

# American Legion Jersey Boys State

## 75th Session - June 20-25, 2021

### COVID Safety Protocols

(last updated May 15, 2021)

American Legion Jersey Boys State (“ALJBS”) has always been committed to the safety and well-being of all of our stakeholders including delegates, staff, speakers, legionnaires, and our sponsors. Never has this been more important than for our 2021 session as a result of the global COVID pandemic.

We are very pleased to present the safety precautions and protocols that we will follow and will be implemented at the 2021 session of ALJBS with the implicit goal to protect our stakeholders and reduce the spread of COVID both during and after the session. These procedures have been created and approved by the American Legion Department of New Jersey, the ALJBS Board of Trustees and our host, Rider University.

ALJBS will be complying with the protocols set forth by the CDC, State of New Jersey (including the New Jersey Department of Health), the Mercer County Health Department and Lawrence Township, along with regulations established by Rider University under their “Resolved and Ready” COVID mitigation plan. During the session, we will rely on the cooperation of all ALJBS delegates, staff, and pre-authorized guests, to demonstrate leadership skills and character by following the established protocols and regulations to ensure the health and safety of themselves and all attendees.

By attending ALJBS and signing the ALJBS COVID Waiver and Agreement, parents/guardians, delegates, staff, and speakers acknowledge they will do their absolute best to help prevent the spread of COVID and they understand that there always remains a risk of possible exposure to, and transmission of, COVID. **Note:** The ALJBS COVID Waiver and Agreement will be available to staff, delegates, and guests for signature three (3) days prior to session.

#### Definitions

The following terms will be used throughout this COVID safety protocol document:

**ALJBS 2021** - American Legion Jersey Boys State - a weeklong program held on the campus of Rider University sponsored by the American Legion Department of New Jersey. This document only refers to the 2021 session to be held June 20 to June 25, 2021

**ALJBS 2021 Check-in Document** – Document that ALJBS Delegates and Staff will print, complete, and bring with you and present when you arrive at ALJBS on the Rider campus.

**ALJBS City** – Where ALJBS delegates live during the ALJBS session. ALJBS Cities are located in Rider dormitory buildings. Each ALJBS City will have approximately 3-5 City Counselors that they will interact with on a daily basis.

**ALJBS 2021 COVID Waiver and Agreement** - All ALJBS participants are required to sign this document and comply with its terms in the interest of the health and safety of all. Failure to sign this document will preclude the participant from gaining entry into the program or will require the participant to be sent home prematurely from the program.

**ALJBS Delegates** - High School Junior or Senior students selected to attend the weeklong ALJBS 2021 program. Those students selected as alternates who meet all criteria including the health and safety protocols outlined within this document and arrive on the Rider campus will be designated as ALJBS Delegates for the purposes of this document.

**ALJBS Participants** - ALJBS delegates, staff, and pre-authorized guests (primarily speakers).

**ALJBS Staff** - Members of the all-volunteer ALJBS staff. This includes alumni, members of the American Legion and military staff.

**CampDoc** – an online, secure, electronic health record system for use by camps (including ALJBS). The online location of the integrated ALJBS Medical Form, where ALJBS Delegates will upload their ALJBS Medical Form, historical vaccine record, proof of COVID vaccination (if vaccinated), and complete the Daily Health Questionnaire.

**COVID Testing** – ALJBS participants, whether vaccinated or not, will be required to provide proof of a **negative** COVID PCR test within 72 hours of the start of the program or a **negative** COVID “rapid test” taken within 24 hours of the start of the program. See Section I: Pre-arrival to ALJBS 2021, Section D, COVID Testing. **WE WILL NOT HAVE THE AVAILABILITY TO PERFORM COVID TESTING ON-SITE AT ALJBS 2021.**

**COVID Vaccination** – COVID vaccinations are optional but encouraged. Vaccination does not remove the requirement for COVID testing prior to attending ALJBS 2021. Note: We highly recommend vaccination not be done within 48 hours of session or during session due to possible side effects or false positives on temperature checks. **WE WILL NOT HAVE THE AVAILABILITY TO ADMINISTER VACCINATIONS ON-SITE AT ALJBS 2021.**

**Daily Health Questionnaire** - Series of questions for ALJBS Delegates and Staff to answer within the Online Application System and CampDoc about the presence of COVID symptoms in the program participant. To be used in conjunction with Temperature Checks daily to address the ability to proceed as a program participant.

**Mask/Facemask** - Form of face covering that meets the standards set forth by the CDC and guidelines of all agencies with oversight for our program including but not limited to American Legion Department of New Jersey, Rider University, Lawrence Township, Mercer County, and the State of New Jersey and all pertinent Executive Orders of the Office of Governor of the State of New Jersey.

**Medical Form** - Also known as CampDoc or CampDoc Health Profile. Implemented for the ALJBS 2019 session and expanded for the ALJBS 2021 session to address the COVID global pandemic. Key components include answering all questions in the CampDoc Health Profile, Standard Vaccination Record and Physician Certification. See <http://aljbs.org/info/medicalinfo.php> for more information.

**Online Application System** - Custom online system developed on [www.aljbs.org](http://www.aljbs.org) at [apply.aljbs.org](http://apply.aljbs.org) - all ALJBS Delegates will have created a login (email) and password where they can update personal information and access their Medical Form via CampDoc as well as retrieve documents related to check-in at Rider University on June 20, 2021. All ALJBS Delegates should know their login information to be able to login from ALJBS 2021.

**Preauthorized Guest Speakers** - Keynote and seminar speakers invited to ALJBS 2021 by written invitation or official ALJBS email that have completed the Daily Health Questionnaire and Temperature Check upon arrival at ALJBS.

**Premature Dismissal from ALJBS 2021** - If any ALJBS participant is deemed to meet the standard for premature dismissal from ALJBS 2021 by the ALJBS Medical Staff, said ALJBS participant will be required to leave the program and not return to the program. Once home, participant should comply with CDC guidelines for COVID testing.

**Social Distancing** - also called “physical distancing,” means keeping a safe space between yourself and other people. To practice social or physical distancing, ALJBS delegates are requested to stay at least 3 to 6 feet (about 2 arm lengths) from other people in both indoor and outdoor spaces at all times.

**Temperature Check** - Infrared scan of all ALJBS Participants at periodic times throughout the weeklong session. In conjunction with the health questionnaire used to identify ALJBS Participants with COVID related symptoms. Temperature Checks will be used to determine possible quarantine and/or removal from the program.

**Temporary Excused Absence** - ALJBS Staff and Delegates will be allowed to leave the program for legitimate, pre-authorized events on a very limited basis in 2021. Legitimate excused events include ALJBS Delegates that are in their senior year of high school being allowed to leave for graduation. All temporary excused absences from the ALJBS 2021 session must be pre-authorized by the ALJBS Executive Director **PRIOR TO SUNDAY CHECK-IN** and the ALJBS Delegate must comply with the conditions listed in the ALJBS 2021 COVID Waiver and Agreement in order to return to the program.

## **SECTION I: Prior to arrival at ALJBS**

### **A. Medical Form**

The mandatory ALJBS Medical Form for ALJBS Delegates and Staff will be available online at [apply.aljbs.org](https://apply.aljbs.org) in mid-May and must be submitted via CampDoc no later than May 31st. Incomplete forms or forms not submitted will result, without exception, in the ALJBS Delegate not being allowed to participate in ALJBS 2021.

ALJBS Delegates and Staff are encouraged to upload a completed COVID vaccine card into Camp Doc along with their standard (non-COVID) vaccine record, which will be provided by your primary care physician. **Note: A completed COVID vaccination is not required to attend ALJBS 2021 although it is certainly encouraged. Vaccination does not remove the requirement for COVID testing prior to attending ALJBS 2021.**

### **B. Pre-Arrival Social Distancing**

To mitigate the risk of contracting and spreading COVID during ALJBS 2021, ALJBS Delegates and Staff will be asked to socially distance and when unable to do so, wear a mask, starting ten (10) days prior to arrival at ALJBS 2021. ALJBS Delegates arrive June 20 and should begin their social distancing period June 10. ALJBS Staff arrive June 19 and should begin their social distancing period June 9.

All participants are requested to:

- Minimize travel (unless to ALJBS).
- Avoid crowded means of transportation such as airplanes, buses, subways, etc.
- Limit social gatherings with groups of more than 15 people.
- Avoid potentially higher risk activities such as eating indoors at restaurants, going to events, flying on an airplane, etc.

### **C. COVID Testing**

All ALJBS Delegates and Staff will be required to take either a COVID PCR test within 72 hours of the start of the program (testing time stamped no earlier than June 16<sup>th</sup> @ 12:00 PM for ALJBS Staff or June 17<sup>th</sup> @ 7:30

AM for ALJBS Delegates) or a COVID “rapid test” taken within 24 hours of the start of the program (testing time stamped no earlier than June 18<sup>th</sup> @ 12:00 PM for ALJBS Staff or June 19<sup>th</sup> @ 7:30 AM for ALJBS Delegates) and show proof of a negative test at registration. **Failure to provide a negative COVID Test will result in the ALJBS Participant not being able to attend ALJBS 2021. WE WILL NOT HAVE THE AVAILABILITY TO PERFORM COVID TESTING ON-SITE AT ALJBS 2021.**

#### **D. COVID Vaccination**

If you have been fully vaccinated and 14 days have passed since your second shot of either the Moderna or Pfizer vaccine or 14 days have passed since the single shot Johnson & Johnson vaccine, you should submit documented proof of vaccination (at least 14 days after your last shot) to ALJBS via CampDoc prior to arriving at ALJBS. Full vaccinations do not remove the requirement for COVID testing prior to attending **ALJBS 2021. WE WILL NOT HAVE THE AVAILABILITY TO ADMINISTER VACCINATIONS ON-SITE AT ALJBS 2021.**

### **SECTION II: Arrival at ALJBS**

For 2021, ALJBS is implementing a new express, contact-less, registration process for our ALJBS Delegates. ALJBS Delegates will be dropped off at a central location. At the time of drop-off, ALJBS Delegates must provide proof of a negative COVID Test (see Section 1, sub-section C above), pass a Temperature Check, and present their completed ALJBS Check-in Document. Failure to provide a negative COVID Test will result in not being able to attend ALJBS 2021. The check-in will be done while the ALJBS Delegate remains in their vehicle. Once cleared by ALJBS Staff, the ALJBS Delegate will be allowed to leave their vehicle and will be directed ALONE to their ALJBS city/dorm with their belongings (parents will not be allowed under any circumstances to accompany their sons to their ALJBS city/dorm). Prior to departing their vehicles for their ALJBS city/dorm delegates will:

- Turn in completed ALJBS 2021 Check-in Document (which will include the Daily Health Questionnaire) to a designated ALJBS Staff member.
- Pass a Temperature Check.
- Present physical proof (may be on their phone) of a negative COVID test (either a PCR or a rapid test) taken within the prescribed time window to a designated ALJBS Staff member.

As registration is contactless, after the delegate is dropped off at their designated drop-off location at ALJBS 2021 on the campus of Rider University, delegates will be directed by ALJBS Staff to their ALJBS city’s designated location. Once at the ALJBS city/dorm, the ALJBS Delegate will complete the check-in process with ALJBS Staff and be directed to their dorm room for the week.

Parents/Guardians will not be allowed **under any circumstance** to accompany the ALJBS Delegate(s) to the delegate’s city/dorm area. Parents/Guardians will remain in their vehicle and be directed to exit the campus of Rider University immediately. The ALJBS Delegate will contact you should there be any issues that need to be addressed.

ALJBS Alternate Delegates will follow the same process as ALJBS delegates above. They will be directed to a central area until accepted into the program. If accepted into the ALJBS 2021 program, they will be directed with their belongings to their ALJBS city/dorm and follow the same process as ALJBS Delegates. If they are not accepted, their parents will be contacted and will be directed to a central area where they will be picked up and leave ALJBS 2021.

### **SECTION III: During the ALJBS Session**

At ALJBS 2021, each ALJBS Delegate will be assigned to a single room with no roommate (in past years, ALJBS Delegates always had a roommate). When the delegate is within their room, doors will remain closed and windows will be opened to allow for proper ventilation. Within each dorm, bathroom and shower facilities vary. Social distancing considerations will be applied to scheduling daily showering.

Masks are required to be worn by every person at ALJBS, indoors or outdoors, regardless of age or whether they have been vaccinated with limited exceptions. A mask may be removed when alone within an ALJBS Delegate's room, while in the shower, while eating and drinking including during mealtime and while actively playing sports.

ALJBS Participants should be aware of the COVID symptoms and will be screened daily for these symptoms in conjunction with a temperature check.

Temperature Checks will be conducted by ALJBS Staff on ALJBS Participants daily, and at various times throughout the week (ex: in line for meals, general assemblies and other gatherings). ALJBS Participants with elevated temperatures will be separated from their city and the situation will be assessed by the ALJBS Medical Staff.

The Daily Health Questionnaire for possible COVID-19 symptoms will be completed each day by every ALJBS Participant. Failure to complete mandatory daily health reporting in CampDoc will result in premature dismissal from ALJBS 2021. We expect 100% compliance.

Frequent hand hygiene will be required throughout the day. Ample hand sanitizer will be available at all activity and eating areas. ALJBS Delegates and Staff are encouraged to bring their own sanitizer to help avoid getting sick and spreading germs to others.

When portions of the program may pose a higher risk of contact due to the nature of the activity, the ALJBS Board of Trustees, Rider University, and Senior ALJBS Staff have reviewed and made the appropriate modifications to the customary ALJBS schedule in order to mitigate the risks of COVID. Notable changes include modifying or cancelling larger events, moving to outdoor and socially distanced meeting spaces, socially distanced indoor dining, utilizing single room accommodations, and making significant changes to our check-in and check-out process.

#### **A. On Campus Speaker Policy**

As part of the ALJBS experience, speakers from varied walks of life present their experiences and expertise to the ALJBS Delegates. All of the speakers (and any accompanying staffers) are required to complete a pre-screening process similar to that completed by ALJBS Delegates and Staff and are required to wear a mask or appropriate face covering during their visit to ALJBS. All ALJBS speakers will be required to take either a COVID PCR test within 72 hours of their speaking slot at the program, or a COVID "rapid test" taken within 24 hours of their speaking time slot at the program and show negative test results. If a speaker has been fully vaccinated and 14 days have passed since their second shot of either the Moderna or Pfizer vaccine or the single shot Johnson & Johnson vaccine, **they are still required to be tested for COVID**. Speakers must present documentary proof of a negative COVID test or proof to ALJBS upon arrival at ALJBS. **WE WILL NOT HAVE THE AVAILABILITY TO EITHER PERFORM COVID TESTING OR ADMINISTER VACCINATIONS ON-SITE AT ALJBS 2021.**

Temperature Checks and verbal health screening for all speakers will be done at a centralized location. Failure of any portion of the screening process will force us to not allow the speaker to fulfill their speaking engagement and take part in this year's ALJBS 2021 program. All speakers and their staff are **REQUIRED** to wear a face covering at all times outside of normal eating and drinking. Speakers must wear an ALJBS 2021 approved mask (see "Mask" section of this document for details).

## **B. Mealtime**

- Meals will be provided to ALJBS Participants in the Rider University Dining Hall at predetermined scheduled times.
- Meal areas will be disinfected between each meal seating.
- Masks will be worn in the dining hall at all times unless an ALJBS Participant is sitting down at a table actively eating and drinking. Once finished, masks will be worn.
- Each ALJBS 2021 city will be assigned to specific sections of the dining hall and specific tables for the duration of ALJBS 2021. City staff will eat with their city ALJBS Delegates to ensure adherence with all COVID protocols.
- ALJBS Delegates will eat with their assigned ALJBS City and will observe appropriate social distancing.
- Non-City staff will eat in a designated area away from ALJBS Delegates.

## **C. Symptoms**

Any ALJBS Participant with any of the symptoms common to COVID (listed below) should immediately inform their City Counselor, or any other ALJBS Staff member, and remain in their assigned room isolated from the rest of the ALJBS Participants. They should not go to the ALJBS Medical Office or Administration Office or any other location to have their symptoms checked. A staff member will stay outside of the ALJBS Participants room and periodically check on the ALJBS Participant's condition. ALJBS Medical Staff will be dispatched to assess the delegate's symptoms and will be in contact with the delegate's parent/guardian.

Delegates displaying the following symptoms will be immediately sent home as a Premature Dismissal from ALJBS 2021:

- Fever over 100.4 degrees
- Flu-Like Symptoms
- Loss of smell/taste
- New onset aggressive cough
- Shortness of breath
- Other symptoms at the discretion of the ALJBS medical staff including:
  - Runny nose
  - Headache
  - Joint pain/Body aches
  - Sore throat
  - Fatigue
  - Diarrhea
  - Nausea/Vomiting

Actions by ALJBS staff:

- Assess symptoms
- Report symptoms to ALJBS 2021 Medical Staff
- Ensure the participant is isolated in their room

Parents/Guardians must remain on-call at all times while their ALJBS Delegate is at ALJBS 2021. If an ALJBS Participant is suspected of having COVID, they will be sent home immediately. Any ALJBS 2021 Participant

sent home will not be able to return to the program (Premature Dismissal from ALJBS 2021). **NO EXCEPTIONS!**

It is recommended that any ALJBS Participant sent home due to suspicion of COVID have a COVID test within the appropriate timeframe to determine a positive or negative result for COVID. If an ALJBS Participant tests positive, the parent/guardian of the ALJBS Delegate or the ALJBS Staff member must make the ALJBS Medical Staff aware of the positive result. Contact tracing and appropriate notification to concerned parties will then occur. Information related to the number of ALJBS Participants with symptoms will be provided via email to parents.

#### **SECTION IV: Leaving ALJBS 2021 and Post ALJBS 2021**

ALJBS Staff and Delegates will be allowed to leave the program for legitimate, pre-authorized events (Temporary Excused Absence) on a very limited basis in 2021. Legitimate excused events include ALJBS Delegates that are in their senior year of high school being allowed to leave for graduation. All temporary excused absences from the ALJBS 2021 session must be pre-authorized by the ALJBS Executive Director **PRIOR TO SUNDAY CHECK-IN** (via email at: [director@aljbs.org](mailto:director@aljbs.org)) and the ALJBS Delegate must comply with the conditions listed in the ALJBS 2021 COVID Waiver and Agreement before returning to the program. Delegates are reminded to minimize contact, wear a mask, social distance themselves, and follow all state guidelines related to COVID. ALJBS Delegates will be required to self-monitor symptoms and perform a temperature screening and verbal health questionnaire upon their return to campus. Failure of either the temperature screening or verbal health check will be grounds for Premature Dismissal from ALJBS 2021.

#### **Dismissal for Delegates on Friday**

- Parents will be given detailed instructions on pickup areas for ALJBS Delegates prior to graduation on Friday, June 25th.
- Parents should arrive at their scheduled time due to the narrow/limited roadways on campus, and to avoid overcrowding/traffic congestion.
- Parents will wait in their vehicles until their son is dismissed by their counselors in their designated area.
- **Early dismissal on Friday is not permissible in 2021 under any circumstances.** Parents will have to wait until the program is officially completed at approximately 4:30 PM on Friday, June 25<sup>th</sup> to pick-up their son.
- Once the Delegates are dismissed, they will meet their parents in their designated area.
- Delegates will bring their belongings to the vehicle.
- Families are to remain in their vehicles at all times.
- Departing safely and efficiently from Rider campus requires your cooperation. Please be prepared for potential delays. We suggest using a restroom before you arrive at Rider.

Following the session, ALJBS Participants are encouraged to socially distance for 10 days after returning home. ALJBS Participants should immediately report to the ALJBS Medical Staff ([medical@aljbs.org](mailto:medical@aljbs.org)) and their local health department if any symptoms develop or a positive COVID test result is received within 10 days of the program's end.

#### **SECTION V: Miscellaneous Information**

##### **COVID Waiver**

The ALJBS 2021 COVID Waiver and Agreement will be available on our website and sent to ALJBS Participants prior to arrival at ALJBS 2021. This waiver and agreement must be signed by ALJBS Participants

and a parent/guardian of all ALJBS Delegate(s), acknowledging and agreeing to adhere with all precautions and policies. Failure to sign the waiver before arrival to ALJBS 2021 will result in the ALJBS Participant not being admitted to ALJBS 2021.

## **Staff**

ALJBS Staff will be required to:

- Follow the same guidance outlined for ALJBS Delegates regarding activities prior to ALJBS 2021.
- All ALJBS Staff will be required to follow the same COVID test protocol as delegates and submit a negative test result upon arrival on campus.
- Sign a COVID waiver and agreement.
- Comply with masking guidelines, regardless of age or whether vaccinated. Masks must always cover both nose and mouth unless actively eating or drinking.
- Have their temperature taken upon arrival by ALJBS medical staff at a predetermined location and participate in daily symptom and temperature checks.
- Follow the same procedures outlined for ALJBS Delegates showing symptoms and will be sent home immediately if suspected of having COVID.
- Adhere to all stated COVID precautions and policies.

## **Visitors**

No unauthorized visitors to ALJBS 2021 will be allowed on campus once the program has started (Saturday for staff and Sunday for delegates) except for pre-authorized guest speakers following our COVID protocols.

## **Reasons to Stay Home**

We are excited to be hosting an ALJBS session this year and we want to see you at ALJBS 2021 just as much as you want to be there. But we need to be conscious of the difficulties COVID brings as well as being considerate of all ALJBS Participants, and Rider University personnel. For that reason, you should not come to ALJBS 2021 if you:

- Feel unwell prior to the start of the program.
- Received a positive test result.
- Have a known or suspected COVID exposure within 14 days of the program.
  - Exposure includes:
    - Being within 6 feet for more than 15 minutes during a 24-hour period of a COVID infected individual.
    - Sharing eating/drinking utensils of a COVID infected individual.
    - Direct physical contact of a COVID infected individual.
    - Being coughed or sneezed on by a COVID infected individual.
    - Other high-risk interactions that may not be included in this list with a COVID infected individual.

Individuals who are at a heightened risk for COVID should consult their doctor if there are any concerns over the risk of attending ALJBS 2021.

## **Masks**

Masks are required to be worn by every person at ALJBS, indoors or outdoors, regardless of age or whether they have been vaccinated. Masks must always cover both nose and mouth. Exemptions: Masks may be removed when alone within an ALJBS Delegate's room, while in the shower, while eating and drinking (including during mealtime) and while actively playing sports.



Be sure to pack your own masks (we recommend at least 12, enough for at least two (2) masks per day of ALJBS 2021) plus some extras. Should an ALJBS Delegate forget a mask, some will be available. We will also have ALJBS masks available for sale at the ALJBS Store.

Acceptable masks to wear at ALJBS 2021 are:

- Two or more layers of washable breathable fabric or commercially manufactured disposable masks.
- Must cover the nose and mouth completely and be snug on all sides.
- Face shields worn with a mask.

Unacceptable masks:

- Mask with an exhalation valve or vent.
- Neck gaiters.
- Face shields only.
- Masks that include offensive words or graphics at the Director's discretion

ALJBS Delegates are encouraged to bring personal sanitary items such as hand sanitizer, hand wash, etc. to ALJBS 2021.

We look forward to a safe, healthy, and rewarding ALJBS 2021 session. By doing your part, you can ensure the best and safest environment for you, your fellow ALJBS Delegates and our all-volunteer ALJBS Staff. We look forward to seeing you on June 20!

If you have any questions about anything in this document, please contact us at [medical@aljbs.org](mailto:medical@aljbs.org).