



NORTHBAY OPERATING PROCEDURES

2021 NorthBay Covid Operating Plan for Residential Education Programs

At NorthBay, the health and safety of participants and staff is our top priority. To ensure the health and safety of participants and staff we have made significant changes to our operating procedures to adhere to Federal, State and Local health officials best practices. As best practices and guidance evolves, these operating procedures will be updated to ensure a safe and exceptional educational experience for all.

Forms

- participants will be required to complete a health and medication form.
- Medications are checked in and collected at the NorthBay Wellness Center by a qualified healthcare professional.
- All medications are stored in the Wellness Center and administered by a qualified health professional.
- All medication administration and health care interventions are recorded in NorthBay's electronic medical record system

Accommodations

- Cabin groups (cohorts) will be assigned dormitory accommodations complete with their own bathroom. Accommodations, including bathrooms will be sanitized between use (see Building Cleaning and Sanitization).
- Participants will sleep head to toe with safe distances between beds.
- Each dorm includes independent HVAC (not shared).
- Each dorm includes multiple large, operable windows to provide fresh air ventilation.

Cohorts

- Participants are screened for temperature and symptoms twice daily.
- Participant cohorts operate separately from the other cohorts through intentional scheduling.
- Cohorts are organized by participant identified gender.
- Each cohort is a complete and independent cabin group.
- Cohorts will each have a dedicated NorthBay staff daytime educator and overnight educator that will accompany them during their entire stay.
- Cohorts will remain intact and independent of other cohorts throughout their time at NorthBay, completing all activities, meals, adventure, and free time together.
- NorthBay will utilize outdoor venues for most activities.
- NorthBay educators will remind cohorts daily of sanitization, personal care and mitigation practices.
- Literature regarding sanitation and personal care will be posted through the campus.

Face Coverings

- A face covering must be worn at all times indoors and when unable to socially distance outdoors.
- Include cloth face coverings on supply lists and provide cloth face coverings as needed for participants, staff, or visitors who do not have them available.
- Ensure that participants and staff are aware of the [correct use of cloth face coverings](#), including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that participants and staff are aware that they should [wash](#) or [sanitize their hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before putting on a cloth face covering.
- Ensure that participants and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should [wash their hands](#) before and after with soap and water or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#).
- Ensure participants and staff are aware that they should [wash](#) or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before and after helping a participant put on or adjust a cloth face covering.
- Ensure that all participants and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all participants and staff are aware that they should never share or swap cloth face coverings.
- participants' cloth face coverings will be clearly identified with their names or initials, to avoid confusion or swapping. participants' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings will be stored in a space designated for each participant that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings will be [washed](#) after every day of use and/or before being used again, or if visibly soiled.
- Additional cloth face coverings available for participants and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

Building Cleaning and Disinfecting

- Scheduled cleaning of public areas will be performed twice a day. Once at the beginning of the day and then early afternoon. Sanitization will be done following each cleaning, after a cohort of participants depart from an area and on an as-needed basis. Records of sanitization will be posted and rooms clearly marked ready for use.
- Electrostatic foggers will be used to disinfect rooms, hallways, furniture and any "hand-touched" surfaces.
- Spray disinfectant will be used where the appropriate time will allow for it to sanitize the surface and be wiped as intended.

Facility Enhancements and Modifications

- The NorthBay campus includes over 100,000 square feet of indoor space allowing cohorts to maintain safe distances from one another.
- Building access and pedestrian flow will be indicated through proper signage that is highly visible. Whenever possible, separate hallways within each building as entrance

and exit hallways. When not possible instruct occupants to travel back and forth while attempting to maintain a 6-foot separation and also wearing a mask.

- Participant movement will be scheduled and carefully monitored to eliminate multiple cohorts in the same place at the same time.
- Separation of participant cohorts shall be monitored and maintained throughout.
- Physical guides, such as stanchions or tape will be used to indicate direction and encourage distancing.
- Physical barriers are used in locations as required.
- Modifications are incorporated into each room in the form of furniture placement.
- All desks and tables will be a minimum of 6ft apart

Ventilation

- Heating, cooling, and ventilation throughout the buildings will be monitored and scheduled with an emphasis on adding additional fresh air into the building.
- Dormitory HVAC units are specific to that individual space. No cohorts share a HVAC unit.
- When outside temperatures allow, operable windows may be used to increase outside air flow into classrooms and the interior buildings. Humidity will be monitored to ensure that indoor temperatures do not increase the probability of mold.
- HVAC filters will be regularly replaced.
- Activities will be planned to maximize use of outdoor space.

Hand Sanitizer

- Shall be provided at key locations throughout the buildings. Supplies will be monitored by custodians and health staff.
- All staff members shall report when the supply has reached the end at a key location so that it can be replenished.

Signage

- Appropriate signage shall include:
 - Travel direction
 - Wash your hands
 - Masks required
 - Respect social distancing
 - Don't share phones, laptops, or other personal devices or supplies
 - We can beat this together (and other signs featuring a positive message)

Visitors

- All visitors are to report to the main office.
- All visitors should have an appointment.
- Visitors must wear a mask and remain more than 6 feet away from any occupant.
- All visitors must complete screening information and have their temperature taken prior to entering the facility

Staff

- NorthBay Staff will be required to go through a wellness check and have their temperature taken prior to beginning and at the conclusion of their shift. Any staff who exhibit any Covid related symptoms, will not be allowed to work and appropriate quarantine and testing measures will be enforced.

- Staff enter campus from a designated entry point to avoid contact with participants until after their temperature has been taken and symptoms screened.
- Time clocks will not be used to minimize touch points.
- Non essential staff will continue to work remotely.
- NorthBay staff will be required to wear a mask/face covering at all times.
- Utilizing guidance from industry experts, adventure elements will be sanitized between each use. Staff members will oversee that social distances will be maintained at all elements. Social distancing notifications will be posted.
- NorthBay staff will disinfect high contact surfaces - door knobs, countertops, etc. - at least twice daily. Sanitizing will be performed by either disinfectant wipes or electrostatic fogger; depending on the application.

Wellness Center Protocols

- Health Room isolation space for sick participants with overflow space in designated Roost dormitories.
- Cleaning of all surfaces is done several times daily by custodial staff and trained nursing staff.
- CDC recommends post nebulizer that the entire room is sanitized and that during nebulizer there is one person present in the room who needs to be.
- Continue to promote handwashing techniques.
- Clean all surfaces regularly.
- Practice social distancing to the extent possible and use appropriate PPE (mask, gloves, face shield, gowns) at all times.
- Execute health screening protocols with staff and participants.
- Maintain individual participant records of screening responses and temperatures.
- Response to COVID-19 infections to include isolation and contact tracing.

Food Services

- In order to socially distance mealtimes, a variety of locations will be provided for participants to take their grab and go meals to. These locations may include, but are not limited to the various classrooms, outdoor picnic tables, gymnasium, and on our docks.
- One entry door will be utilized to enter the dining hall and a separate one will be an exit door. This will promote a “no touch” procedure to entering/exiting the dining hall.
- When waiting to be served, face masks must be worn and social distancing shall be respected by every participant and staff.
- Enforce strict handwashing with soap and water after food contact.
- Any surface where food is consumed will be disinfected immediately after use with an electrostatic fogger.
- A “do not share” policy will be enforced among participants and will be applied to food and utensils.
- All staff are trained in food allergies, including symptoms of allergic reactions to food.
- Use disposable food service items (e.g., utensils, dishes).

Illness Logistics

- Staff and participants who are exhibiting any COVID-19 symptoms should remain home.
- Staff or participants who are living with someone who has COVID-19 or who is exhibiting symptoms of COVID-19 should remain home.
- Staff or participants who become ill during the school day will be isolated by NorthBay staff in the NorthBay Wellness Center isolation facility and returned home as soon as possible by NorthBay staff.

- A complete list of CDC COVID-19 symptoms may be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Contact tracing protocols will be enacted with each incident of a sick employee or participant.
- Based upon extent of exposure, additional steps may be taken to ensure safety of participants and staff.
- Immediate contact with the NorthBay Leadership Team will occur anytime the above occurs.
- Direct information from the CDC on the operation of schools may be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

COVID-19 Cleaning and Disinfecting Plan

This plan will be used to prevent the potential spread of Coronavirus in the event that a sick person has entered the NorthBay facility. This plan will help guide the cleaning response team on what areas to clean, what products to use, how to disinfect, and ways to protect themselves.

Cleaning Response Team

- The cleaning response team will be made up of housekeepers and other staff trained in the use of the electrostatic fogger and COVID-19 cleaning protocols.
- Training will be provided by the Director of Operations and Housekeeping.
- Each team member will be provided a supplies kit to use when cleaning response is needed. The kit will contain disposable gloves, gowns, masks, and hand sanitizer, along with a copy of this plan.

Cleaning Procedures

- Upon notification of the possible exposure, the affected area(s) will be closed off.
- Wait 24 hours before entering the area(s) to be sanitized. If 24 hours is not feasible, wait as long as possible.
- Wear the provided PPE during all steps of the sanitizing process.
- If possible, open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, focusing especially on high-touch surfaces.
- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Surfaces will be sanitized by an electrostatic sprayer and disinfectant.
- Allow treated surfaces to air dry.
- When finished, gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area and disposed of as required.
- Between use by different cohorts all common spaces/public areas will be cleaned and sanitized.

Staff Cleaning Supplies

- Applicable supplies will be provided.
- EPA approved and CDC recommended methods and materials will be used by trained staff and occupants.
- Key locations and replacement of these supplies will be monitored by the Housekeeping Manager and Director of Operations.

Personal Protective Equipment

- Follow CDC guidelines for appropriate use of PPE.
- Face coverings should be worn by all participants and staff throughout the day, indoors and when social distancing is not possible outdoors.
- Face masks may be removed by the child for meals, snacks, sleeping and outdoor play (when social distancing can be maintained) or when it needs to be replaced.

Isolation Procedures

- In the event that a participant exhibits any Covid related symptoms, they will be quarantined in a designated, sanitized isolation dormitory.
- Members of the affected participants cohort will also be quarantined in their dorm. Prior to being isolated in their cabin, the cabin will be sanitized by an electrostatic fogger and sanitizing solution. Once the sanitizer has had time to air dry, the participants will then be permitted to enter their cabin, pack their belongings and wait until transportation can be arranged.
- Parents and school officials will be notified and plans will be made to have all the quarantine participants return home.
- As participants are waiting to be transported home, participants will be supervised, food will be provided and education will continue.