



CONCORDIA
LANGUAGE VILLAGES

COVID-19 PLAYBOOK



**A rundown on COVID-19, the Villages and what we're doing
to keep you and our staff safe while Living the Language.**

INTRODUCTION

We all know that information surrounding COVID-19 is constantly evolving. As we continue to monitor updates from our local, regional and national governing bodies, we will continue to update and adapt our own practices. This playbook highlights what Concordia Language Villages is currently working towards for all onsite residential programs.

As a multi-layered organization we host a variety of different programs and each will look different than they do in normal years. This playbook outlines many of the changes that will occur throughout all programs, and specific programmatic changes can be found on our website.

In our planning for residential programs we have exhaustively looked through research from other camps, organizations and congregate living operations to design the most realistic and targeted risk mitigation strategies. It is important to note that despite the best practices that exist, there is no way to guarantee that COVID-19 will not enter the Villages. We therefore have taken the opposite approach of assuming the virus will enter. To this end, we have focused our measures on rapid detection and targeted isolation to prevent the virus from spreading.

Having piloted these protocols this summer, our staff are trained and will be updated prior to any residential program. To help us all work together on the same page, we ask that individuals or families sending their children to the villages review this playbook prior to registration and arrival. Any questions, concerns or comments can be directed to members of our Health and Wellness team or our COVID-19 response team.

HEALTH AND WELLNESS COVID-19 RESPONSE TEAM

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COVID-19 SYMPTOMS

Currently the primary symptoms of a COVID-19 infection include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



There is an overwhelming amount of information available regarding COVID-19. We have put together a collection of COVID Basics that is available on our website. This provides an overview of viral transmission, symptoms and testing. These guidelines will also be used as the first criteria for entering the Villages. If any participant has any of the symptoms listed above or if they have had **close contact**, defined as being within six feet of an infected person for at least 15 minutes over a 24 hour period, they will either need to self-quarantine for two weeks or provide negative testing results prior to entering.

KNOWN AND PROBABLE RISK FACTORS FOR SEVERE COVID-19 ILLNESS

We know from research from the [CDC](#) and other establishments that children with certain conditions might be at increased risk for severe COVID-19 illness. If any participant is considered high risk, we highly recommend they consult with their medical provider to assess the risk of attending a residential program. Our Health and Wellness team is also available to help assist you in thinking through what living in a residential program may mean for you or your child.

Conditions associated as high risk for severe COVID-19 infections include (but are not limited to):

- Asthma and other chronic lung diseases
- Obesity
- Diabetes
- Medical complexity including:
 - Severe genetic and neurologic disorders
 - Inherited metabolic disorders
 - Congenital heart disease
- Immunosuppression due to malignancy or immune-weakening medications
- Chronic lung, kidney, liver, heart and blood conditions

BEFORE CAMP

Before participants arrive for their program we will collect health and dietary information. Depending on the program these forms may look different. For example, adult academic year programs will have a much shorter form sent directly from the Language Villages. Whereas our youth summer residential programs will use CampDoc which will assist us in gathering relevant information. In order to ensure health information is the most up-to-date, CampDoc forms should only be completed in the month prior to camp.

COVID-19 PRE-SCREENING

In addition to our regular health and nutrition forms, all 2021 programs require a COVID-19 pre-screening. Participants will be contacted either through CampDoc or directly from the Health and Wellness team to ask about any symptoms or possible recent exposures.



SELF-QUARANTINE

For our summer residential programs all participants and staff must self-quarantine for two weeks prior to arriving at camp. During this period, there should be no non-essential travel and no close contact with anyone outside of the household unless absolutely necessary. We ask other household members to take appropriate safety precautions (wearing a mask outside the home, staying six feet away from other people and washing hands with soap and water frequently) during the two weeks prior to camp as well.

TEMPERATURE AND SYMPTOM MONITORING

During the two-week self-quarantine, villagers and staff members should self-screen for COVID-19 symptoms, including a daily temperature check. All camp parents should log daily temperatures and symptoms of their villager(s) on the provided forms, which will be reviewed by our health and wellness team prior to arrival to certify compliance with this policy.

QUARANTINE CERTIFICATION & CONTACT TRACING

All camp parents must fill out a Quarantine Certification & Contact Tracing form to certify that the villager complied with quarantine and document anyone the villager has been in contact with during the two-week self-quarantine for purposes of contact tracing.

CONTINGENCY TRAVEL PLAN

As recommended by the Minnesota Department of Health, all villagers and staff must submit an actionable plan for returning home safely in the event of a COVID-19 exposure or infection. Please note that this plan should not include air travel or other mass transit. In addition, please keep in mind potential exposure to any high risk family members.

COVID-19 TESTING

Advances in testing are occurring rapidly and we continue to monitor the feasibility of point-of-care antigen testing. Based on the protocols set forward by other ACA accredited camps, our current plans are to require proof of a negative COVID test within 2-5 days prior to arrival at camp. Only participants with a negative test will be permitted into the villages. As program dates draw nearer we will provide lists and ways in which participants can obtain testing.

If anyone arrives without a negative test or with symptoms associated with a COVID-19 infection we will not be able to allow them into the Villages. We completely understand how disappointing this may be for some participants. However, for the safety of our entire community, meeting admission criteria into the Village is critically important.



TRAVEL TO CAMP

Traveling via mass transit presents a window of potential exposure to the SARS-CoV-2 virus. We therefore encourage participants to utilize private transportation whenever possible. A large percentage of our participants travel from other parts of the country or world requiring them to take public transportation. We prioritize flying over public bussing and to help decrease the need for connecting flights, we will limit our services for airport pick-up to the Bemidji airport.

For academic year participants further information will be provided by your specific program. For all participants using mass transit, we require that you follow [safe travel practices](#) including everyday preventative health practices and the use of cloth facial coverings.

ARRIVAL AT CAMP

In order to limit the number of people on site and decrease the possibility of exposure, all of our Villages will function as closed systems. This means that arrival to the Villages will look different than it has in the past. Specifically, parents will not be able to enter the Village to help settle their children in and will therefore need to be prepared to separate from their child in the car. Staff will be available to help participants move their things into the Village.

ARRIVAL TIMES

To help prevent areas of congestion among villagers, we will closely coordinate the arrival and departure of all participants. There will be an initial single point of entry at which each entering vehicle will be greeted by a Concordia Language Village staff member. You will be given this information prior to arrival, but please note the importance of arrival within the allotted time frames. Departure or pick-up times will follow a similar procedure.

HEALTH CHECK-INS

For all participants arriving on-site, we will conduct temperature screenings and will ask COVID-specific screening questions prior to exiting their vehicle. The villager and parent/guardian will remain inside the vehicle and everyone should remain masked during this screening process.

Villagers who have a temperature over 100.4 degrees Fahrenheit, show COVID-19 symptoms or have been exposed to COVID-19 in the preceding 14 days will not be permitted to enter the Villages.

For parents who will not be coming into the Villages, this also means there will not be time to talk in-person with the Village nurse. If your child has medications or any chronic health conditions or mental, social or emotional health diagnosis, it will be extremely important that you discuss the suitability of camp ahead of time and our Health and Wellness team is ready to work with families. We highly encourage you to reach out to us as partners to ensure we can provide the best possible Village experience **prior to registration**. Our [Medications at the Villages](#) and [MESH](#) information sheets may also help answer questions.



VIRTUAL NURSE OFFICE HOURS

We will set up schedules where our Village Health Center nurses and other health staff will be available to meet virtually (video or phone) to discuss any specific health concerns for your arriving villager.

DURING CAMP

We do not yet have accurate projections for what our Village capacity will be for summer 2021. As we remain attuned to the Minnesota Department of Health guidelines, we do know that our Villages will be operating at a reduced capacity in order to accommodate spatial distancing requirements.

We will modify our programs to be outdoors as much as possible. This means that whenever possible we will eat and hold as many activities and classes outdoors. Please pack accordingly!

CLEANING, HANDWASHING & SANITIZATION PROCEDURES

Concordia Language Villages has significantly increased its cleaning, handwashing and sanitization procedures. Stations containing hand sanitizer will be located conveniently throughout the Villages, including near restrooms, eating areas and cabin entrances. Door knobs, handles and other high-touch surfaces will be wiped with antibacterial spray frequently. Bathrooms and shared spaces will be cleaned and sanitized multiple times per day.

MASK WEARING POLICY

In order to contain possible exposure and spread of COVID-19 and in compliance with Minnesota Department of Health guidelines, we are requiring face masks that cover both the nose and mouth to be worn when villagers and staff are sharing space indoors.

Masks will NOT be required while villagers and/or staff are:

- Inside their assigned cabin;
- Showering;
- Eating;
- Participating in waterfront activities; or
- Outdoors maintaining six feet distance from others.

CABIN QUARANTINE

While we have outlined pre-camp quarantine instructions and villagers/staff will not be permitted to enter camp when exhibiting COVID-19 symptoms or a confirmed positive COVID-19 test, no self-imposed quarantine or test is 100% accurate. Therefore, as an additional safety measure, we will begin our summer with a two-week cabin-based quarantine. Each villager will travel with their cabin (in a “pod”) together to activities and meals. Under no circumstances shall villagers visit another cabin. Additionally, personal items, personal equipment or clothing must not be shared with villagers from another cabin.



IN-CAMP TESTING

For our summer programs, once camp begins we are aiming to conduct at least two rounds of COVID-19 tests. The first round will be 3-6 days after the beginning of camp and the second, 14 days into camp. We are currently assessing the most efficient way for this testing to occur.

In addition to testing, daily temperature checks and symptom checks will be required for all participants and staff.

POLICY & PROCEDURES FOR SUSPECTED COVID-19 SYMPTOMS AND/OR COVID POSITIVE TESTS

If a villager or a staff member begins to exhibit symptoms of COVID-19, they will immediately be isolated, quarantined and tested.

If the test returns positive, the emergency contact will be immediately notified and will be required to enact their travel contingency arrangements. Contact tracing within the Village will begin and members within the same pod will be quarantined until testing results are negative.

AFTER CAMP

As villagers and staff return home to family and friends, we strongly recommend that they limit their interactions for two weeks, particularly with anyone considered at high-risk for a severe COVID-illness. If your camper exhibits COVID-19 symptoms or tests positive within 14 days of returning home, **please contact camp immediately** so we can take appropriate measures to contact trace and inform other camp families as necessary.



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