

Hermon Recreation Summer Camp 2020

COVID-19

***This is a living document and is subject to change as more information becomes available and restrictions change. ***

Hello Families,

We are so excited to start summer camp and provide a safe and fun experience for your children. We understand that camp will look different this season. We have spent a significant amount of time researching and putting together the following information. We understand that the last few months have created many uncertainties; however we know how important it is for children to be around their friends, in a safe environment for parents/caregivers to send their children.

Once registration opens you will be provided a waiver form to sign that states you are aware of our plan. The form will also be mailed to you. The waiver must be signed in order to attend the camp.

- **Camp Locations** – We will be limited to one camp and 40 campers per week at Patricia A Duran only. The camp will be divided into 4 groups of 10 with 2 staff. Once the children are split into their smaller groups they will remain with the group the entire week. Once we reach 40 campers any given week, we will put campers on a wait list. Below is the school location and outside spaces to be used. There will be restrooms, hand washing stations, and tents for shelter placed in outside location:
- **Locations**-PAD cafeteria, gym and playground and fields/trail.

At PAD there will be locations that will be a designated 'quarantined' location that will be separate from camp activities. This space is for anyone showing symptoms or signs at camp to separate from the camp.

- **Registration and Refunds-**
 - a. If you have decided not to have your child (ren) attend camp, please notify the director no later than the Friday prior to the camp week. (Participant numbers impact our staffing needs and budget.)
 - b. Payments for each camp will be required by Friday prior to the start of the camp week.
 - c. Payment Schedule
 - i. July 6th week is due July 3rd
 - ii. July 13th week is due by July 10th
 - iii. July 20th week is due by July 17th
 - iv. July 27 week is due by July 24th
 - v. August 3rd week is due by July 31st
 - vi. August 10th week is due by August 7th

- If you cancel anytime after Friday's date, you will receive a 50% refund.
- **Communication** –Prior to the start of camp, the director will send out a link to the “Remind” app. We will utilize the “Remind App” for camp communication to families. Safety will be the number one priority during camp and the lines of communication from parents and households to camp and vice versa will be critical to having a safe summer camp.
- **Attendance/Timecards-** Staff will sign in and out of work using the “IWORK” app and Direct Deposit will be highly encouraged. Camp attendance will utilize the MYREC system. Appendix shows the Pre-Camp Health Screening will be provided to parents to further keep track of health, along with the proper forms to allow for campers to come back if they are exposed. We will also require signed copy from their PCP allowing them to return to camp.
- **Highest Priority**– If Children or staff are showing symptoms of COVID-19, have been in contact with someone with COVID-19 in the last 14 days, have been tested and are awaiting test results, or are at high risk due to underlying health conditions, they will not be able to attend or stay at camp until written proof is provided by a doctor that he/she no longer has the virus.

We will be utilizing the following guidelines to minimize the risks of spreading the coronavirus. The following guidance is provided to maintain health and safety standards requirements and physical distancing while providing much needed services.

Anyone with the following condition(s) will need to consult their doctor before considering attending camp:

- Underlying medical conditions, such as,
- Heart disease
- Diabetes
- Lung disease
- Underlying immune disorders/people with compromised immune systems/people taking suppressant medications (ex: cancer, RA, Crohn's disease etc)

Day of Camp- Before dropping off child(ren)

- Parents/caregivers to check for signs and symptoms each day prior to camp
 - Campers and staff should determine their health status prior to coming to camp each day
1. **Do I feel unwell today?**
 2. **Do I have a cough or sore throat?**
 3. **Do I have a fever or do I feel feverish?**
 4. **Do I have shortness of breath?**
 5. **Do I or have I had a loss of smell or taste?**
 6. **Do I or have I been living with anyone who is sick or quarantined?**

7. **Have I been out of the State of Maine in the last 14 days?**
8. **Take temperature: is it 99.4 F or higher?**

If the answer is “YES” to any of the questions, stay home and contact your supervisor or camp director and discuss that you are staying home.

Health Checks – Parents/guardians must sign an authorization/waiver allowing health screenings. The authorization will specify that it is good for the entire summer, but permission is revocable by the parent/guardian at any time. If the permission waiver to allow health screening is revoked the child(ren) will not be allowed to attend the camp.

Parents and guardians will provide a telephone number where they can be reached during hours of operation.

Check-in and Drop-off will be designated areas and signage will be increased to avoid the amount of contact with staff and parents/caregivers. When possible, parents/caregivers will remain in their vehicles and staff will come to the cars to retrieve the kids. Upon arrival at all locations, staff will follow a checklist

Health Screening-

- We will ask campers/staff confidently, the following upon arrival each day:
 1. Have you been in close contact with a person who has COVID-19?
 2. Do you feel unwell with symptoms consistent with COVID-19? Refer to questions above section (5)? Ex: cough, high temperature, shortness of breath, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste and smell.
 3. Has the child had any fever reducing medication in the past 6 hours?
 4. Staff-make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
- **Person providing health screening:**
 - We will provide a designated staff to conduct health screenings.
 - Wear a facial covering, and single pair of gloves
 - Check each child’s temperature
 - We are using a non-contact thermometer
 - Temperature will not be recorded
 - A reading of 99.4 F or below is considered normal and constitutes a passing reading and the child(ren) may attend the camp that day.
 - If the temperature reading is above 99.4 F the parent/guardian is notified of the failing reading and the child may not attend camp that day.

If a staff member or camper becomes sick:

- We will have a designated space for if someone becomes ill at camp and is showing COVID-19 like symptoms.

- Parent/caregiver will be called immediately.
- Child will need to be picked up immediately.
- **If the child is showing an increase in symptoms and the parent/caregiver has not arrived medical professionals will be notified and if deemed necessary medical professionals will take the child to the hospital.**
- Camp director will notify the State health office if any child is suspected of having COVID-19 and we will need to have proper communication with families while maintaining confidentiality.
- Per CDC guidelines for those who have confirmed COVID and similar symptoms but are NOT tested: or Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions
 - I. **At least 3 days (72hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); and**
 - II. **At least 10 days have passed since symptoms first appeared.**
 - III. **Or, a doctor's note indicating a negative test has confirmed recovery.**
- **If there is a confirmed case of COVID-19 the director will inform all parents/guardians and the camp will close for 14 days.**

Promote healthy hygiene practices:

- Encourage children to join all of the staff around them to prevent the spread of germs
- Teach and reinforce washing of hands and covering your coughs or sneezing into your elbow or a tissue (place tissue into trash can and wash hands afterward).
- If soap is not available in the area, use hand sanitizer (60-95% alcohol based).
- Avoid touching your face.
- We will post reminder signs regarding proper hygiene.

Hand washing- will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day.

Wash hands with soap and water for at least 20 seconds. (Singing Happy Birthday twice).

- A. Wet hands with clean running water (warm or cold) and apply soap.
- B. Lather hands by rubbing hands together with soap, lather front and back of the hands, between fingers and under nails.
- C. Scrub hands for at least 20 seconds. Sing or hum "Happy Birthday "song twice.
- D. Rinse hands (warm or cold) water
- E. Dry Hands

- All staff, campers and contracted service providers should engage in hand hygiene at all of the following times:
 - Before and after snack and lunch breaks
 - Before and after administering medications
 - After using the bathroom
 - After coming in contact with bodily fluid
- Arrival to the facility
- After staff breaks

- After playing outside
- After handling garage and cleaning

Employee PPE –

It is required that all staff wear cloth facial coverings, except for medical reasons. Staff will be expected to bring their own mask, if they do not have their own a disposable mask will be provided. If the masks are cloth they must be washed daily. Staff will be required to wear gloves when performing an activity such as cleaning, crafts etc.

- CDC recommends cloth facial coverings in settings where other physical distancing measures are difficult to maintain, especially in areas of significant community based transmission.
- Staff may take off their facial coverings during activity when social distancing is possible.

Campers PPE –

The State of Maine requirement for children and face masks states that if children cannot maintain social distancing of 6 feet they are to wear a mask and masks are not recommended outside.

We will follow the State of Maine requirement and require that cloth masks are to be used at camp **except** for when children are eating, drinking and are practicing social distancing of 6 feet away. **If the parent or guardian does not consent to this policy the child will not be able to attend camp.**

- We will provide campers with a disposable facial covering if the child doesn't bring a mask or a particular day.
- Most of the daily activities will be outside and using social distancing where no mask is necessary, however
- In settings where physical distancing is not possible, campers will wear face coverings when practical and appropriate.
- Campers with a medical reason for not wearing a cloth facial covering must not be required to wear one and must provide the director with a written doctor's note.

Cleaning –

- We will follow CDC guidelines
- Outdoor equipment will be cleaned daily
- Tables, chairs, sinks and other surfaces will be cleaned daily with hot water and soap and/or disinfectant.
- Camp gear will be cleaned after use.
- Professional cleaning of indoor spaces will be professionally cleaned daily.
- Daily cleaning log sheets will be maintained daily.
- Staff will be required to wear gloves while cleaning.

- **Playgrounds** – Waiting on further guidance from Maine CDC and NRPA on how best to include or not include playgrounds in camp activities. If playgrounds are allowed, they would need to be opened to campers ONLY and not the public. Daily cleaning would be performed.

Preventing Cross Contamination – All efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for everyday storage, play, and lunch. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. Example less tag and more relay races, shadow tag, or flag football.

Activity and Equipment – Each Camp will be broken down into smaller groups following camper to counselor ratios as provided by the State of Maine 2-10.

- Each small group will each be given their own activity equipment bag such as basketballs, hula hoops, etc. When possible, each child will be provided their own activity kit (coloring items, jump ropes, hula hoops, etc).
- These will be the same items to avoid cross contamination whenever possible.
- All items within each group's activity kit will be sanitized before and after use.
- A cleaning checklist will be kept in each activity box to ensure this step is being followed.
- Camp leaders will use CDC approved activities.
- It is critical to be able to 'trace the path' of potential contamination when a confirmed case is present. Having a routine, specific daily schedule, designated space, areas, equipment, and potential interactions will be extremely helpful to trace the path of potential spreads.

Lunch, snacks and lines–

- Lunch will be eaten outside as much as possible with designated group areas and each camper maintaining 6 feet from anyone. This will allow for their masks to be removed while practicing social distancing.
- Inside lunch groups will be separated into areas and campers will be assigned an area that is 6 feet from each other.
- Spots on the floor/ground will be placed 6 feet away for when lining up to go outside, inside head count etc.
- If in a situation where already established spots are not available, staff will be provided cones/markers to quickly establish line spots.
- Staff will attempt to clean major touch points as much as possible throughout the day.

Snacks/Lunch/Water-

- Snacks/Lunch will not be provided, please send your child(ren) with snacks and lunch.
- Campers will need to bring their water bottles daily
- Water bottles must have child's name written on it

- We will provide refills as needed

What to bring to camp- *Required

All personal items need to be labeled with child's first and last name

We will supply campers with their own age appropriate arts and crafts

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|-----------------------|---------------------|
| ● Towel* | ● Extra Clothing* |
| ● Bathing suit* | ● Sunglasses/Hat |
| ● Snacks/Lunch* | ● Closed toe shoes* |
| ● Water Bottle* | |
| ● SunScreen/Bug Spray | |
| ● Medication | |

General guidelines/information

- Guidelines and checklists provided by the State of Maine for sanitation will be followed each day during camp.
- We will encourage parents to do temperature checks as well, to avoid bringing child(ren) to camp who have a fever.
- Campers will not be required to wear gloves.
- We will be spacing seating.
- Group areas will be designated under shelters and tents
- CDC has recommended no field trips for summer camp 2020.

Parent Education/Handbook – Parents are encouraged to help educate campers prior to arrival at camp on the importance to not joke or fake COVID symptoms. Unfortunately COVID related items such as coughing on each other or constant touching will not be tolerated and should be taken seriously. Stressing the importance for personal space and good hygiene will be a priority as they will need this summer to prepare for the school in the fall when they go back to school. APPENDIX A