



COVID-19 POLICIES AND PROCEDURES

This guideline uses recommendations from Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC), widely accepted best practices, and are used by other Environmental Learning Centers to shape their COVID-19 Policies and Procedures. LLCC will adjust these guidelines if and when these new plans and revised statewide guidelines are released.

Long Lake respects the authority of each school district to establish policies and procedures related to the health and safety of its staff and students. A school's policy will supersede LLCC's policy, unless it fails to adhere to MDH requirements.

TABLE OF CONTENTS

General Guidelines	2
Action Steps if Someone Gets Ill	3
Pre-Trip Preparation	3
Transportation	3
Classes	3
Lodging	4
Dining	5
Cleanliness & Disinfection	5
Other Adjustments	6

GENERAL READINESS

Policies and Procedures

- Management at LLCC strongly encourages all staff and volunteers who work at LLCC to be vaccinated. This will be communicated as part of the onboarding process.
- Mask wearing guidelines are in place:
A properly worn, well-fitted face mask with proper filtration will be worn by all campers, staff, and visitors while indoors, including waiting in line for mealtime. Masks should be put on immediately after eating, brushing teeth or showering.
- Limiting group gatherings
There are currently no MDH limitations related to the size of indoor or outdoor group gatherings. However, group sizes should be less than 25, when possible, and kept together as groups if possible. Ideally, these groups will attend classes, dine, and lodge together for the entirety of their visit. In the event of larger-group gatherings, these groups will be seated together at a safe distance from other groups.

Physical Distancing

Outdoors –

- There are currently not requirements, but students and staff should try to maintain a distance of 3 to 6 feet from others.

Indoors -

- Though not currently required by MDH, Long Lake requires that masks should be worn at all times when not actively eating or drinking.
- At least 3 to 6 feet of space should be kept between students/staff at all times
- While eating or drinking, at least 3 feet of space should be kept between students at all times, including those within the same learning group.
- As an environmental education facility, much of our activities are outdoors. Weather permitting, we will modify our activities and plans so that as many of our programming takes place outside. This includes creating outdoor classroom settings if possible.
- LLCC Manager Dave McMillan will review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel. He will be responsible for responding to COVID-19 concerns at LLCC's main point of contact. His contact information will be shared with staff, parents, and participants so they know how to contact him.
- Staff members who are ill, show symptoms of COVID-19, or been identified as a close contact with someone who tests positive for COVID-19 will be asked to stay at home.
- In the event of a symptomatic student or school representative, the school's "Decision Tree" will become the guideline for all actions and decisions for the student and school.
- Masks are required in transport vehicles provided by Long Lake.

ACTION PLAN IF SOMEONE GETS SICK OR SHOWS SYMPTOMS

Policies and Procedures

- LLCC will immediately isolate the person or persons who get sick or show symptoms into the Quarantine Room in Marcum House. This room is cleaned daily and has its own bathroom. Additional space will be made available in the case of a potential group exposure.
- School officials will be notified by an LLCC official, brought to the room and informed of the situation.
- The next action steps will be guided by each school’s COVID Plan Decision Tree. If the school doesn’t have a Decision Tree, LLCC will implement the MDH Decision Tree. Infected individuals will need to leave LLCC. Other people identified as being in close contact with the infected person, who have not been vaccinated, or had COVID-19 within the previous three months, will also need to leave LLCC.
- Each school should have transportation separate from buses in the event that a student or staff need to be transported home or to a healthcare facility independent from the rest of the school.
 - **Other actions**
 - LLCC will close off areas used by a sick person and will not use these areas until after [cleaning and disinfecting](#) them; this includes surfaces or shared objects in the area, if applicable.
 - Before cleaning and disinfecting, LLCC will improve [ventilation](#) by opening doors and windows, using fans, and/or using heating, ventilation, and air conditioning (HVAC) settings to increase air circulation.
 - LLCC cleaning staff will wear proper PPE.

PRE-TRIP PREPARATION

Policies and Procedures

Participants and staff should inform themselves about the signs and symptoms of COVID-19, and when they should stay home. Participants and staff must stay home if they have recently tested positive, and have not been released from isolation, are waiting for a test result, or are showing COVID-19 symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

TRANSPORTATION

When transporting students to LLCC, we recommend that groups follow the latest guidelines outlined by the MDH. <https://www.health.state.mn.us/diseases/coronavirus/guidetransport.pdf>

CLASSES

- Outdoor Learning
 - Weather permitting, LLCC will be leading day classes, and scheduling evening activities led by visiting group staff or chaperons, to be outdoors as much as possible, as the risk of COVID-19 transmission is greatly reduced in an outdoor setting.
 - If day classes or evening activities need to take place indoors, smaller learning groups will have an assigned space that they will use for any class and activity they are taking. Masks and social distancing will be required, as well as opening windows whenever weather permits.

LODGING

There are currently no MDH restrictions related to lodging.

- When not at full capacity, spacing will be maximized by limiting the number of people per room. Each room can normally house 8 people. When possible, this will be reduced to 4 or fewer people per room.
- When at full capacity, people on the top bunk will sleep with their head facing opposite from the people on the bottom bunk to create the greatest separation possible while sleeping.

Long Lake benefits from modern lodging facilities with a state-of-the-art air filtration ventilation system. Ventilation systems in buildings will run continuously during a group's stay. In order to reduce the transmission of COVID-19 while students are in the Lodges, the following protocols will be used:

COMMON ROOMS

Large North Star Lodge classroom

- Whenever possible, Long Lake will try to avoid large group gatherings, and instead break into smaller groups.

Public Restrooms

- Participants are encouraged to use their Lodge room bathrooms whenever possible, but public restrooms will be open and available in the Lodge, Classroom Buildings, and Dining Hall. High touch surfaces in the public restrooms are cleaned twice per day and users are asked to follow proper hand-washing techniques.

Nurse's Office

- The Nurse's Office will be occupied only by visiting group staff. Storage of medications will be kept in this room. The medications should be individually wrapped to avoid contamination. Occupants are asked to wear gloves when handling anything in the Nurse's Office, as it is possible that numerous different people may be in the room during a given day. Participants experiencing symptoms of COVID-19 are asked to isolate in the designated COVID-19 Quarantine Room.

COVID-19 Quarantine Room

- Should a participant begin experiencing symptoms of COVID-19 during their stay, they will be isolated in a reserved and designated room in the Marcum House. This room is disinfected by Long Lake staff after use.

DINING

- Participants will eat meals in the Dining Hall.
- Everyone should wash their hands before entering the dining hall, and after completing their meal. Hand sanitizer will be available and encourage to those waiting in line.
- Tables will be released one at a time by staff members.
- Cooks, LLCC and Kitchen Patrol “KP” students/chaperons will be designated food and beverage servers.
- As always, new plates should be used for a seconds.
- The Dining Hall will be arranged in seating clusters that are separated as much as possible. Within each cluster, participants should be seated at least 3 to 6 feet apart from each other.
- Masks will be worn by everyone when not actively eating or drinking, including while waiting in the food service line.
- Participants and staff will eat meals and snacks outdoors or in well-ventilated spaces while maintaining physical distance as much as possible.
 - Food service staff will adhere to the MN Department of Health Food Service Worker Safety Information: <https://www.health.state.mn.us/people/foodsafety/emergency/covid.html>

CLEANLINESS & DISINFECTION

Hand Washing & Sanitization

Both staff and participants will practice good hand hygiene. Participants will be asked to wash or sanitize their hands prior to and immediately following each class and meal. Depending on the activity, participants may also be asked to sanitize their hands periodically throughout classes/activities. Hand sanitizer and or hand-washing stations will be available throughout public spaces. In addition, it is recommended that all participants bring their own sanitizer.

Face Coverings

Long Lake’s policy is that face coverings must be worn when inside all buildings. This applies to all public, hallway and entrance spaces as well as inside Lodge room spaces when participants are moving around. When sleeping, showering, brushing teeth, etc. face coverings may be removed, but inhabitants should be especially careful to maintain social distance.

Participants will be asked to bring their face coverings to classes and meals with them. Although face coverings will not be required when outdoors, there may be specific times during classes when they are necessary due to lack of ability to social distance.

If a participant (who is not exempt) refuses to wear a face covering, or has to be reminded frequently, they may be excluded from Long Lake programming and premises.

Class Materials & Equipment

Each of our classes have been scrutinized to reduce the sharing of materials whenever possible. When materials must be shared, participants will be encouraged to sanitize their hands immediately before and after the activity.

The use of supplies and equipment will be limited to one group at a time, allowing time for staff to clean between use whenever possible. Cleaning occurs between groups, when students and teachers are not occupying the space.

Public Spaces and Lodge Rooms

Additional housekeeping practices are being implemented, including routine sanitizing of public spaces, including the lodges, dining hall, classrooms, and frequent sanitizing of high-touch areas. High-touch surfaces in common spaces will be cleaned at least once a day during a group's stay. In addition, Lodge rooms and class materials will be disinfected between users. Long Lake staff will not enter private Lodge rooms, except in emergency need, until guest departure.

Ventilation

Long Lake benefits from a state-of-the-art, mechanical ventilation systems. Also, all gathering rooms on campus have operable windows. Windows should be opened during appropriate weather conditions. Our building ventilation systems are continuously inspected to ensure that they are circulating air properly. We have upgraded air filters in our buildings and all building ventilation systems have been set to run continuously.

Sanitation

Long Lake uses hospital-grade disinfectants infused with positively charged ions that kill most bacteria on contact.

OTHER ADJUSTMENTS

Cleaning Fee

Due to the high cost of cleaning supplies and increased needs for cleaning staff, a flat cleaning fee of up to \$250 may be charged in addition to the per participant cost of the Long Lake. The fee will be determined by your group size and class schedule.

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