Conference Services COVID-19 Plan

Purpose and Scope

Purpose

This operations plan is the collective process by which camps, and conferences (collectively called Programs) hosted by or held on SMU's campus will occur and maintain operations under the constraints associated with the pandemic. This plan may change depending on the risks presented by COVID-19, and at the direction of SMU's Emergency Operations Center based on guidance from local, state, and federal officials.

Camp or Conference Organizers Role and Responsibilities

Ensure this plan is implemented. If a Camp or Conference Organizer chooses to modify this plan to account for the specific operations of their Program, the expectations and risk mitigation strategies outlined in this plan must serve as minimum standards. Any modifications should be made in consultation with CDC and ACA guidelines.

General Guidelines

Each Camp and Conference Organizer (CO) should designate one administrator to manage the camp or conference COVID-19 plan and communications, and to answer questions from participants and parents.

The CO will maintain a roster of participants, staff, and volunteers throughout the program. This should include contact information for at least two emergency contacts for each participant, volunteer, and staff member. The roster must be provided upon request to the University's Emergency Operations Committee (EOC).

COs should prepare for absence of crucial staff by developing contingency plans, as well as develop a plan for evaluating the ability to continue operations in the event of multiple COVID-19 cases.

All volunteers or non-SMU staff at SMU-operated programs must be screened by the CO prior to the start of programming. All volunteers at SMU-operated programs must also be formally sponsored by the CO and issued an SMU ID.

Communication

Participant Expectations

Camp and Conference Organizers should distribute guidelines and expectations to participants and/or their parents and legal guardians. This should include:

- Answers to frequently asked questions
- Symptom screening
- How to prevent the spread of COVID-19, including handwashing, face coverings, and physical distancing
- How to identify individuals at higher risk for complications related to COVID-19
- Contact tracing protocols
- Other program-specific procedures

Communications should be provided by as many mechanisms as possible, including email, websites, mail, and phone.

Required Paperwork

All participants of a program hosted at SMU, or their parent/guardian, must complete a waiver before or at the start of the program. These forms must be turned into Conference Services at or immediately following program check-in.

Staff & Volunteer Expectations

Training and educational material should be provided to staff and volunteers prior to the start of programming. This should include:

- Staff and volunteer safety expectations
- Symptom screening and its importance
- How to prevent the spread of COVID-19, including handwashing, face coverings, and physical distancing
- Leave policies
- How to identify staff and volunteers at higher risk for complications from COVID-19.
- How to best discuss COVID-19 with participants, based on their age.
- Contact tracing protocols
- Other program-specific procedures

Communications should be provided by as many mechanisms as possible, including email, websites, mail, and phone.

COVID-19 Briefing, Training and Screening

Symptom Screening

Participants, staff, and volunteers should not attend a program and should stay home if any of the following symptoms are present:
- 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

In the event of an overnight program, the participants and staff should immediately return home if symptoms are displayed.

Participants

Briefing and Demonstration

At the beginning of each program, staff and volunteers will hold a small group briefing and demonstration on behaviors and precautions for participants to provide education on how to prevent the spread of COVID-19. The briefing should include:

- Hand washing
- Physical distancing
- What symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Face coverings
- Other program-specific policies or guidelines

Minor Participant Communication

Special care should be taken with minor participants, including the following:

- Encourage participants to talk about how they are feeling. Support coping and resilience.
- Be calm and reassuring, and a source of comfort.
- Make sure participants know how the virus can spread and how to prevent it from spreading, as well as what prevention measures the CO has taken.
- Speak in age-appropriate language.
- Work to reduce stigma, especially against individuals of Asian descent and those who have traveled recently.
- Direct participants with questions you cannot answer to the designated staff administrator.

Staff/Volunteers

SMU Operated Programs Training and Screening

The staff and volunteers of all SMU-operated programs should complete the Daily Mustang Symptom Check to ensure they are symptom-free before coming to campus each day. If symptoms within the Daily Mustang Symptom Check are present, the staff member/volunteer must stay at home, report to their supervisor, and complete the Faculty/Staff Covid-19 Reporting Form.

Non-SMU Operated Programs Training and Screening

Non-SMU COs must require staff and volunteers to follow guidelines similar to those in place for SMU staff and volunteers. They must also screen staff and volunteers for symptoms in a similar way.

Briefings & Demonstration

At the beginning of each program, all staff and volunteers will participate in a small group briefing and demonstration on behaviors and precautions for participants to provide education on how to prevent the spread of COVID-19. The briefing should include:

- Hand washing
- Physical distancing
- What symptoms to look out for and when to report them and to whom
- When to stay home

- Coughing etiquette
- Face coverings
- Other program-specific policies or guidelines
- Leave policies
- How to identify staff and volunteers at higher risk for complications from COVID-19.
- How to best discuss COVID-19 with participants, based on their age.

Health and Safety Measures

SMU has developed a comprehensive plan to enhance the safety of everyone on campus and minimize the spread of COVID-19. It's expected that all COs will adhere to the following health and safety measures. Efforts to maintain COVID safety measures should not impact existing protocols, such as first aid, CPR, emergency protocols, swimming "buddy systems," etc.

For additional guidance on specific operational components and/or activities, please reference the CDC and ACA guidelines provided in the Reference Section of this document.

Face Coverings

Face coverings are required to be worn over the **mouth and nose** in all public indoor spaces by anyone present on the SMU campus, even if adequate physical distancing is possible. This requirement includes classrooms; building entrances and exits; lobbies and lounges; as well as in hallways, stairwells, restrooms and elevators.

Face coverings are not required outdoors when adequate physical distancing is possible. If adequate physical distancing is not possible, face coverings are required to be worn outdoors.

Individuals actively **practicing or participating in drills, lessons**, etc. are not required to wear a face covering either indoors or outdoors. However, if on the sideline observing, taking a break, or otherwise not actively participating, face coverings should be worn.

The following exceptions may be applied:

- Any person younger than 10 years of age;
- Any person with a medical condition or disability that prevents wearing a mask;
- Any person while the person is consuming food or drink, or is seated in a dining area to eat or drink;
- Any person while the person is giving a speech for a broadcast or to an audience.

Effective July 1, 2021 face coverings will no longer be required within all indoor common spaces on campus such as Lee Dining Hall, Dedman Rec, Hughes Trigg, libraries, lobbies, hallways, etc. Face coverings will continue to be required within classrooms.

Physical Distancing

All participants, staff, etc. should maintain a safe distance as much as possible, especially when not wearing a face covering. COs will maintain small groups, limit mixing between groups, and stagger arrival/drop off as much as possible.

Limit any nonessential visitors and activities involving external groups or organizations as much as possible.

Effective May 17, 2021 SMU will resume normal occupancy and spacing.

Cohorting

When possible, COs should use a cohort model to maintain small groups, or "households," "teams," or "huddles." These cohorts should only interact with each other, or if they must interact with other cohorts, interact with the same other cohort or group of cohorts. Cohorts can share the same staggered arrival/drop off time. The size of the cohort may vary depending on the programming, and should maintain minimum required staffing based on the age of participants. Best practices include:

- Organize participants into the smallest practical group size, who will eat, wash, and do most groups together or in subgroups.
- If cohorts must mix for programs, reinforce other mitigation measures such as physical distancing and masks.
- Large assemblies should be split into smaller groups, and/or held outdoors.
- Staggered pick-up and drop-off time, as well as staggered dining time is recommended.

Cleaning

Shared items and equipment (e.g., tennis rackets, art supplies, etc.) should be cleaned and disinfected between uses. High-touch shared items and equipment should be limited when possible.

COs will be responsible for supplying their own sanitation supplies for cleaning outside the scope of Conference Services.

More information from the CDC about cleaning surfaces is available here. For a full list of disinfectants for use against SARS-CoV-2, click here.

Handwashing

Handwashing should comply with applicable CDC standards, which can be found here.

Sanitation Stations

Hand sanitizer stations and disinfecting wipes have been placed throughout campus at a 94% increased capacity over 2019.

COs should ensure adequate hand sanitizer is available at all times to participants, staff, and volunteers.

Hand sanitizer should be provided to participants at pick-up and drop-off.

Signage

Signage is in place reminding campus community members of COVID-19 mitigation strategies.   Additional age-appropriate signage will be placed throughout the program area accordingly.

SARS-CoV-2 Viral Testing

SARS-CoV-2 testing and protocols will NOT be available through SMU for program participants. SMU employees and students will continue to have access to currently offered testing services.

Contact Tracing and Case Management

SMU Case Management and Contact Tracing services will not be available for participants, operators, staff, or volunteers EXCEPT for individuals that are also considered SMU employees or students.

In cases where an SMU employee or student tests positive, they should report their positive test using SMU's standard reporting procedures. Those individuals will be entered into SMU's standard case investigation and contact tracing processes. Any contacts identified that are affiliated with a program and not an SMU student or employee will be turned over to the Dallas County Health and Human Services as required.

Programs should have their own plan for contact tracing following federal, state, and local guidelines and coordinated with Dallas County Health and Human Services (DCHHS). SMU COs may reach out to Brandon Chance, Director, Environmental Health & Safety for assistance in establishing a contact tracing protocol.

Each CO must have their own plan for handling case management and contact tracing. This should include:

- Communication plan for participants regarding exposure to a positive case
- Communication plan to parents, if participant is a minor (see a CDC sample letter here)
- Point of contact to communicate with SMU Officials and DCHHS
- Identified thresholds for discontinuing a program due to positive cases or quarantined contacts
- Requiring participants, or their parent or legal guardian, to notify the program-designated COVID-19 contact if the participant tests positive.
- Sick staff, volunteers, or participants should not return to their program until they have met the CDC's criteria to discontinue home isolation.

It will be up to each CO to notify participants or their parent or guardian of their exposure to a positive case (please see CDC sample letter here), unless this is done by DCHHS. Additionally, as required by DCHHS, positive cases and contacts must be turned over to DCHHS. Information can be submitted to DCHHS at epidemiology@dallascounty.org. The DCCHS 24/7 hotline is 214-235-1799. . The DCCHS 24/7 hotline is 214-235-1799.

In many cases it may be advised that the program notify participants (or their parent/guardian if a minor) that a positive case has been identified within the program (or specific cohort within the program). Depending on the nature of the program, the entire program or cohort within the program may identify as close contacts and necessitate quarantine.

For informational purposes, Conference Services and SMU Case Management must be notified of a positive case within a program. Please send notifications to Brandon Chance (bchance@smu.edu) and Denton Bricker (jdbricker@smu.edu). Notifications must include the following information:

- Deidentified information regarding the positive case such as initials and a date (i.e. BSC03222021)
- Camp or Conference:
- Date of Onset of Symptoms:
- Date of Positive Test:
- Last date on SMU campus:
- Locations visited from 2 days prior to symptoms/positive test through isolation date:
- Date CO notified:
- Date case notification sent to DCHHS:
- Number of Close Contacts Identified:

Considerations for Minor Participants

- Before having any conversations with minor participants, make sure to consider their age and address their fears and concerns
- Maintain confidentiality. Do not provide the name of any potentially identifying information of the confirmed or suspected case in communications with the exception of the participants' parent/guardian, DCHHS, and SMU.

Isolation/Quarantine of Participants

SMU will not provide the means to isolate or quarantine participants. As such, each CO must provide a plan for temporary isolation and quarantine. If applicable, each plan must include provisions for the following: providing appropriate supervision of a minor, housing, meals, and disposition of participant personal belongings. This plan should be submitted to CS no later than 30 days prior to the start of programming.

The CO must notify participants or their parent/guardian of the quarantine and isolation plan prior to the start of programming, including expectations around participant removal from the program.

Dining Halls and Retail Dining

Dining halls and retail dining on campus follow the current SMU guidelines, including any capacity restrictions, limitations on self-serve items and staff health and wellness guidance, and reevaluate as needed. Additional staff will be assigned to clean and sanitize common high-touch areas. Team members are required to wash hands and changes gloves every 20 minutes at minimum. All team members are to wear face coverings and undergo health screening and temperature checks prior to starting their shifts.

Travel

Vehicle transportation should only be used when necessary or otherwise minimized. When necessary, the following guidelines should be followed:

- Reduce the number of available seats in order to increase physical distance. Mark restricted seats using signage, colored string, tape, etc.
- When possible, leave several front row(s) empty to provide distance from the vehicle operator.
- If the same vehicle will be used by the same group more than once, assign seats to participants so they occupy the same space.
- Commonly touched surfaces should be cleaned between user groups or routes.
- Staff or volunteers driving for an SMU-operated program, or anyone driving an SMU-insured vehicle, must have completed Engaged Driving with the Office of Risk Management in the past 2 years.

Overnight Programs

Special care should be taken for overnight programming, including the following:

- Participants with symptoms should be cared for following the CDC Guidance for caring for oneself and others who are sick.
- Programs who accept participants from more than 6 hours away should communicate this to families.
- Discourage placement of toothbrushes and other toiletries directly on bathroom countertops.
- Access to rooms will be limited to only those assigned to a room and staff in the event of an emergency.

- Personal items should be limited to essential items and a limited number of non-essential items, and kept separate from other participants' belongings.
- A staggered bathing schedule, limiting the number of people using the facilities at one time will be implemented.
- Limit staff and volunteer trips off-campus on days or nights off.

References and Resources

Southern Methodist University
SMU COVID-19 2021 Operations Plan
Mustang Strong

U.S. Centers for Disease Control and Prevention (CDC)
Coronavirus (COVID-19)
Suggestions for Youth and Summer Camps
Considerations for Youth Sports Administrators
Youth Sports Programs FAQs

American Camp Association
Field Guide for Camps on Implementation of CDC Guidance

Version Control

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Version	Date	Author	Description
1.0	3/31/2021	L. Moffett	Plan developed
1.1	5/4/2021	L. Moffett	Revised to align with SMU Summer/Fall COVID-19 Operations at A Glance • Staff/Volunteer Training – page 3 • Face Coverings – page 4 • Physical Distancing – page 4 • Signage – page 5 • Dining Halls and Retail Dining – page 7