



hempfield

recCenter

2020

COVID-19

GUIDELINES/PROCEDURES

Day Camp



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1. Propose: This document outlines the procedures in place for the Hempfield recCenter to create and maintain a safe environment for our staff and children attending Summer Day Camp. This comprehensive plan will be followed during and throughout the COVID-19 pandemic.

All guidelines and procedures are based on the information provided by the CDC as of May 15, 2020.

2. Procedures/Protocols:

a. Employees:

- All employees must read and sign off on COVID-19 team training document prior to the start of their first shift.
- Before every shift, the employee needs to complete the self-assessment log in their department. Staff without a fever and negative answers to the assessment questions will be eligible to enter camp.
- Each employee will be issued a cloth mask to wear when within 6-feet of another individual.
- Proper PPE including vinyl gloves will be utilized for those having direct contact with the other individuals.
- Staff will be educated on washing hands, and using hand sanitizer while keeping their own work space clean and disinfected.
- Staff will be educated on keeping all areas that the campers have access to cleaned and sanitized.

b. Children at Summer Day Camp

- All children will be assessed prior to entering the building. Staff will ask 3 health assessment questions of the parents.
- Children with a known a fever of 100.4 or above and a positive answer to any of the assessment questions will be required to go home and not return until they are fever free for 48 hours without the use of medication.
- Children will be escorted to their group by a staff member, eliminating the need for parents to enter the building.
- Children will be responsible for obtaining and maintaining their face mask. Children are not required to wear a mask.
- Children are encouraged to bring their own hand sanitizer for their own personal use. Sharing will not be permitted.
- Children will be shown proper handwashing, covering cough and sneezing procedures.
- Children will provide their own mat or towel for lunch activities. All children will be required to eat on their towel within a safe distance from other children.
- Children will be required to have a backpack with their belongings that will remain with them for them day.

- Children will not be permitted to have use of items that are not easily cleaned, sanitized or disinfected. (ex. soft plush toys)

c. Groups

- Groups will be 25 or less, including staff.
- Groups will not mix or change students.
- Siblings will be kept together by request of family.
- Groups will be assigned to a particular “zone” for the day. They will be allotted outdoor time, lunch and water play in a different zone as permitted.
 - The Zones will be:
 - Creekside (Outdoor)
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 - Gaga Pit(Outdoor)
 - Basketball court area (Outdoor)
 - Tent (Outdoor)
 - Tent (Outdoor)
 - Pavillion (Outdoor)
 - Carport (Outdoor)
 - Lobby/Conference Room A (Indoor)
 - Conference Room C (Indoor)
 - Conference Room B (Indoor)
 - Gym (Indoor)
 - Kids Korner (Indoor)
 - Fitness Studio (indoor)
 - Tennis Court #5 (Indoor)
 - Tennis Court #6 (Indoor)
 - The Tennis Gallery will be designated as the “isolation room” for staff or campers who are feeling ill or display any symptoms that warrant being sent home. The camper shall remain in that room supervised until a parent arrives to take them home.

3. Facility Preparedness:

a. Preventative and Safety Controls Provided by Hempfield recCenter:

- PPE
 - Facemask
 - ✓ Fabric mask (for all Day Camp staff)
 - Gloves
 - ✓ Nitrile
 - ✓ Latex
 - Eye protection
 - ✓ Safety glasses
 - ✓ Face shield
- Disinfectant supplies
 - ✓ Re-Juv-Nal (CDC approved to kill COVID-19) - Virucide, Fungicide disinfectant
 - ✓ Restroom Cleaner – Germicide Cleaner

- ✓ Hand soap – antibacterial
- ✓ Hand sanitizer with at least 60% alcohol
- ✓ Sanitizing wipes
- ✓ Sanitizing equipment or service
- ✓ Tissues

b. Cleaning and Maintenance:

1. Indoor facility and equipment will be cleaned and inspected regularly throughout the Hempfield recCenter's normal operational hours
2. Outdoor facility and equipment will be inspected and serviced regularly throughout the Hempfield recCenter's property.
3. Hand sanitizer, disinfectant wipes and gloves will be readily available in all zones.

c. Modification and Preventative Measures:

1. Day Camp Modifications:

- Touchless drop off and pick up procedures.
- Restrict all nonessential visitors and volunteers
- All field trips and on site visitors will be canceled
- Payments to be collected weekly only

Day Camp classroom:

- Hourly cleaning responsibilities, checklist in each room to be completed by staff. Upon leaving any classroom, check list will also be completed.
- All rooms will be equipped with wipes, gloves and disinfectant solution.
- Each group will have an assigned cleaning person for the day. This person is responsible for cleaning all areas and toys when the children leave the area prior to another group entering that area.
- All toys that cannot be sanitized will be removed for usage. (no cards, pool/air hockey tables, basketball nets and a variety of games)

Hallways:

- CDC guideline signs throughout the building.
- Doors will be left open if applicable.
- Water fountains will be out of service.
- Proper hygiene for sneezes and coughs signage will be posted.

Restrooms:

- No lockers available for use.
- Hourly cleaning responsibilities, this will be the responsibility of the Day Camp Directors.
- Bathroom stalls and countertops to be cleaned after each use by staff.
- Proper handwashing technique signage will be posted.

4. Inclement Weather Procedure

- a. The following is the plan for inclement weather/heat advisories:
 1. All outdoor “zones” will be moved indoors, maintaining group size and social distancing as best as possible.
 2. The second half of the gymnasium will be utilized. Additional areas of the Hempfield recCenter, such as the Dance Studio and Fitness Studio may be utilized.
 3. If outdoor zones are acceptable, those in the tents will be permitted to remain outdoors, as long as it is safe to do so.

5. Contingency Plan for a COVID Case

- a. The following is the plan if we are notified of a COVID-19 case at the recCenter.
 1. Notify the required authorities and follow their guidance.
 2. Close down that area to be deep cleaned and fogged.
 3. Follow up and confirm preventative measures for staff and campers.