

Camp and Conference Guidelines

Summer 2022



Welcome to Campus

The University of San Diego has always placed an emphasis on health and safety for our students, staff, and guests. We offer you peace of mind about joining us on campus by sharing how we have elevated our standards to an even higher level with new protocols that reflect the current circumstances. The health and safety of our campus is paramount, and USD Hospitality Services will make data-informed decisions based on the research, advice and regulatory protocols from the CDC, state and county health officials, our own internal expertise, and national best practices.

USD Hospitality Services has implemented a multi-pronged approach designed to meet the health and safety challenges presented by COVID-19. This includes a commitment to customer and staff health, boosted sanitation and safety processes, and modifications to protocols and guest experiences. These steps are designed to be consistent with recommended social distancing guidelines (if applicable) and health and food safety standards. Catering and dining operations have been assessed and redesigned to align with best practices for COVID-19 safety and hygiene.

Check-In Station

Our staff will assist each group in setting up a check-in station. Each group will be assigned to a predetermined check-in area. Parents dropping off their campers should be instructed ahead of time about the location of their group's check-in station and any necessary protocols that must be observed.

Housing

Housing assignments will be worked out with each group ahead of time as the group's roster is finalized. Currently the University will be implementing a double housing model which is two people per bedroom unless single accommodations have been requested. No triple or quad housing models will be followed at this time.

Shared bathrooms will be utilized in many of the housing areas, e.g., the Valley A Residence Suites and Valley B, Camino, and Founders Residence Halls. Increased sanitation of these shared bathrooms will continue to be implemented.

Dining

Due to COVID-19, we will be operating under guidelines that ensure the safety of our staff and all guests. The University will follow all current County protocols in place with regard to seating in dining areas and social distancing (if applicable).

Meeting Spaces and Classrooms

The University will follow all CDC and County Guidelines as they pertain to meeting spaces and classrooms. Currently we are operating under normal capacity levels, but the University reserves the right to review capacity limits and set approved levels in any meeting space or classroom.

General Safety Protocols

The University has implemented some general safety protocols to minimize the spread of COVID-19. The following protocols are currently in place:

- All individuals arriving on campus will be required to do a daily self-screening wellness check
- Enhanced cleaning measures will be implemented for all common areas and high touch surfaces
- Hand sanitizer stations will be made readily available

Currently we are not operating under any mask mandates. However, the University reserves the right to implement a mask mandate if circumstances deem it necessary or if the County of San Diego requires it.

Day Camp and Non-Residential Conference Protocols

The University recommends the following guidelines for those groups operating Day Camps or Non-Residential Conferences:

- All staff (USD Employees and External Group Staff) are required to be vaccinated against COVID-19 and have at least one booster (if applicable to the vaccine timeline)
- **Strongly recommend** that all campers or conference attendees be vaccinated against COVID-19 (plus booster if applicable) or have a negative COVID-19 test result taken within 72 hours of arriving on campus
- Increased sanitation of shared equipment
- All staff are required to monitor campers or conference attendees and staff for any signs of COVID-19
- All staff are required to communicate with USD Conferences Services staff regarding any campers or conference attendees or staff who are displaying COVID-19 symptoms – please reference the attached COVID-19 fact sheet from the CDC
- All staff are required to arrange the immediate removal from the group of anyone showing symptoms and to arrange their pick-up from campus as soon as possible
 - Campers or conference attendees will remain separated from the group with their group's assigned staff member
 - Campers or conference attendees will be picked up from campus as soon as possible, not to exceed a four-hour waiting period
 - Campers or conference attendees will either remain in a designated outdoor space if pick-up is imminent (within the hour) or will be moved to a pre-designated Residence Suite (to ensure a private bathroom is available) if pick-up is expected to take longer than an hour
 - It is the responsibility of the camp's or conference's staff to deliver any required meals or beverages to the camper or conference attendee as they await pick-up
 - It is the responsibility of the camp's or conference's staff to monitor the camper or conference attendee and seek immediate medical attention if necessary
 - It is critical to the health and success of all groups on campus that if a person is not feeling well, then they should not come to campus

Residential Camp and Conference Protocols

The University recommends the following guidelines for those groups operating Residential Camps or Conferences:

- All staff (USD Employees and External Group Staff) are required to be vaccinated against COVID-19 and have at least one booster (if applicable to the vaccine timeline)
- **Strongly recommend** that all campers and conference attendees be vaccinated against COVID-19 (plus booster if applicable) or have a negative COVID-19 test result taken within 72 hours of arriving on campus
- Increased sanitation of shared equipment

- All staff are required to monitor campers or conference attendees and staff for any signs of COVID-19
- All staff are required to communicate with USD Conferences Services staff regarding any campers or conference attendees or staff who are displaying COVID-19 symptoms – please reference the attached COVID-19 fact sheet from the CDC
- All staff are required to arrange the immediate removal from the group of anyone showing symptoms and to arrange their pick-up from campus as soon as possible
 - Campers or conference attendees will be separated from the group and will be escorted by a staff member of their group to their assigned housing
 - Campers or conference attendees will be picked up from campus as soon as possible, not to exceed a twenty-four-hour waiting period (four-hour waiting period for Residential Sports Camps)
 - If the camper or conference attendee is in a private bathroom housing unit, they may remain in their assigned unit until picked-up
 - If the camper or conference attendee is in a shared bathroom unit (e.g., Valley B Residence Hall), then they will be relocated (by a staff member of the group) to a pre-designated Residence Suite (to ensure a private bathroom is available) if pick-up is expected to take longer than an hour
 - It is the responsibility of the camp's or conference's staff to deliver any required meals or beverages to the camper or conference attendee as they await pick-up
 - It is the responsibility of the camp's or conference's staff to monitor the camper or conference attendee and seek immediate medical attention if necessary
 - It is critical to the health and success of all groups on campus that if a person is not feeling well, then they should not come to campus or they should remain in their housing unit until care can be given

Refund Policy

Should the University need to cancel a group's reservation due to COVID-related issues, all deposits and/or fees paid will automatically be refunded.

Should a group cancel their reservation for non-COVID issues, the University's standard refund policy as stated in the contract will be applied.

Successful Camp and Conference Planning

Our sales office will continue to be available to assist with the planning of all camps and conferences as we all adjust to the COVID-19 protocols that must be followed. We appreciate your flexibility in adjusting to circumstances as things change.

Contact Us

For additional questions or further assistance, please contact us:

- By Phone: (619) 260-4623
- By Email: lsmeenge@sandiego.edu