dishes
- Before and after water treatment
- Before and after going to the bathroom (including changing period supplies). For overnight courses, each participant will be issued their own trowel instead of sharing.
- Before and after distributing and/or taking medications
- Before and after food bag hang
- After blowing nose, sneezing, coughing or touching eyes

Gloves

Due to the backcountry environment of our courses, field staff will use discretion on when to use gloves versus employing hand washing techniques. Regardless, WW will provide an appropriate number of disposable gloves for each course to account for food preparation, administering first aid or medication, and other necessary instances. All staff and participants will be instructed on how to properly put on, wear, take off, and dispose of gloves ([CDC](#)).

Face Coverings

All staff and participants over the age of 11 will wear appropriate face coverings for the duration of the course, both inside and outside. Face coverings will only be removed if staff or participants for eating, drinking, sleeping, hygiene, or if they are appropriately distanced from another person.

Staff will be provided with one clean mask per person, per day by Women's Wilderness to comply with mask sanitation guidelines. In the event that families cannot provide masks for their participant, Women's Wilderness will loan the participant a face covering. Families may opt to send a cloth mask with participants under 12, but it is not required by either Women's Wilderness or Boulder County Public Health.

Coughing and Sneezing

All participants will be taught how to properly protect their cough or sneeze by coughing/sneezing into the fold of their arms. Following any unguarded cough or sneeze, all participants are asked to utilize hand sanitizer as a precautionary measure.

Transportation

Staff will keep participants socially distanced as best as possible in times of shared transportation. All courses will be maximum 3.5 hours of driving from Boulder County. This exact vehicle configuration will vary by course, but will follow these general guidelines:

- Load participants back to front of vehicle
- Skip rows, or stagger seating, to allow for the maximum amount of space between participants as possible
- 5 participants per 15 passenger van
- Have participants sit in the same spot throughout the entire course to mitigate shared surface touching
- Clean hard surfaces in the vehicle between use
- Do not fill vehicles to capacity
- All passengers will wear masks during the entire van ride

Food

- **Eating Meals and Snacks** (for overnight and day camps)
All participants and instructors must wash their hands before and after eating. Students may NOT share food or snacks with each other. Students may not trade food. Students may not finish another person's meal for them if they are too full.

- **Food Preparation, Serving Meals, Lunch, and Dishes** (for overnight camps only)
 - Food Preparation - Instructors will be solely responsible for preparing group meals (breakfast and dinner). Before preparing food, instructors must a.) wash hands as directed by the CDC and b.) wear disposable gloves.
 - Serving Breakfast and Dinner - Participants will line their tupperwares up near the meal preparation area (but outside of the kitchen zone). Instructors will dish out food into tupperwares and call participants up one-by-one to collect their tupperware, then return to the eating circle. Instructors will not touch the serving spoon directly to individual tupperwares.
 - Lunch - Students and instructors are responsible for carrying their own lunch ingredients (provided by WW unless otherwise stated). Lunch food is only touched by the individual consuming the food. Participants receive their own snack bags at the beginning of a course, they will also receive their own name-tagged lunch food bag - complete with a program's worth of lunch ingredients. Students and instructors must make their lunches out of their *own* lunch food bags; they may not share, trade, or combine ingredients (both for eating and packing).
 - Cleaning and Dishes - Participants will need to wash their hands before and after doing their own personal dishes. Participants can help wash group pots, pans, and other group kitchen items, but instructors must sanitize those items. Instructors will wash group pots, pans, and other group kitchen items. Additionally, instructors will provide sanitizing solutions for everyone to utilize (personal and group items) as the final cleaning step. Instructors will utilize chlorine test strips to ensure sanitizing solution is mixed adequately. When participants and instructors have completed washing dishes, they will leave them out to dry. Instructors are also responsible for sanitizing any hard surfaces (i.e. campsite picnic tables at Vedauwoo) before and after use.

Food Bag Hangs (overnight courses only)

- Instructors and participants will need to wash their hands before packing up food and after finishing the bear hang. All the bags will be hung together, but personal items will be kept separate
- To keep personal items as separate as possible, each person on the course will have their own bear hang bag. At the end of the night, each person should put their snack bag, lunch food bag, hygiene bag, personal trash (including period trash), and personal Aquamira into their bear hang bag. Depending on how the evening proceeds, instructors can either ask each participant to carry over their personal bear hang bag to the bear hang site or they can carry all the bags over themselves.

Dromedaries

Instructors and participants will need to wash their hands before and after filling the dromedary. The dromedary lid and spigot will be sanitized twice per day - once before hand washing for

breakfast and once before hand washing for dinner. If that is not adequate, instructors will sanitize as often as needed to keep this process sanitary.

Tents and Sleeping (for overnight camps only)

In order to limit cross-contamination, participants will remain in the same tent groups for the duration of the course. We'll also uphold 6 feet distancing in each tent by limiting capacity (ex. only 2 people in a 3 person tent) for more personal space for each participant. This means that the same group of participants should be packing, carrying, and touching the same tent.

Students should not be touching or inside a tent that is not theirs.

- In addition, participants sharing a tent will need to sleep head-to-toe to minimize direct face-to-face contact.
- Instructors will carry an extra tent for as-needed quarantine purposes.
- If a pre-set tent group becomes utterly unviable, the on call administrator will be contacted to explore different options before switching up tent groups.

Transportation

Women's Wilderness will try to keep participants as socially distanced as possible in times of shared transportation. This exact scenario will vary by course, but will follow these general guidelines:

- Load participants back to front of vehicle
- Skip rows, or stagger seating, to allow for the maximum amount of space between participants as possible
- Have participants sit in the same spot throughout the entire course to mitigate shared surface touching
- Clean hard surfaces in the vehicle between use
- Do not fill vehicles to capacity

Water Treatment/Sources

- Day Camps - depending on what public/private facilities are open when we run camps, Women's Wilderness will either access safe, public drinking water (at established campsites, or in public use buildings i.e. NCAR for Adventure Days- Boulder) or provide water from the Women's Wilderness office in bulk water containers. If instructors *do* need to fill water containers or use water containers to refill individual water bottles, they will need to wash their hands before and after handling the containers.
- Overnight Camps - at the beginning of the course, each person will be issued an individual set of Aquamira (or comprable water treatment ingredient). This will be each person's allotted amount of Aquamira for the course. As a backup, instructors will also carry two more sets of Aquamira. Each person on course is responsible for treating their own water with their own Aquamira. Students and staff are not allowed to share Aquamira or treat another person's water other than their own. All participants and staff will wash their hands before starting the Aquamira process. All participants and staff should keep their water bottles separate from each other.

Climbing on Course

Upon Arrival - Upon arrival to the crag, participants will spread their backpacks, or “rest stations,” at an appropriate distance. If there are already a lot of people at a crag, the group will need to move to a different location. Students will need to wash their hands before handling any WW gear, including helmets. All personal gear (shoes, harness, helmets, belay device) will be labeled with the participant’s name or group name to avoid shared handling of gear. The lead Rock Tech will need to space out climbs as much as possible. We will not be able to set up consecutive climbs that are not an appropriate distance apart. Only the lead rock tech will be handling hard gear (except for belay devices).

Climbing - Students will learn to belay in groups of three. Ideally, participants will climb in the same groups of three the whole day, and the whole course. Students will need to sanitize hands before and after belaying and climbing each time. In order to reduce cross-contact, participants should refrain from touching the anchor as a sign that they have reached the top. *Not touching faces, and sanitizing hands as needed, are incredibly important habits when so much gear is being shared.*

Wrap Up - When leaving the crag, all participants and instructors will wash/sanitize their hands. If there is another climbing day, participants will be responsible for carrying their own gear back to camp. For climbing-only day camps, participants will store their individually issued gear in a name-tagged garbage bag that will be stored in an instructor vehicle. For overnight camps, participants should store individually-issued climbing gear (harness, helmet, shoes, belay device) in their personal backpacks to keep items separated at the end of each climbing day. If there is not another climbing day, the lead rock tech will lead on sanitizing all gear that was brought on course.

Sanitizing - The lead Rock Tech is solely responsible for packing up the hard gear, but other field staff can help carry it to/from the crag. After returning to camp or the office, the lead rock tech is responsible for sanitizing all hard gear at the conclusion of the course, with assistance from other office staff. Any staff handling hard gear coming back from the field will need to wash their hands before and after the disinfection process.

V. Course End

Departure From Women’s Wilderness at the End of a Course

When participants return from their course, they will deissue their belongings at the Women’s Wilderness office and have an appropriately spaced debrief with Women’s Wilderness office staff. Following these processes, there will be a group graduation, limited to the participants and instructors. Women’s Wilderness asks that families remain in their cars parked near our office building during these processes. Once these are complete, an instructor will walk each

participant individually to their respective cars. Please ensure that all persons 12 years and older in the vehicle wear a face covering. Please contact Women's Wilderness if you do not have the resources to obtain appropriate face coverings.

At this point, parents and caregivers may get out of the car and greet their participant. However, Women's Wilderness staff will stay at appropriate spacing while the participant reunites with their parent or caregiver. Once the participant and parent/caregiver get back in the car, the instructor will share any relevant information with the parent/caregiver before final goodbyes. If applicable, the instructor will release any medications back to the parent or caregiver.

VI. Post-Course

For Participants, Families, Field Instructors, and Seasonal Staff

In order to minimize the spread of Covid-19, Women's Wilderness requires that parents/caregivers, office staff, and instructors monitor their participant/themselves and household for any symptoms associated with Covid-19 for 14 days after the end of the program. The Post-Course Temperature Log can be found in the Appendix (**Form 4**).

Please regularly check yourself and all members of your household for these symptoms of Covid-19:

- Fever OR
- Cough OR
- Shortness of breath OR
- Chills OR
- Repeated shaking with chills OR
- Muscle pain OR
- Headache OR
- Sore throat OR
- New loss of taste or smell
- Other additional symptoms that could be early signs of infection including body aches, extreme tiredness, diarrhea, vomiting, nausea, fatigue, and stomach cramping.
- Signs of an advanced infection can include bluish lips or face, persistent pain or pressure in chest, confusion, or inability to arouse.

If you or any member of your household exhibit any of the symptoms listed above, you must report them to Women's Wilderness by calling 303-938-9191 or emailing registration@womenswilderness.org. If Women's Wilderness receives any reports, this information will be shared with remaining families from the course in a way that is anonymous to the ill person. Women's Wilderness requests that families follow local health department requirements in reporting a confirmed Covid-19 test result.

Post-Course Survey

Within a week from the end of a course, Women's Wilderness will send a post-course survey to families. Please complete this survey! We truly read through all the feedback and do our very best to implement it next season.

VII. Contingency Planning

Overview

Women's Wilderness aims to make objective decisions based on our collective judgement, experience, and industry best practices. During Covid-19, we'll also be following the guidance of the CDC, as well as state and local governments. For any decisions that need additional support or guidance, we may also call upon the extensive professional networks around us, including but not limited to: the Women's Wilderness Medical Advisor (a family physician licensed in Colorado), the Women's Wilderness Mental Health Advisor (a therapist licensed in Colorado) and if needed, the Boulder County Public Health Department, and our Colorado Child Care Licensing Specialist.

Potential Contingency Plans

In the instance of compromised health or exposure, Women's Wilderness may choose to:

1. Not admit an enrolled participant on the first day a program begins (day or overnight courses), or on subsequent days of a camp (day camps only).
2. Send a participant home early.
 - a. If a participant goes home early due, or misses a day of camp, Women's Wilderness will follow up with that family to learn more and assess next steps.
 - b. If the absence is related to an illness, Women's Wilderness will assess if signs and symptoms are related to signs/symptoms related to Covid-19. If yes, CDC guidelines will be followed.
 - i. If the above signs and symptoms are related to Covid-19, Women's Wilderness will provide frequent communication with the families who also had a participant on that same course
 - c. If not, the "Illness Policy - How Sick is too Sick" (**Form 8**) guidelines set out by Colorado Department of Public Health and Environment to determine if and when the participant will be welcomed back to camp. Women's Wilderness will use extreme caution and conservative assessment practices in this scenario.
3. Cancel an entire course early, or before it begins.
4. Modify Women's Wilderness field staff at any point during a course.
 - a. Women's Wilderness field staff will also abide by daily temperature and signs and symptoms checks. Staff members who display symptoms of Covid-19 will not be permitted to return to work until they have completed isolated guidelines from the CDC. For any symptoms not related to Covid-19, field staff will follow the same guidelines outlined by the "Illness Policy - How Sick is too Sick" (**Form 8**) to determine if and when they can return.

- b. If a course loses an instructor to illness, they will be replaced by another Women's Wilderness staff member.

Communication

In the instance of any of those contingency plans taking effect, families will be notified by Women's Wilderness staff of the decision, or that we're considering that decision, and why. We will communicate in the following order:

1. Call parents/guardians. *If we cannot get through to parents/guardians:*
2. Call emergency contacts. *If we cannot get through to emergency contacts:*
3. Email parents/guardians and emergency contacts simultaneously, IF:
 - a. We still cannot get through to anyone by phone.
 - b. OR, if there are any written resources to share following an incident or possible exposure.

Logistics

In the instance of an early participant separation in a day camp setting, families will be asked to pick up the participant directly. In an overnight setting, Women's Wilderness will provide transportation back to Boulder, where families will be asked to pick up their child/dependent within 12 hours of notification of early separation. Alternatively, families may choose to pick up their child directly from a mutually agreed upon trailhead/parking lot near the course area, also within 12 hours of notification. In the event that sick participants are waiting to be picked up at the Women's Wilderness office in Boulder, they will be quarantined within an empty room at the Women's Wilderness office with enough clothes, food, snacks, and sleeping bag, and sleeping pad, to ensure comfort. In cases of emergency, participants will be transported to the nearest emergency medical facilities.

VIII. Out of State Participants

If a minor participant is coming from out of state, it is imperative to have a plan in place in the case of an illness, emergency, or non-emergency incident that requires a participant to leave the course prematurely. Women's Wilderness staff will contact each out of state family pre-course to verbally understand the family's emergency plan for their minor participant.

If a participant shows any signs and symptoms of Covid, parents/guardians will be contacted. If it is decided that the participant is being evacuated, Women's Wilderness staff will transport the participant back to the Women's Wilderness office in Boulder, Colorado. It is the responsibility of the parent/guardian or emergency contact to take custody and assume physical care within 12 hours of arrival in Boulder.

Participant Evacuation/Early Separation:

If a minor participant is taken out of the field and is required to stay in a medical facility, Women's Wilderness will have a Women's Wilderness staff member accompany the participant

24/7 until a parent, guardian, or other approved emergency contact is able to assume primary care. Women's Wilderness will utilize contact information for parents/guardians, and other emergency contacts, listed in the participant's registration form.

Women's Wilderness staff ensures timely and consistent communication with the parent/guardian, or other emergency contact, from the time the participant separates from the course and until care is transferred back to the participant's parent/guardian or other emergency contact.

Women's Wilderness scope of care covers all course related activities, transportation to/from medical facilities, and within medical facilities. Women's Wilderness will not provide care for a participant outside of the designated course location, office location, or medical facility.

Special Considerations for Covid-19:

Staff or Entire Course Evacuation/Early Separation:

If a Women's Wilderness staff member, or an entire course, is evacuated due to signs and symptoms of Covid, parents/guardians or other emergency contacts will be notified as soon as the decision has been made. Women's Wilderness staff will transport the course back to the Women's Wilderness office in Boulder, Colorado. It is the responsibility of the parent/guardian or emergency contact to take custody and assume physical care within 12 hours of arrival in Boulder.

Women's Wilderness Illness, Accident, and Injury Reporting Policy:

Women's Wilderness staff are required to report significant illness, accident, or injury to the Women's Wilderness Program Director. From there, the Program Director will report communicable illnesses that fit the criteria of reporting requirements to the local Department of Public Health and Environment. Accidents or injuries that fit the criteria of reporting requirements will be reported to the Colorado Department of Human Services.

IX. Covid-19 Cancellation Policies

Covid-19 Course Cancellation Policies

Women's Wilderness Cancellation:

If Women's Wilderness cancels a course for any reason due to Covid-19 before a program begins, we will try to reschedule your course, or move your registration to a comparable course

offered later in the summer season. If that is not possible, families may either retain a Women's Wilderness course credit to utilize on a future Women's Wilderness program within one year, or receive a full refund for any course fees paid over the course deposit. If Women's Wilderness cancels a course after it begins due to Covid-19, refunds will be addressed on a case by case basis.

Participant Cancellation:

If a participant is cancelling their registration for any reason due to Covid-19, we will try to move their registration to a future course date. If that is not possible, families may either retain a Women's Wilderness course credit to utilize on a future Women's Wilderness program within one year, or receive a full refund for any course fees paid over the course deposit. If a participant has to leave a course early due to Covid-19, refunds will be addressed on a case by case basis.

X. Sources and References

[CDC- General Coronavirus Info](#)

[CDC - Symptoms and Testing](#)

[CDC- Guidance for Schools](#)

[CDC - Managing Stress and Anxiety](#)

[School and Childcare Closure Guidelines - Colorado](#)

[Children's Hospital of Colorado](#)

[American Camp Association Coronavirus Information](#)

- The most up-to-date information and guidance can be found on the CDPHE website. Specifically, here is the direct link to information for child care: <https://covid19.colorado.gov/schools-workplaces-community>
- The Colorado Office of Early Childhood website also includes information for camps: <http://coloradoofficeofearlychildhood.force.com/oec?lang=en>
- Local information will be posted on the Boulder County Public Health Covid-19 website: www.boco.org/covid-19.
- To reach the Boulder County Public Health Child Health Promotion team, email HEALTHCECOVID@bouldercounty.org

XI. Appendix

Forms to be completed will be provided to both participants and staff via email attachments or Google Form links. Documents here are provided for reference only and are not intended to be printed or filled out from this handbook.

Form 1 - Covid-19 Participant Pre-Course Temperature Log

Form 2 - Covid-19 Participant Pre-Course Screening_English

Form 3 - Covid-19 Participant Pre-Course Screening_Spanish

Form 4 - Covid-19 Optional Post-Course Temperature Log

Form 5 - Covid-19 On-Course Daily Health Log

Form 6 - Admin and Seasonal Staff Only Personal Temperature and Health Log

Form 7 - Illness Surveillance Log

Form 8 - Illness Policy - “How Sick is Too Sick”

Form 1

[Covid-19 Participant Pre-Course Temperature Log](#)

Covid-19 Participant Pre-Course Temperature Log

Participants, or parents/caregivers, are required to take and record daily participant temperatures 14 days from the course start date. Women’s Wilderness requests that any fevers, or Covid-19 signs and symptoms (as indicated by the CDC), be reported to the Women’s Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191.

Signs and symptoms of Covid-19 include:

- Fever (temperature of 100.4 degrees or above)
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Other additional symptoms that could be early signs of infection including body aches, extreme tiredness, diarrhea, vomiting, nausea, fatigue, and stomach cramping.
- Signs of an advanced infection can include bluish lips or face, persistent pain or pressure in chest, confusion, or inability to arouse.

If participants do not own a thermometer, Women’s Wilderness will provide one. Please contact registration@womenswilderness.org you or your family need a thermometer.

Please take temperature at approximately the same time every day.

Participant Name: _____ Date of Birth: _____ Age: _____

DAYS 1-7				DAYS 8-14			
Date	Time	Temperature	Other symptoms?	Date	Time	Temperature	Other symptoms?

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Form 2
[Covid-19 Participant Screening_English](#)

Covid-19 Participant Pre-Course Screening

This form must be completed and returned to Women’s Wilderness at **seven days out from course start** by participants (or parents/guardians on behalf of the participant). Participants can expect follow up from their Admissions Coordinator on any responses that warrant additional information. If, after completing the screening, any information changes before the course starts, this information must be reported to the Women’s Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303-938-9191.

We recognize the additional work this puts on participants and their families. Thank you for making this time investment to support our community’s health.

This completed form is required for course participation.

Participant Name: _____ **Date of Birth:** _____ **Age:** _____

1. Is the participant answering for themselves, or is a caregiver answering for a participant?
 - Participant
 - Parent of Caregiver

2. Where are you located? What states or countries have you traveled to in the past 60 days?

3. Have you traveled on a cruise ship or river boat in the past 60 days?

Yes

No

4. Are you feeling ill, living with, or caring for someone who is ill (Covid or non-Covid related)?

Yes

No

5. Have you had contact with someone who has tested positive for Covid or who has experienced Covid-related symptoms in the past 14 days?

Yes

No

Unknown

6. Do you have any of the following conditions:

Chronic lung disease, moderate to severe asthma, or smoking

Heart conditions

Weakened immune system (cancer treatment, prolonged use of steroids, transplant or HIV/AIDS)

Pregnancy

Severe obesity (Body Mass Index [BMI] greater than or equal to 40)

Underlying conditions (diabetes, renal failure, or liver disease)

7. Are you currently experiencing or have you experienced in the last 14 days any of the following symptoms:

Moderate to severe difficulty breathing (unable to speak full sentences)

Fever or feeling feverish

- Shortness of breath
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Difficulty breathing
- Signs of low blood pressure (feeling cold, pale, clammy skin, light-headed, too weak to stand)

8. In the last two weeks have you worked or volunteered in a hospital, emergency room, clinic, medical office, long-term care facility or nursing home, ambulance service, first responder services, community-based organization, or any health care setting or taken care of patients as a participant or part of your work?

- Yes
- No

9. If yes, please describe.

10. Who will be dropping the participant off for their course with Women's Wilderness?

11. Has this person experienced any of the above symptoms in the past 14 days? If yes, please explain.

Please mark ONCE in each row to indicate frequency of symptoms.

Over the past 2 weeks, how often have you experienced any of the following symptoms?	Not at all	Several days	More than half the days	Nearly every day
Fear and worry about your own health and the health of your loved ones.				
Changes in sleep or eating patterns.				
Difficulty sleeping or concentrating.				
Worsening of chronic health problems.				
Use of alcohol, tobacco, or other drugs.				

Form 3

[Covid-19 Participant Screening_Spanish](#)

Covid-19 cuestionario de salud del participante

Los participantes (o los padres / tutores en nombre del participante) deben completar este formulario y devolverlo a Women's Wilderness a los **siete días del inicio del curso**. Los participantes pueden esperar el seguimiento de su Coordinador de Admisiones sobre cualquier respuesta que justifique información adicional. Si, después de completar la evaluación, cualquier información cambia antes de que comience el curso, esta información se debe informar al Coordinador de Admisiones de Women's Wilderness lo más pronto posible, en registration@womenswilderness.org o 303-938-9191.

Reconocemos el trabajo adicional que esto supone para los participantes y sus familias. Gracias por hacer esta inversión de tiempo para apoyar la salud de nuestra comunidad.

Este formulario completo es obligatorio para participar en el curso.

Nombre del participante: _____

Fecha de nacimiento: _____ **Edad:** _____

1. ¿El participante responde por sí mismo o un padre o cuidador responde por un participante?

Participante

Padre o Cuidador

2. ¿Dónde está ubicado? ¿A qué estados o países ha viajado en los últimos 60 días?

3. ¿Ha viajado en un crucero o barco fluvial en los últimos 60 días?

Sí

No

4. ¿Se siente enfermo, viviendo o cuidando a alguien que está enfermo? (Covid o no relacionado con Covid).

Sí

No

5. ¿Ha tenido contacto con alguien que haya dado positivo por Covid o que haya experimentado síntomas relacionados con Covid en los últimos 14 días?

Sí

No

No lo sé

6. ¿Tiene alguna de las siguientes condiciones?

Enfermedad pulmonar crónica, asma moderada a severa, o fumar

Enfermedades del corazón

Sistema inmunitario debilitado (tratamiento contra el cáncer, uso prolongado de esteroides, trasplante o VIH / SIDA)

El embarazo

Obesidad severa (índice de masa corporal [IMC] mayor o igual a 40)

Condiciones subyacentes (diabetes, insuficiencia renal o enfermedad hepática)

7. ¿Está experimentando actualmente o ha experimentado en los últimos 14 días alguno de los siguientes síntomas?
- Dificultad moderada a severa para respirar (incapaz de hablar oraciones completas)
 - Fiebre o sensación de fiebre
 - Falta de aliento
 - Tos
 - Escalofríos
 - Sacudidas repetidas con escalofríos
 - dolor muscular
 - Dolor de cabeza
 - Dolor de garganta
 - Nueva pérdida de sabor u olfato
 - Dificultad para respirar
 - Signos de presión arterial baja (sensación de frío, piel pálida, húmeda, aturdida, demasiado débil para pararse)

8. En las últimas dos semanas, trabajó o fue voluntario en un hospital, sala de emergencias, clínica, consultorio médico, centro de atención a largo plazo u hogar de ancianos, servicio de ambulancia, servicios de primeros auxilios, organización comunitaria o cualquier entorno de atención médica o se tomó cuidado de pacientes como un estudiante o parte de su trabajo?

- Sí
- No

9. En caso afirmativo, describa.

10. ¿Quién dejará a la participante para su curso con Women's Wilderness?

11. ¿Ha experimentado esta persona alguno de los síntomas anteriores en los últimos 14 días? En caso afirmativo, explíquelo por favor.

12. Marque UNA VEZ en cada fila para indicar la frecuencia de los síntomas.

En las últimas dos semanas, ¿con qué frecuencia ha experimentado alguno de los siguientes síntomas?	Nunca	Varios días	Más de la mitad de los días	Casi todos los días
Teme y preocúpate por tu propia salud y la salud de tus seres queridos.				
Cambios en el sueño o patrones de alimentación.				
Dificultad para dormir o concentrarse.				
Empeoramiento de problemas crónicos de salud.				
El uso de drogas, tabacco, o alcohol.				

Form 4

[Covid-19 Post-Course Temperature Log](#)

Covid-19 Post-Course Temperature Log

Thank you for joining us on a course with Women’s Wilderness. This resource is to be used to continue recording your child’s temperature and health. Positive Covid-19 test results **OR** a development of Covid-19 signs and symptoms (as indicated by the CDC) within two weeks (14 days) from the completion of your course must be reported to the Women’s Wilderness Admissions Coordinator as soon as possible at registration@womenswilderness.org or 303.938.9191.

Signs and symptoms of COVID-19 include:

- Fever (body temperature of 100.4 degrees or above)
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Please take temperature at approximately the same time every day.

Participant Name: _____ Date of Birth: _____ Age: _____

DAYS 1-7				DAYS 8-14			
Date	Time	Temperature	Other symptoms?	Date	Time	Temperature	Other symptoms?

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Form 5

[Covid-19 On-Course Daily Health Log](#)

Student Name: _____

Day of Course*	AM Temp	Conducted by / Time taken	PM Temp	Conducted by / Time taken	Notes Include any relevant mental health notes. Indicate if thermometer was not the no-touch. Indicate if participant was absent (day camp only). Use back of page if needed
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					

Day 10					
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**Include absences (day camps only), and communicate those to the on-call administrator for family follow up.*

Are you currently experiencing or have you experienced any of the following symptoms since your last verbal health check-in? If any answer is “yes,” please write additional notes on the back of this sheet, including the date and time of the note, and the staff member attending to the participant.

Day of Course	Cough Y/N	Shortness of Breath Y/N	Chills or repeated shaking with chills Y/N	Muscle pain Y/N	Headache? Y/N	Difficulty Breathing Y/N
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
Day 8						
Day 9						
Day 10						

Form 6
[Admin and Seasonal Staff-Only Personal Temperature and Health Log](#)

Name: _____ Page 1/2

Date	Temperature	Time Taken

WW requires that all staff monitor themselves and their households for any additional signs and symptoms of Covid-19. Signs and symptoms include, but are not limited to:

- Fever OR
- Cough OR
- Shortness of breath OR
- Chills OR
- Repeated shaking with chills OR
- Muscle pain OR
- Headache OR
- Sore throat OR
- New loss of taste or smell OR
- Other additional symptoms that could be early signs of infection including body aches, extreme tiredness, diarrhea, vomiting, nausea, fatigue, and stomach cramping.
- Signs of an advanced infection can include bluish lips or face, persistent pain or pressure in chest, confusion, or inability to arouse.

If you or any member of your household exhibits any of the signs or symptoms listed above, you must

1. Inform the Program Director (or Executive Director if PD is unavailable)
2. Record details about those signs and symptoms below. Attach additional sheets as necessary.

Today's Date	Name of Person with S/S	Date Noticed	S/S Shown	Notes

Form 7

[Admin and Seasonal Staff-Only Personal Temperature and Health Log](#)

Form 8

[Illness Policy - How Sick Is Too Sick \(State Guidelines\)](#)

*This is to guide illness that does not fall under the signs and symptoms of Covid-19.

(PDF)