COVID-19 has brought unprecedented uncertainty, risk, and financial challenges to our lives. The leadership of the Boy Scouts of America (BSA) and the National High Adventure Bases (HAB’s) recognize that Scouts and leaders have been planning for many months to enjoy a positive life-changing wilderness experience. Northern Tier’s goal is to provide that experience, as expressed in our Mission, while ensuring minimum risk to the health and safety of our participants and staff.

This document is intended to compile and formalize procedures to be adopted at the Northern Tier bases to mitigate the transmission and spread of the COVID-19 virus. It is further intended that these procedures will incorporate the latest guidelines of the Center for Disease Control & Prevention (CDC), the Public Health Agency of Canada (PHA), the State of Minnesota, and additional recommendations from the BSA, and Northern Tier’s Health & Safety Committee.

“Delivering Wilderness Adventures that Last a Lifetime”
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OVERVIEW OF OPERATIONS

Accreditation: Northern Tier High Adventure is accredited by the American Camp Association (ACA) and the Boy Scouts of America’s National Camp Accreditation Program (NCAP).

Locations: Northern Tier operates three bases located in northeastern Minnesota, and in Manitoba and Ontario Provinces in Canada.

- Charles L. Sommers Canoe Base (main headquarters)
  14790 Moose Lake Road, Ely, MN
- Donald Rogert Canoe Base
  12941 A Perch Lake Road, Atikokan, ON, Canada
- Northern Expeditions Canoe Base
  Lot 13, Bissett, MB, Canada

Programs: Northern Tier operates summer canoe treks out of all three bases and a winter camping program out of the Ely base from late December through early March.

  **Ely Canoe Treks** – June through August, crews of 6-8 people (+ staff guide), 6 to 14-day treks (first and last night on base). Treks travel through the boundary Waters Canoe Area Wilderness or the Quetico Provincial Park.

  **Bissett Canoe Treks** - June through August, crews of 6-8 people (+ staff guide) or crews of 9-11 people (+ staff guide), 6 to 14-day treks (first and last night on base). Treks travel through the Atikaki Provincial Park and/or Woodland Caribou Provincial Park.

  **Atikokan Canoe Treks** - June through August, crews of 6-8 people (+ staff guide) or crews of 9-11 people (+ staff guide), 6 to 14-day treks (first and last night on base). Treks travel through Quetico Provincial Park or Crownlands Provincial Park.

  **Lone Voyageur** – Selected dates each summer, all 7-day treks. Crews of 6-8 people featuring youth member and their adult parent/guardian (+ staff guide).

  **OA Wilderness Voyage** – Selected dates each summer, all 14-day treks. Crews of 6-7 youth aged 16 or older (+ 2 staff guides). Crews spend 7 days doing conservation/trail maintenance work in the BWCAW, then 7 days trekking.

  **OA Canadian Odyssey** – Selected dates each summer, all 14-day treks. Crews of 6-7 youth aged 16 or older (+ 2 staff guides). Crews spend 7 days doing conservation/trail maintenance work in the Quetico, then 7 days trekking.

  **Forest Corps** – Selected dates each summer, all 14-day treks. Crews of 6-7 youth aged 14 or older (+ 2 staff guides). Crews spend 7 days doing conservation/trail maintenance work in the BWCAW, then 7 days trekking.
Overview of summer 2020 Operations: Northern Tier plans to begin summer 2020 operations July 1 in the United States and will not be operating in Canada this summer. The safety of staff members and participants from local regulations and guidelines will dictate whether Northern Tier can/will open on the dates listed. We recognize that operations are contingent/subject to several factors including, not limited to:

- Health and Safety of Staff, Participants and local communities
- CDC (Center for Disease Control & Prevention) Travel Guidelines
- CDC Guidelines for Overnight Camping
- Originating State Travel and Social Distancing Requirements
- Minnesota Government & Department of Health Requirements
- Minnesota Travel and Social Distancing Requirements
- Canada (Manitoba & Ontario Provinces) allowing non-resident/tourist travel
- Canada (Manitoba & Ontario Provinces) Travel and Social Distancing Requirements
- Public Health Agency of Canada (PHA) Requirements

Limiting Factors for Social Distancing: Due to the nature of program types, activities and attendance, Northern Tier will socially distance crew to crew interaction. In most instances, it will not be possible for Northern Tier to socially distance within a crew (person to person).

We plan to classify units/crews as “family” units due to the following factors:

- The types of adventures offered by Northern Tier can only be offered in a team setting. Properly trained adult leadership, “buddy pairs,” and shared responsibility (within 6ft.) is required for the health and safety of participants
- Adult crew leaders assume responsibility for youth crew members
- Units/Crews, including adult leadership, originate from the same location, meet weekly
- Unit/Crew is often comprised of one or more family members i.e. father, sons, mothers, daughters
- Units travel together to Northern Tier aboard airplanes and/or in vehicles
RETURN TO WORK – FULL TIME STAFFING

COVID-19 Return to Work Plan on May 4, 2020

Goals from CDC:
  a. reduce transmission among employees,
  b. maintain healthy business operations, and
  c. maintain a healthy work environment.

Plan for Bringing Employees Back to Work
• Employees should continue to work from home if they are able. Discuss with your supervisor the best option for you and your position.
• Employees must be healthy and symptom free to be able to return to work. Employees showing symptoms should remain at home and visit their physician as needed.
• When employees return to work their duties will resume as normal but maintaining social distancing guidelines.
• All employees will wear masks (face coverings) when in meetings, common spaces or in other people’s workspaces, especially when social distancing guidelines cannot be met.
• Examples:
  □ When in or around Chris’s workspace
  □ Sitting in the Admin coffee nook talking
  □ Entering another person’s office with a question
  □ Hanging out in the SBPC before or after meals
  □ If you are unsure, ASK.
• All employees will bring back their borrowed equipment (i.e. computers and technology) to the office to resume duties in the office space.
  ▪ Employees must use their own computers and phones – common area computers will not be used at this time.

Plan for Implementing Social Distancing Guidelines
• Everyone maintains their own office space and remain 6ft apart when in offices.
  ▪ Restrict group meetings (more than 2 people) to:
  ▪ Program Center where employees can safely social distance during meetings.
  ▪ Utilize Virtual TEAM Meetings
• During lunch, maintain 6 ft distance while sitting at tables in the SBPC
  ▪ Remove extra chairs to encourage the distancing
• Conference rooms can be used as additional workspace to maintain social distancing.
• Do not use other employees’ phones, desks, offices, etc.

Additional Health and Safety Protocols
• Maintain a clean workspace - Disinfect your area frequently (i.e. door handles, desk, keyboards, etc.)
  ▪ Each staff member should keep a roll of paper towels and sanitizer spray bottle in their workspace for keeping clean area.
  ▪ Sanitizer bottles and paper towels should be readily stocked in all other areas.
  ▪ Clean up after yourself when using common areas.
• Wash hands frequently.
  ▪ Every time you walk into a new building, wash your hands before you touch anything.
• If sneezing or coughing do so into your arm not your hands.
• Avoid touching your eyes, mouth, and nose.
• If an employee is feeling sick notify supervisor right away and go home.
• Dining Procedures:
  ▪ Food will not be self-serve – employee who cooks the meal, will also serve the meal
    following good Serve Safe procedures.
  ▪ Staff must wash hands before entering the facility.
  ▪ Staff mush wash hands before going through the service line (each time).

STAFF ARRIVAL PLAN

Will also follow above return to work plan once arrived

1. When staff arrive
   a. Greeted by someone at the entrance to the driveway.
   b. Temperatures will be taken of everyone in vehicle.
   c. People with no fever will be admitted to the base for further check in
   d. People with fever equal to or greater than 100.4 degrees Fahrenheit will be turned away.

2. Check in process
   a. Pre-screening in front of SBPC.
      i. Questionnaire
      ii. Check-in information
      iii. Training information
      i. Hand out buff/ mask
      iv. Instruct staff members to follow big letters to find each step

3. In SBPC Check-in
   a. In front door out back door
   b. Brigades waiting by back door
      i. Designated locations for gathering-Brigade leaders can make fun sign?
   c. Check in with Chris/ID
      i. Send out email to get photos to pre-print ID cards
      d. Get uniform sizes ahead of time

4. Brigade leaders show them to where they will be living/locker room

5. Play yard games

6. Cook out for dinner

Other Healthy and Safety Protocols

- Masks to be worn upon arrival
- No guests past parking lot if being dropped off by family or friend

Other Staff Arrival Considerations

- Navy Arrivals
  o Get uniform sizes ahead of time
  o Add WFA for block 3
  - Email sent out stating that staff will be turned away if they have a temperature of equal to or greater than 100.4
  - Email sent out stating that if staff end up testing positive for COVID-19 during their contract at NT they will need to make other arrangements. They cannot stay on base.
  - Check CDC guidelines for traveling when sick
  - Adventure inn an option?
STAFF HOUSING
- SLUs A & B to be reserved for quarantine needs.
- Allow/encourage staff to tent separately (especially trail staff)

STAFF LOUNGE CLOSED UNTIL FURTHER NOTICE
Large canvas tent will be set up in staff lounge gravel lot as an alternative covered area. All staff lounge outdoor areas will remain open.

- Staff lockers
  - Will be assigned. Spaced out as much as possible.
  - All lockers will have a mail slot for letters. Packages brought to lunch.
  - People without lockers will have their mail delivered to their workspace.
- Packages will be brought to lunch for pick up. You will receive a notice.

Below is a rough plan if we are able to open staff lounge:

- Masks required
- Hand sanitizer at entrance and throughout building
- Disinfectant wipes by computers and board games
- Replace cloth furniture/ Plastic covers
- 10 persons maximum in Staff lounge (Including TSM)
- Each person wipes down bathroom after use
- Cleaned at least 2 times a day

Movie Room Procedure

- Maximum of 8 people at one time
- Wipe down all electronics after use

STAFF RECREATION OPTIONS
No gathering in JVDs basement. You will be allowed to be outside there. May use canoes/kayaks with permission.

More Ideas

- Screen in outside breezeway???
- More outside drying
- More yard games
- Old games area becomes the games area
  - Horseshoes
Badminton

FOOD SERVICE

Modified Dinner:
- Establish three dinner menus for all Off-Road crews. Interpreter picks up meal “box” with food, napkins, disposable utensils and dinnerware.
- Establish one dinner menus for all Off-Water crews (Hamburgers/Hotdogs, etc.) Interpreter picks up meal “box” with food, napkins, disposable utensils and dinnerware.
- Crew joins interpreter at a picnic table or other outside location

Dining Hall Procedures – Summer 2020

ONLY STAFF WILL BE ALLOWED IN SANDY BRIDGES DINING HALL. PLEASE SEE THE PROCEDURES BELOW

A. Staff Meal Procedures (when training is done, and season starts)
   a. Wash Hands upon entering building – EVERY TIME
   b. Masks must be worn unless eating
   c. Tables are set 6 feet apart to socially distance – Each SLU should eat together at their designated table
   d. Interpreters on base should sit so they are socially distanced and 6 feet apart
   e. Hot food will be pre-plated and served from the window in the kitchen
   f. Cold bar will be available for Breakfast and Lunch – we will have staff assigned to serve items from the cold bar, condiment table and silverware
   g. Socially distance 6 feet apart in line
   h. No napkin holders will be placed on the table – instead we will use disposable silverware packets that contain fork, knife, spoon, napkin, salt and pepper
   i. Disposable plastic or hot/cold cups will be provided at the drink stations
   j. Wax (donut) papers will be provided at the coffee, milk and hot chocolate machines. Use one when touching the dispensing mechanism and then throw in trash.
   k. Throw out trash, bring dishes to dish pit and sanitize your table when done eating

B. Staff Meal Procedures (training)
   a. Managers and Brigade Leader Training
      i. Follow all procedures from A
      ii. Staff must sit with their cabin/SLU mates at all meals and be socially distanced (6 feet apart) from other staff
   b. All other staff training
      i. Follow all procedures from A
      ii. Sit with your SLU/brigades at all meals at your assigned table

C. Scout Meal Procedures
   a. Off Road Crews
      i. Interpreters will pick up their pre-cooked family style meal from the kitchen at a designed time and bring to their crew to eat outside on base
ii. Interpreters and crews will clean up the space where they chose to eat, dispose of trash at the dumpsters and return any serving utensils to the kitchen.

iii. Juice (breakfast) and Lemonade Powder (dinner) will be provided in the meal – if coffee is desired disposable hot/cold cups will be provided and interpreters can bring to each member of the crew that wants coffee.

b. Off Water Crews
   i. Dinner - Interpreter will pick up their cook-out meals from the kitchen at a designated time and bring to their crew to cook and eat outside on base.
   ii. Breakfast – bag breakfast will be provided, and the interpreter can pick up at any time between 6:00 and 7:45 am at the kitchen and bring to their crew. They may eat at the picnic tables or take on the road.

D. Inclement Weather Procedures

E. Cleaning Procedures – Daily Duties
   a. Disinfect all tables and chairs after each meal
   b. Disinfect cold bar after breakfast and lunch
   c. Disinfect drink tables after each meal
   d. Disinfect and clean bathroom and sinks after each meal

Items needed to execute these procedures

- Disposable Plastic Cups
- Disposable Hot/Cold Cups
- Disposable Plates
- Disposable Cutlery Sets
- Garbage Bags
- Disposable Serving Dishes
- Tongs (washable or disposable)
- Spatula (washable or disposable)
- Serving Spoons (washable or disposable)
- Bread Knives
- Disinfectant
- Masks
- Hand Soap
- Wax Donut Papers
- 2 small trash cans
- Foldable Paper Tents to label crews meals
- Lunch Bags
**COMMISSARY**

**Commissary Operating Procedure**

1. When an Interpreter receives their ORCA they will report to the commissary at their scheduled time to food pack. (8:00, 10:00, 1:00, or 3:00 and evenings if needed).
2. Interpreter will follow all sanitary procedure. Wash hands, wipe surfaces with food safe disinfectant/sanitizer, wear gloves and mask.
3. The commissary will have a bin ready to go and labeled with the crew number and all the food they will need to food pack for their crew.
4. Interpreters get their bin and bag their meals. If they are missing something or can’t find it in their bin, they will ask the Commissary Manager to get it from the shelf.
5. Fresh meals will be pre-packed and will remain in the refrigerator until that crew leaves.
6. There will only be 4 Interpreters food packing at a time. On big Off-Road days (anything over 12), some interpreters will pack the day/afternoon or evening prior to their crew arriving.
7. Commissary staff will pre-pack bins ahead of time on slow days.

**Off Trail Procedures**

1. When a crew comes off water they will dispose of their garbage in the dumpster.
2. Extra food should be sent home with the crew.
3. There will be no interpreter bin.
4. Blue boxes will be left in the outside area of the commissary to be dried, cleaned and disinfected with the alcohol spray.
5. Blue boxes should sit as long as possible before going back into rotation.

**Items Needed to Execute this Plan**

- 4 more large Yellow Bins
- Disinfectant
BAY POST

Off Road Crews

1. Outfitting staff pre-pack green boxes for Interpreters
2. Interpreter adjusts pre-packed green box prior to crew arrival.
3. Crews outfitted at exterior windows
   a. If crew returns something that they are not bringing on trail or is broken, (e.g. tent) that needs to follow disinfecting procedures.
4. Following morning crew gathers PFDs and Paddles and go to exterior windows to pick up green box and last check out

Off Water Crews

1. When all gear is organized, crew will proceed to the Tent Barn
2. Interpreter and one crew member show outfitting staffer their packs and then place them in the dunk bins
3. Crews will unpack their tents. Staffers will hang them and dunk/spray inside and out with the Alcohol based cleaner.
4. Crews will zip and clip PFDs and bring them to dunk tank. After they have dried, Baypost staff will spray PFDs with the Alcohol based cleaner.
   a. PFDs will be labeled with tags with the date they came OW on. Goal is to let PFDs sit for as long as possible before use. 3 days would be ideal.
   b. Paddles will also be wiped down with alcohol based cleaner.
5. Staffers are the only ones who hang things up. No crews are allowed inside the tent barn. Only interpreter and 1 or 2 crew members will be at the Tent Barn door, the rest of the crew will stand back.
6. Crews receive damaged gear sheet from Tent Barn.
7. Lead advisor and Interpreter head to check out window outside of SBPC to receive checkout packet and pay charges.
8. Crew will leave their green box at the tent barn. Staff will bring them up to back of Baypost to empty contents of green boxes on to wire shelves.
9. Bay post staff disinfect green box and its contents. It sits there overnight to dry. We let it sit there for as long as possible. 3 days would be idea.

Cleaning Gear:

- Add extra time for returned life jackets:
  1. Dunk in first tank
  2. “Sink the Stink” application
  3. Air dry in Paddle Barn
  4. Apply alcohol-based disinfectant
- Gear pack:
  1. Sanitize between treks
Additional notes:
- Wire racks outside for sanitizing and drying green box contents
- Weed sprayer for sanitizing solution
- What is our sanitizing solution? Alcohol based?
- 3 compartment sink?
TRADING POST

Operation:
- Crews to pre-order
- TP staff assembles orders and delivers to customer(s) on upper deck
- Limit Sweet Shop offerings to candy, root beer floats

Additional notes:
- Display merchandize in windows, online
- Create order form
- Develop “souvenir pack”?
- Order disposable cups, lids, spoons
- Check with Pepsi for additional vending machine at SBPC (can or bottle drinks)

Plan A (Open the store)

1. Crew procedures upon arrival
   - Shakedown with interpreter and fill out gear order form to be turned into the TP by 4:00 pm at night and picked up in the morning by 10:00 am
     - They will be able to pick up maps at the time of gear pick up in the morning
     - One credit card only – if they can’t afford one credit card, order online with crew number to be picked up upon arrival from TP. Use code Curbside2020 to eliminate shipping charge and put crew number in notes. (this needs to be communicated to them before arrival – give them the TP email if they have questions) THEY CAN NOT USE THAT CODE AND THEN HAVE ITEMS SHIPPED. If there is no crew number in the notes, they will go to the bottom of the list, so this is very important.

   - When picking up gear send in one person (or interpreter) to pick up purchases.
     - Wear a mask
     - 6ft apart in line on deck
     - TP will open earlier in the morning to accommodate pickups

2. Crew Procedures upon off water
   - Assign a time to shop in TP
     - If there are less than _ crews that day they will be allotted 30 minutes to shop
     - If there are more than _ crews that day they will be allotted 15 minutes to look around store to decide on purchases or buy shampoo etc. They can then order online using “Summer2020” at checkout for free shipping.
     - All shoppers are required to wear masks, sanitize, and put on gloves before entering the store.
iv. All shoppers will be asked to limit touching of merchandise. We will staff enough people to assist in grabbing items.

3. Sweet shop Crew Procedures
   - Sweet shop scooped ice cream and sodas/slushies will be closed.
     1. Vending machine available for sodas
     2. Vending machine available for food hopefully – if not - Individually wrapped snack available for purchase along with toiletries
     3. Root beer floats available to order during TP time. Order right away so they can be made while shopping

4. Staff Procedures
   - Always wear a mask when the store is open
   - Sanitize work area and screen when on checkout duty between each person
   - Sanitize hands between each customer
   - Store opens at 7:30 closes at 9:00 to stock, sanitize and complete online orders

Plan B (Curbside)

1. Crew procedures upon arrival
   - Shakedown with interpreter and fill out gear order form to be turned into the TP by ___ at night and picked up in the morning by ___.
     1. They will be able to pick up maps at the time of gear pick up in the morning
     2. One credit card only – if they can’t afford one credit card, order online with crew number to be picked up upon arrival from TP. Use code Summer2020 to eliminate shipping charge and put crew number in notes. (this needs to be communicated to them before arrival – give them the TP email if they have questions) THEY CAN NOT USE THAT CODE AND THEN HAVE ITEMS SHIPPED. If there is no crew number in the notes, they will go to the bottom of the list so this is very important.
   - When picking up gear send in one person (or interpreter) to pick up purchases.
     1. Wear a mask
     2. 6ft apart in line on deck
     3. TP will open earlier in the morning to accommodate pickups

2. Crew Procedures upon off water
   - Fill out order form for patches and have turned into TP by ___ to be picked up by ___
   - Souvenir shopping will have to be done online with code Summer 2020 to waive shipping. Have placed by that night at ___ to be picked up in the morning by ___ before departure.
     1. Wear mask while entering store to pay
     2. Sanitize hands before entering store to pay

3. Sweet shop Crew Procedures
   - Sweet shop scooped ice cream and sodas/slushies will be closed.
     1. Vending machine available for sodas
     2. Vending machine available for food hopefully – if not - Individually wrapped snack available for purchase along with toiletries
iii. Root beer floats available. Order form given to crew when they come off water and turned in to the TP by __ ready for pickup by __

4. Staff Procedures
   ✓ Always wear a mask when the store is open
   ✓ Sanitize work area and screen when on checkout duty between each person
   ✓ Sanitize hands between each customer
   ✓ Store opens at 7:30 closes at 9:30 to stock, sanitize and complete online orders
   ✓ Keep off road and off water orders separate to ensure efficiency during pickup. Have 2 people on registers and 2 “runners”
CREWS

Crew Arrival Plan

1. Crew is greeted by interpreter in upper parking lot.
2. Initial Medical Screening: “5 Questions” & Temperatures are taken
   a. If someone in the crew has a temperature equal to or greater than 100.4 degrees Fahrenheit, the whole crew will be turned away.
3. Welcome talk is given outside on porch if nice weather.
   a. If it is rainy the talk will be given inside the cabin one crew at a time
      i. Cabin will be wiped down with disinfectant between crews
4. Shake down and med checks before check in.
   a. Hand in gear order paperwork in SBPC at the same time as check in.
5. Check in at SBPC
   a. Pre-check in table: Check all med, signatures, TP paperwork,
   b. Nice weather: Check in office drive through window
      i. Possible rain cover to be added
   c. Bad weather: Indoor, one crew at a time.
   d. Only enter through front. Exit through back.
6. First night Orientation
   a. Video watched before arrival
   b. Interpreter runs through major points
   c. Add check box to purple sheet

Crew Return/Departure Plan

1. Crew goes through specified Baypost procedure
2. Once crews finish in Baypost. They receive their charge sheet.
3. Go to outside window of SBPC to receive check out packet.
4. Rendezvous
   a. Will be parade like. Marching through the OW cabin area.
   b. If there are 4 or less crews OW traditional Rendezvous can take place.
   c. If there are 5 or more crews OW Rendezvous on SBPC backyard.
      i. Crews sit picnic style on lawn and surrounding area.
5. Following morning
   a. Crew departs with bagged breakfast
   b. Interpreter immediately cleans cabin thoroughly
      i. Liquid sprayer???

Additional Considerations

- Bathrooms in SBPC will be open during mealtime. There will be a barrier so no one can get to drink machines.
- Need covering to restrict water fountain
- Add “Clean porta potty” to daily duties assignments
☐ Add extra hand sanitizer on Welcome Cabin near porta potty
☐ “No Handshake Zone” signs strategically placed
☐ Extra face masks available in Welcome Cabin for crews arriving without them
☐ Rig shade/rain shelter over outside window (include table/counter)
☐ Tent, table, & laptop set up on lawn for roster check, permit check, Certain (registration system) confirmation
☐ Add water bottle filling station in front of SBPC (large Cambros?)
☐ Set up stations to funnel restroom traffic during meal times, social distancing markers on floors
☐ Have septic tanks in front of SBPC pumped before crews arrive
☐ Provide material for Vespers by crew, re. “Duty to God” award
☐ New sign needed: “CREW SHOWERS”
☐ New sign needed: “STAFF SHOWERS”, “MALE”, “FEMALE”
☐ New sign needed: “SAUNA CLOSED – MN DEPT. of HEALTH” (x 4)
MAINTENANCE AREA

**Shop and PPE**
- All PPE will be sprayed or wiped with disinfectant after each use.
- Work gloves used in work projects will be placed in an empty crate which will be marked with that day so as not to be used for 72 hours.
- Only maintenance staff will be allowed in the shop proper. Not including the pole barn.
- All handles of any equipment used for work projects will be wiped down with disinfectant before being returned to the maintenance area.

**Entering SBPC**
- Maintenance staff should avoid entering the kitchen unless absolutely needed.
- If the maintenance staff member has been participating in any questionable work (working on toilets, in crew cabins, etc.) then a painter's suit, and mask needs to be worn by said staff while working in the kitchen.
- Maintenance will enter through the mechanical room door for water readings. The painter's suits will be stored in there as well.

**Vehicles**
- After use of any vehicle the driver will wipe it down.
- All Base vehicles including UTVs will have additional Covid-19 Kits in them.
  - Disinfecting Wipes
  - Extra Masks
  - Extra Gloves
  - Safety Glasses

**Canoe Yard**
- Canoes will be sanitized with alcohol solution before being put away
- Make sure times are staggered
- Staff and participants must wear masks
- No more than one crew in Canoe Yard at a time

**Other Maintenance Considerations**
- Add hand sanitizer unit to depot, shop and pole barn
- Vehicle "Covid Kits" - masks/gloves/disinfectant wipes, sealable garbage bags
- Lysol spray (if we can get it) to be used on vehicle seat between shuttles
- Update all binders in vehicles
- Explore an extra garbage pick-up or another dumpster for the excess waste this year
- Post signs on the perimeter of our Okpik Trail System so the public does not walk through base
YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC

The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

✓ Will reopening be consistent with applicable state and local orders?
✓ Are you ready to protect children and employees at higher risk for severe illness?
✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

Any No ➞ Do Not Open

Are recommended health and safety actions in place?

✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
✓ Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
✓ Encourage social distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
✓ Train all employees on health and safety protocols

Any No ➞ Meet Safeguards First

Is ongoing monitoring in place?

✓ Develop and implement procedures to check for signs and symptoms in children and employees daily upon arrival, as feasible
✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
✓ Encourage anyone who is sick to stay home
✓ Plan for if children or employees get sick
✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

Any No ➞ Meet Safeguards First

OPEN AND MONITOR

cdc.gov/coronavirus
COVID-19 Preparedness Plan template and instructions


A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.
Employer Preparedness Plan requirements checklist

Employers must develop and implement a plan that addresses the following components and post it publicly.

If workers can work from home, they must be allowed to work from home.

Make sure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.
2. Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.
3. Establish communication protocols when workers have been potentially exposed.
4. Establish worker sickness reporting protocols.
5. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
6. Provide accommodations for vulnerable populations.
7. Clearly communicate sick leave policies to all workers.

Increase social distancing: Workers should be at least six feet away from each other

1. Maximize the use of telecommuting.
2. Stagger shifts and breaks; create additional shifts.
3. Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.
4. Limit gatherings of workers.
5. Ensure physical distancing in workplaces, including at workstations, production lines, etc.
6. Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.
7. Increase physical space between workers and customers, such as using a drive-thru or partitions.

Worker hygiene and source control

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.
2. Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
3. Post handwashing and “cover your cough” signs.
4. Encourage use of source control masks, such as non-medical cloth masks.
5. Prohibit on-site food preparation and sharing.

Cleaning and disinfection protocols

1. Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
2. At least daily, clean all high touch items like door knobs, handles, light switches, surfaces, etc.
3. Ensure availability of hand sanitizer and approved cleaning products.
4. Decontaminate the workplace if a worker becomes ill with COVID-19.

All workers – management and employees – must be trained in these protocols.
Emergency Executive Order 20-56

Safely Reopening Minnesota’s Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization (“WHO”) characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. After notifying the Legislature, on April 13, 2020 and again on May 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus required the closure of certain non-critical businesses in our economy. Consistent with national trends, over 650,000 Minnesotans have applied for unemployment insurance since March 16, 2020. In Executive Order 20-33, seeking to balance public health needs and economic considerations, I directed the Commissioners of Health, Employment and Economic Development, and Labor and Industry to begin planning to allow more Minnesota workers to return to work when it is safe to do so. I explained that such a plan must include guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions related to outdoor recreational activities and facilities. Executive Orders 20-40 and 20-48 allowed for certain non-critical businesses to reopen after they had planned for and provided a safe work environment.
In light of our increased preparedness to treat those most vulnerable to COVID-19 and mitigate these ongoing economic impacts, this Executive Order continues our plan to safely reopen our economy by allowing even more non-critical businesses to reopen, provided that they follow guidance from MDH, the Department of Employment and Economic Development ("DEED"), and the Department of Labor and Industry ("DLI"). In particular, such businesses must ensure compliance with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 ("Minnesota OSHA Standards"), in addition to guidelines related to COVID-19 set forth by MDH and the Centers for Disease Control and Prevention ("MDH and CDC Guidelines").

Despite the progress we have made since declaring the COVID-19 peacetime emergency, certain establishments—including those in which people gather and linger, those with communal facilities, and those in which close physical contact is expected—continue to pose a public health risk. We must continue to carefully consider and prepare for the reopening of such businesses.

Likewise, certain non-work activities outside of the home are conducive to social distancing and hygiene, while others raise significant public health risks. Large social and other gatherings of people for extended time periods raise the risk of COVID-19 transmission from household to household. The risks of such transmission are diminished in transitory settings, such as retail establishments, where individual interactions and contact are more limited in duration.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers "in order to (1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state." Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Executive Order 20-48 is rescinded as of Sunday, May 17, 2020 at 11:59 pm.

2. Paragraphs 6 through 8 of this Executive Order are effective as of Sunday, May 17, 2020 at 11:59 pm and remain in effect through Sunday, May 31, 2020 at 11:59 pm.

3. **Masks and face coverings strongly encouraged.** I strongly encourage all Minnesotans to wear a manufactured or homemade cloth face covering when they
leave their homes and travel to any public setting where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) and to follow face covering guidelines issued by MDH and the CDC until this Executive Order is rescinded. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.

4. At-risk persons. All persons currently living within the State of Minnesota who are at risk of severe illness from COVID-19, as defined by Executive Order 20-55, are strongly urged to stay at home or in their place of residence and follow the provisions of Executive Order 20-55.

5. Definitions.
   a. “Home” and “homes” and “residence” and “residences” are broadly defined to include mobile homes, hotels, motels, shared rental units, shelters, and similar facilities, to the extent they are used for lodging.
   b. “Worker” and “workers” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
   c. “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
   d. “Critical Businesses” are all businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48.
   e. “Non-Critical Businesses” are all businesses that are not Critical Businesses and are not closed under Executive Orders 20-04, as amended by Executive Orders 20-08 and 20-18.

6. Activities outside of the home. Mindful that we must continue to limit social interactions to protect public health, individuals may leave their homes for activities, subject to the requirements and guidelines set forth below. These requirements may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at the State’s COVID-19 website (https://mn.gov/covid19/).
   a. Guidelines. Individuals engaging in activities outside of the home must follow the requirements of this Executive Order and MDH and CDC Guidelines. Individuals engaging in outdoor activities must follow the Minnesota Department of Natural Resources (“DNR”) and MDH guidelines on outdoor recreation and guidelines for facilities and the public (“Outdoor Recreation Guidelines”) available at DNR’s website (https://www.dnr.state.mn.us/covid-19.html).
b. Unnecessary travel strongly discouraged. Consistent with federal guidance and to protect our neighbors, Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel.

c. Gatherings. All gatherings of more than 10 people are prohibited. Gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, civic, community, faith-based, leisure, or recreational purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings, public and private gatherings, and indoor and outdoor gatherings. Examples of prohibited gatherings include, but are not limited to, social, civic, community, faith-based, or leisure events, sporting or athletic events, performances, concerts, conventions, fundraisers, parades, fairs, and festivals that bring together more than 10 people from more than one household. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses.

i. Legislative and other governmental meetings. The limits on gatherings in this Executive Order do not apply to legislative and other governmental meetings. Remote meetings are strongly encouraged whenever possible.

ii. The Judicial Branch. The limits on gatherings in this Executive Order do not apply to proceedings held by the Minnesota Judicial Branch. Proceedings held by the Judicial Branch are subject to the policies established by the chief justice and will occur as directed by court order. Individuals may appear as directed by a Minnesota state court, including to serve as a juror, appear as a party, as a witness, or as legal counsel on behalf of a party, or otherwise to comply as directed by a court order, subpoena, or summons.

iii. Federal activities. Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.

iv. Drive-in gatherings. To enable safe congregation of more than 10 people, drive-in gatherings are permitted, provided that all participants remain within their own vehicles and follow guidelines provided by MDH and available at MDH’s website (https://www.health.state.mn.us/diseases/coronavirus/).
d. **Tribal Activities and Lands.**

i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.

ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.

iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as "ceded territory") are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.

iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

7. **Workers and businesses.** Workers and businesses are subject to the requirements set forth below.

a. **Extension of temporary closure of bars, restaurants, and other places of public accommodation.** The closure of bars, restaurants, and other public accommodations set forth in Executive Order 20-04, as amended by Executive Orders 20-08 and 20-18, is extended until May 31, 2020 at 11:59 pm. Barbershops and salons may continue to conduct retail product sales in accordance with the requirements for Non-Critical Businesses set forth below.

b. **Plan to reopen bars, restaurants, and other places of public accommodation.** The Commissioners of Health, Employment and Economic Development, and Labor and Industry are directed to develop a phased plan to achieve the limited and safe reopening of bars, restaurants, and other places of public accommodation beginning on June 1, 2020. This plan will be ready for presentation to the public no later than May 20, 2020.

c. **Continue to work from home whenever possible.** Any worker who can work from home must do so.

d. **Critical Businesses.** Businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48 may continue to operate in the same manner as provided in Executive Order 20-48.

i. **Child care businesses and youth programming.** Child care providers and other businesses providing care and programming to children and youth of Critical Businesses, including workers in child care centers, family child care, certified centers, youth summer programming (including day camps but not overnight camps), and
other activities and facilities, are Critical Businesses. These businesses are encouraged to prioritize enrollment for workers in Critical Businesses according to guidance provided by the Children’s Cabinet and other agencies. This category continues to include workers in a personal home, such as family, friend, and neighbor care necessary for workers to continue to perform their duties. These settings must adhere to MDH and CDC Guidelines.

e. Non-Critical Businesses. If it has not done so already, a Non-Critical Business choosing to open or remain open must establish and implement a COVID-19 Preparedness Plan (“Plan”). Each Plan must provide for the business’s implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance published by DEED and DLI (“Plan Guidance”) available on DEED’s website (https://mn.gov/deed/safework/).

   i. Required Plan content. As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:

   A. Require work from home whenever possible. All Plans must ensure that all workers who can work from home continue to do so.

   B. Ensure that sick workers stay home. All Plans must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.

   C. Social distancing. All Plans must establish social distancing policies and procedures.

   D. Worker hygiene and source control. All Plans must establish hygiene and source control policies for workers.

   E. Cleaning, disinfection, and ventilation protocols. All Plans must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.

   ii. Customer facing businesses. All Non-Critical Businesses that are customer facing (i.e., businesses that have in-person customer interactions) must include additional Plan provisions to keep the public and workers safe as set forth in the Plan Guidance available on DEED’s website (https://mn.gov/deed/safework/). This includes requirements that workers and customers must maintain physical distancing of 6 feet and that store occupancy must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal. In customer facing businesses that share common areas, such as malls, all Plans must similarly include a facility occupancy that
must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal and provide an enhanced sanitizing, cleaning, and disinfecting regimen consistent with Minnesota OSHA Standards and MDH and CDC Guidelines for those common areas. All Plans must also include signage in common areas to discourage gathering.

iii. Household services businesses. All Non-Critical Businesses that provide household services (e.g., housecleaning, maid services, and piano tuners) must also develop Plan provisions intended to keep customers and workers safe as set forth in the Plan Guidance available on DEED’s website (https://mn.gov/deed/safework/).

iv. Optional template. A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available on DEED’s website (https://mn.gov/deed/safework/).

v. Certification and signature. Senior management responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement and follow the Plan.

vi. Dissemination and posting. Each Non-Critical Business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business’s workplaces in locations that will allow for the Plan to be readily reviewed by all workers. Where physical posting is impracticable, the Plan can be posted electronically, provided that the Plan is received by all workers and remains available for their review.

vii. Training. Each Non-Critical Business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves and their co-workers. This training should be easy to understand and available in the appropriate language and literacy level for all workers. Businesses should also take steps to supervise workers and ensure that workers understand and adhere to necessary precautions to prevent COVID-19 transmission. Documentation demonstrating compliance with this training requirement must be maintained and made available to regulatory authorities and public safety officers, including DLI, upon request.

viii. Compliance. Employees and management must work together to ensure compliance with the Plan, implement all protocols, policies, and procedures, and create a safe and healthy work environment.

ix. Availability to regulatory authorities and public safety officers. Non-Critical Businesses do not need to submit their Plans for
preapproval. Upon request, Non-Critical Businesses must make their Plans available to regulatory authorities and public safety officers, including DLI.

x. In the event of a complaint or dispute related to a Non-Critical Business’s Plan, DLI is authorized to determine whether the Plan adequately implements Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces.

f. Executive Order 20-54 remains in full force and effect. All work must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.

8. Outdoor recreational activities and associated facilities. Notwithstanding Executive Orders 20-04, 20-08, and 20-18, the below facilities are permitted to be open and do business, provided that they adhere to paragraph 6 of this Executive Order and the Outdoor Recreation Guidelines available at DNR’s website (https://www.dnr.state.mn.us/covid-19.html). This permission does not extend to charter boats, launches, or facilities that involve prohibited gatherings or people in groups or close proximity (e.g., mini golf, pools, commercial outdoor racetracks, and concert venues). Indoor facilities associated with outdoor recreational facilities covered by Executive Orders 20-04, 20-08, and 20-18, must comply with those Executive Orders, and all indoor facilities associated with outdoor recreational facilities must also conform with the provisions of paragraph 7 of this Executive Order. I encourage public outdoor recreational facilities be open for families and children, and direct all individuals utilizing such facilities to follow the Outdoor Recreation Guidelines. All outdoor recreational activities and facilities must comply with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules.


   b. Locally, regionally, and privately managed parks and trails.

   c. State, regional, or local public water accesses.

   d. Public and private marinas and docks that provide storage, docking, and mooring services to slip owners, seasonal renters, and the general public, as well as facilities that provide safety-related services including fueling, emergency dockage, and sanitary pump-out stations.
e. Public and private golf courses and outdoor driving ranges.

f. Ski areas.

g. Off-highway vehicles, snowmobiles, and watercraft repair shops, sales facilities, and showrooms.

h. Lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats.

i. Bait and tackle shops.

j. Outdoor shooting ranges and game farms.

k. Outdoor recreational equipment rental outlets. Equipment may be rented but only if the equipment can be effectively sanitized between uses. Such outlets must implement clear check-in and check-out procedures that minimize contact between customers and workers. Any rentals must be conducted in accordance with the Outdoor Recreation Guidelines.

l. Dispersed and remote camping sites for single household use. A dispersed campsite is a single campsite, not in a developed campground, used for overnight camping. A remote campsite is a designated backpack or watercraft campsite, not in a developed campground, used for overnight camping. Both private and public developed campgrounds remain closed to recreational camping.

m. Outdoor tournaments, competitions, practices, and sports that allow for social distance, do not require group gatherings prohibited by paragraph 6.c, and that adhere to the Outdoor Recreation Guidelines.

n. Small one-on-one or one-on-two person guided and instructional activities such as guided fishing, birding, or outdoor fitness training. Guided and instructional activities must be conducted in accordance with the Outdoor Recreation Guidelines.

o. Any other outdoor recreation activities and facilities that may be designated in the Outdoor Recreation Guidelines.

9. Minnesotans must respect the efforts of employers or businesses to protect the safety of their workers and customers by complying with those businesses' social distancing and hygiene instructions. Employers must post social distancing and hygiene instructions at entrances and in locations that can be easily seen by customers and visitors.

10. I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by
a fine not to exceed $1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed $3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to $25,000 per occurrence from businesses and injunctive relief. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.


Tim Walz  
Governor

Filed According to Law:

Steve Simon  
Secretary of State

Approved by the Executive Council on May 13, 2020:

Alice Roberts-Davis  
Secretary, Executive Council
Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. This guidance is applicable to programs authorized to operate by Executive Order 20-56 including youth programs, K-12 schools, colleges, universities, and day camps. Other youth serving organization such as overnight camps can use this to start planning should programming be allowed to resume at a later date.

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

Public health guidance is based on:


MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in large group settings.

What is social distancing?

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.

Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon
entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot total distance between any two people.

**Have a plan and prepare**

- CDC and MDH recommends that all businesses identify program coordinators who are responsible for COVID-19 issues and preventive activities.
- Summer programs should communicate with families prior to sessions beginning to set expectations for participating in programming this summer. Communication should include what strategies will be implemented to mitigate the risk of COVID-19 exposure in the summer program community, and acknowledge that strategies may change if the level of community transmission increases to the point where programming must be disrupted.
- Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while participating in summer programming.

**Promote a safe program environment**

- Adapt practices to allow physical distancing of at least 6 feet whenever possible.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants must be reduced.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- Wherever possible, hold activities outdoors and encourage participants to spread out.
- If social distancing cannot be adhered to for some activities, cancel the activity.
- Avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.
- Reduce the number of people on transportation buses to allow them to spread out. Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.
How can programs practice social distancing in an indoor environment?

Maintain safe program spaces.

- Modify classes where participants are likely to be in very close contact.
  - Bring in specialist staff (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction.
  - Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Rearrange desks and common seating spaces to maximize the space between participants.
  - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Consider using visual aids (e.g., painter’s tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible.
  - If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
  - Do not share equipment between staff, volunteers, and participants when possible.
    - For example, consider designating paddles or tennis rackets to participants or asking families to send them with participants whenever feasible.
  - Clean high touch surfaces between different groups.
- Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
  - Honor requests of parents who may have concerns about their children attending the program due to underlying medical conditions of those in their home.
  - Staff who cannot be at work due to their own high-risk conditions should be offered alternatives for working.
- The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: [Groups at Higher Risk for Severe Illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html).

Promote cloth face coverings

- Follow cloth face covering guidance for schools and child care.
  - Staff members working in youth and participant programs are encouraged to wear cloth face coverings during the work day as much as possible.
GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- MDH recommends participants/children only wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
  - Face mask guidance is available at Masking Recommendations for Child Care and Schools (www.health.state.mn.us/diseases/coronavirus/schools/masks.html).

Strategize meal times
- Wherever feasible, encourage bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 6 feet apart.
  - Don’t intermix pods, and maintain a consistent group of pods that are dining at the same time each day whenever possible.
  - These steps will help minimize transmission and also allow for swift contact tracing if needed.
- Clean and disinfect common surfaces between groups.
- If meals are typically served family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have staff serve food to participants).
- Serve meals outside or in alternative indoor areas as weather allows.
- Staff serving meals should follow MDH’s Food Service Worker Safety Information (www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf).

Minimize opportunities for mixing between groups
- Stagger arrival and/or dismissal times.
  - Minimize crowding at drop-off and pick-up times.
    - Designate times for families to come, consider staggering times if possible.
    - Whenever possible, participant pick-up and drop-off should occur outside.
    - Add visual cues or barriers to direct traffic flow and distancing.
    - Develop signage and processes to minimize interactions of families.
  - Consider dividing participant entry points rather than funneling all participants through the same entry space. These approaches can limit the amount of close contact between participants in high-traffic situations and times.
  - MDH recognizes that busing times are often tightly scheduled. Consider making arrival schedule changes for participants who walk or are dropped off by a parent or caregiver.
- Cancel field trips, assemblies, and other large gatherings.
- Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights.
- Consider transitioning field trips to free virtual opportunities.
GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Consider changing events to a virtual format where appropriate.
- Use private playgrounds when appropriate safeguards are in place.
  - Consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.
  - Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible. When possible, build in visual cues that demonstrate physical spacing.
- If possible, consider cleaning high touch areas of the play structure between groups.
- For schools, consider allowing flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- Avoid contact with shared public amenities like picnic tables, benches, and playground equipment.
  - Assume such equipment has not been cleaned.
  - Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
  - Limit the presence of volunteers for activities.
  - Use virtual formats for guest speakers and reading programs.
  - For schools, move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
- Do not allow the public access to indoor facilities when a program is in progress.
  - Limit access to the program’s indoor facilities to staff, volunteers, and participants of the program.
- Promote staff, volunteers, participants, and their families to maintain distance from each other.
- Educate staff, volunteers, participants, and their families and explain why this is important.
- Provide reminders about the importance of not sharing food or drinks.
- If possible, consider cleaning high touch areas of the play structure between groups.
- Exercise caution when using drinking fountains.
  - Think carefully about how drinking fountains are being used and how regularly they are being cleaned in making a decision to use them. Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.
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- If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
- Adhere to current travel restrictions

Encourage and reinforce social norms and health etiquette

- Promote materials and trainings to ensure that staff, volunteers, and participants:
  - Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
    - Hand Hygiene (www.health.state.mn.us/people/handhygiene/index.html)
  - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don’t have a tissue, cough or sneeze into your arm or elbow.
    - Cover Your Cough (www.health.state.mn.us/people/cyc/index.html)
  - Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
  - Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
  - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
  - Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
  - Ensure participants aren’t sharing water bottles, food, or other items.
  - Avoid using other employees’ phones, desks, offices, or other work tools or equipment.
  - Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
  - Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

Promote health checks

- Promote social distancing and reduce congestion in the health office.
  - Use the health services office for participants, staff, and volunteers with COVID-19 like symptoms and, if possible, create a satellite location for first aid or medication distribution.
GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Allow for flexible administration of health care tasks for participants who are able to independently manage needs.
- Consider using visual cues to demonstrate physical spacing.
- Emphasize the importance of daily health checks.
  - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
    - Screening process for children: Guidance for Child Care Programs that Remain Open (www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)
    - Consider using a similar system to the employee screening checklist: Visitor and Employee Health Screening Checklist (PDF) (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
  - If it is not feasible to conduct health screening given the setting:
    - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
    - Ask about access to thermometers and consider implementing temperature checks for households that do not have one.
    - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Use exclusion guidance and isolate symptomatic staff and program participants.
  - Follow exclusions guidance and ensure staff and participates stay home when sick: COVID-19 Exclusion Guidance (PDF) (www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
  - Ensure sick policies are supportive of participants and staff staying home when sick.
  - Have a plan if staff or participants get sick.
    - Make a plan with parents prior to sessions around expectations if their child becomes ill while at the program.
    - Plan to have a room or area that can be used to isolate a symptomatic staff member, volunteer, or participants while they wait to be picked up or are able to leave on their own; ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill).
    - Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
  - If you end up having a participant or staff who is diagnosed with COVID-19 reach out to MDH or your local public health agency for further direction.
GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

Be mindful of traveling

- Limit participation in summer programming to participants and staff who are arriving from Minnesota or bordering states.
- Ask staff and participants to limit their interaction with local communities when off-site to obtaining only essential services; and only allow sparingly or find other ways to get supplies/services. Follow appropriate social distancing and health etiquette measures when interacting with the community.
- Encourage staff to limit their interactions with others on their time off.

Promote a safe workplace for staff and volunteers

- Hold staff and volunteer meetings virtually or in a large enough space to accommodate social distancing.
- Encourage non-essential planning and preparatory activities be conducted outside program facilities.
  - Consider allowing staff and volunteers to use alternate spaces (e.g., telecommute) for discretionary preparation time.
  - Conduct professional development virtually whenever possible.
- Ensure policies are supportive of participants, staff, and volunteers staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19.
  - Explore opportunities for staff and volunteers who cannot be on-site due to their own high-risk conditions or those of their family members to complete work using alternate spaces (e.g., telecommute).
- Ensure classroom access to hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes).
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Have hand sanitizer and tissues readily available for use by participants, staff, and volunteers throughout the building.
- Arrange classrooms to allow staff and volunteers to practice social distancing.
  - Turn desks to face in the same direction (rather than facing participants) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Ensure daily cleaning of the program environment.
  - Routine cleaning and disinfecting is key to maintaining a safe environment for staff, volunteers, and participants. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Adapt practices to ensure high-touch surfaces such as doorknobs, stair rails, counters, dining hall tables and benches, program equipment, and other items are regularly cleaned and disinfected.
- Follow MDH guidance for cleaning and disinfecting:
  - COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs (www.health.state.mn.us/diseases/coronavirus/schools/clean.html)
  - COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education (www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html)
- Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
- Use EPA-registered household disinfectants recommended by the CDC – Information on Disinfectants: (www.epa.gov/coronavirus).
- Dedicate individual classroom and office materials.
  - Do not share writing utensils, classroom, and office supplies between participants, staff, or volunteers (when possible).
  - Frequently clean office materials or equipment that cannot be designated.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

Resources
Schools and Child Care: Coronavirus Disease 2019 (COVID-19) (www.health.state.mn.us/diseases/coronavirus/schools/index.html)
Child Care Information for Families and Providers (https://mn.gov/childcare/)
CDC Guidance for Child Care Providers that Remain Open (www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)

Minnesota Department of Health
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PO Box 64975
St. Paul, MN 55164-0975
651-201-5000
health.schools.covid19@state.mn.us
www.health.state.mn.us

5/13/2020
For more information, visit Coronavirus Disease 2019 (COVID-19) (health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Contact health.communications@state.mn.us to request an alternate format.
Preparing for Northern Tier

Information Regarding COVID-19 for Parents and Advisors
Northern Tier Statement

The health of participants, staff members, and the communities where we operate are our primary concern. The purpose of this communication is to provide information, convey policies and prepare BSA units to attend Northern Tier.

Information found in this communication mirrors “Northern Tier’s COVID-19 Mitigation Plan” which has been submitted to local and state health departments.

Important Note: Precautions cannot fully eliminate the potential for exposure to COVID-19 or any other illness while at Northern Tier. Persons with COVID-19 may show no signs or symptoms of illness, but can still spread the virus, and people may be contagious before their symptoms occur. It is possible that someone with COVID-19 may pass the required health screenings and be allowed into camp.

Every staff member, volunteer, and Scouting family must evaluate their unique circumstances and make an informed decision before choosing to attend Northern Tier.

Pre-Trek Planning, Unit Screening

- **Know Before You Go**: Units traveling from states that are experiencing travel bans, please take that into consideration while making the decision to attend Northern Tier.
- **Required Unit Screening**: Crews must set a date, 1-2 days prior to travel, to complete the newly required BSA Pre-Event Medical Screening Checklist. The document must be submitted upon arrival.
- **Illness Restrictions**: Sick individuals are not eligible to attend Northern Tier.
- **Temperature Restrictions**: Individuals with elevated temperatures, above 100.4, are not eligible to attend Northern Tier.
- **Illness/Temperature Restrictions Impacting Crews**: Crews arriving with (1) or more participants who are sick or have an elevated temperature will be sent to a physician for treatment/testing. If (1) or more members of the crew test positive for a communicable illness/disease, including COVID-19, the crew will not be permitted to remain onsite.
- **Chronic Medical Conditions**: Individuals with serious, chronic, medical conditions making them high risk should not attend Northern Tier.
- **Travel Restrictions**: Participants who have traveled outside of the continental United States in the last 1-14 days are not eligible to attend Northern Tier unless they have been tested for and cleared of COVID-19.
- **Exposure Restrictions**: Participants who have been exposed to COVID-19 in the last 1-14 days are not eligible to attend Northern Tier unless they have been tested for and cleared of COVID-19.
- **Pre-Trek Social Distancing**: Crews must communicate to participants and their immediate household that everyone should ensure proper social distancing 2 weeks prior to attending Northern Tier.
- **Hand Sanitizer Requirement**: All members of the crew must always have at least a 2oz bottle of hand sanitizer on their person and use frequently while at Northern Tier.
• **Facial Covering Requirement:** Northern Tier will require face masks worn while on base in common areas. Options may include a traditional cloth face mask, buff, neckerchief, neck gaiter, etc. It must cover the nose and mouth. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

• **Unit Leadership:** Each crew must elect/assign a youth member of your crew to act as the Sanitation Chief for the duration of your adventure. Responsibilities will include instructing/reminding crew members to:
  o Socially distance from other travelers, crews, staff members.
  o Not to touch their eyes, nose, mouth.
  o Wash hands and use hand sanitizer.
  o Wear facial coverings.
  o Sanitize equipment/cabins.

• **Crew Participation Model and Social Distancing:** Due to the nature of program types, activities and safety requirements, it is not possible for Northern Tier to socially distance within a crew (person to person) or distance the crew from assigned staff members. Each crew will be considered a family unit.

• **Social Distancing Requirements:** Crews are required to socially distance from other crews, the public, and non-assigned staff members. Crews refusing to socially distance will not be permitted to remain onsite.

• **Travel Types:** Crews should avoid traveling to Northern Tier aboard trains or busses unless the provider has social distancing and air purification plans in place.

**Traveling to Northern Tier**

Units traveling to Northern Tier should take the following precautions to limit the risk of contracting COVID-19 while traveling to and/from Northern Tier:

• **Sickness:** Do not allow participants who are sick to travel.
• **Exposure:** Do not allow participants who have been exposed to COVID-19 to travel.
• **Handwashing:** Wash hands frequently.
• **Touching:** Avoid touching eyes, nose, mouth.
• **Hand Sanitation:** Bring hand sanitizer containing at least 60% alcohol & use frequently.
• **Facial Covering:** Bring and use facial coverings.
• **Touching:** Avoid unnecessary touching of handrails, doors, etc.
• **Social Distancing:** Avoid close contact with non-crew members, within 6ft.
• **Food Service:** Pick up food at drive-throughs, curbside delivery, or stores.
• **Stops:** Limit non-essential stops.
• **Transportation:** Avoid trains and busses unless the provider has social distancing and air purification plans in place.
Checking in at Northern Tier

To ensure proper social distancing Northern Tier will require:

- **Facial Covering:** Participants must wear facial coverings upon arriving at Northern Tier.
- **Social Distancing:** One adult leader will be allowed to check-in a crew at a time.
- **Social Distancing:** No other youth or adults from the crew, or any other crew, will be permitted in/at the check-in area.
- **Adult Oversight:** Members of each crew will wait in assigned areas. It is the responsibility of the second adult leader to ensure that youth and adults remain in the assigned area.
- **Medical Screening/Temperature Check:** Each participant’s BSA AHMR will be reviewed and everyone will have their temperature taken upon arrival. Crews arriving with a sick individual or individual with temperature exceeding 100.4 degrees will not be permitted to remain onsite.

Meal Service

Northern Tier will restrict the number of persons who access dining facilities:

- Meals will be served takeout style from our dining hall.
- There will be multiple locations on base that you will be able to enjoy your meal outside.
- If there is inclement weather a plan is in place.

Retail, Minnesota

Ely retail locations can open on June 1, 2020 at half capacity.

- Please perform a thorough shakedown prior to your arrival at Northern Tier.
- Follow this link to our COVID-19 Resources for an example shakedown performed over zoom. ([http://www.ntier.org/Covid-19/](http://www.ntier.org/Covid-19/))
- If you need to order any gear for your trip, please order online a few weeks prior to your arrival.

Housing while at Northern Tier

Northern Tier provides each crew with a cabin(s) following all Youth Protection requirements.

- Crews will be provided with sanitizing solution and wipes to clean their cabin upon their arrival and departure.

Staff Wellness

Northern Tier staff will be subject to daily medical review, mandatory illness reporting, and temperature checks. Staff will be required to:

- Attend COVID-19 specific training.
- Socially distance from all non-assigned crews.
• Socially distance from the public whenever possible and adhere to social distancing when in public.
• Wear facial coverings in common areas, retail, food service areas, and whenever prudent/possible.

**General Personal Cleanliness**

Northern Tier participants and staff are required to:
• Frequently wash hands for 20 seconds using soap and water.
• Avoid touching their mouth, nose, eyes.
• Possess and use hand sanitizer containing 60% alcohol.
• Possess and wear facial coverings.

**Closing**

Northern Tier has developed a plan to decrease the likelihood of COVID-19 transmission and has shared its plan with local health officials. Staff will receive significant training on new policies and procedures. However, no level of planning can fully eliminate the potential for COVID-19 transmission. Traveling to, participating at, and returning home from Northern Tier presents risks.

It is essential that each participant, parent or guardian, and volunteer adult leader understands the risks associated prior to attending Northern Tier. Ultimately, it is the responsibility of attendees and their parents or guardians to make the decision that is best for them and their families.