Dear **>>Camper Parent/Guardian<<**,

Today, at Lutherdale, we identified an individual in your camper’s cabin that had symptoms that align with Coronavirus during \_\_\_\_\_\_\_ session.

First, this individual was quarantined while pick-up arrangements could be made and has returned home. *(In event of Staff Member; this person has been quarantined and is being cared for.)* Please keep this individual & our community in your prayers.

Second, this incident has initiated our COVID-19 response plan. The following actions are being taken to prevent potential spread:

* Relocation – We have relocated the remaining campers and staff from the cabin where the symptomatic individual was living. The symptomatic individual’s personal property was removed by a person wearing proper personal protective equipment (PPE) and the outside doors and windows were opened to increase air circulation. The remaining campers were given PPE (masks and gloves) and asked to gather their items from the cabin after the cabin sat for at least 1 hour. Personal property of the campers was disinfected at this time. Campers and Staff moved into a cabin that had been previously cleaned, and disinfected and unused for at least 24 hours.
* Cleaning – As recommended by the CDC, we will wait at least 24 hours to allow respiratory droplets to settle before cleaning and disinfecting. The first step is using dedicated cleaning and disinfecting supplies on the potential source area (e.g., the symptomatic camper’s bed) along with an area of at least 12 feet and focusing on all horizontal surfaces and high touch objects. Staff will wear proper PPE while cleaning. Different cleaning equipment will be used to clean other areas within the living space. Additionally, we will use enhanced cleaning and disinfecting practices if it is determined that this person was present in another building (e.g., Dining Hall) or at a camp activity areas that was used for a minimum of 15 minutes.
* Enhanced Screening – We have increased the monitoring by our Health Care Coordinator of the campers and staff in this cabin, including increasing the frequency of temperature checks to 3 times per day until the end of the session.
* Sharing Information with the On-site Camp Community – With this email we are contacting all parents/guardians for this session. We have informed all the campers and staff on-site. By following our current guidelines, cabin groups have not been in contact with each other, and we feel confident that the symptomatic individual did not come in contact with anyone outside of their cabin mates.

To date, no other individuals have experienced symptoms. We are encouraging all who were in proximity to the symptomatic camper to self-distance after leaving camp for the recommended 14 days especially from friends and family that are at a higher risk of COVID-19.

If you have further questions or would like to arrange early pick-up arrangements for your camper, please contact the Lutherdale Office (262) 742-2352.

Please know that the care of our campers, guests and staff is critically important to us. We will continue to communicate if the situation changes.

Sincerely,   
David Box  
Associate Director