

SAFE OPERATION OF CAMP 2021

Health & Safety Measures

Metro YMCA of the Oranges

May 13, 2021



I. Introduction

The Metropolitan YMCA of the Oranges is committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. This guide outlines the policies and procedures that will be implemented during the operation of our camp programs. These standards are based on the current guidelines and recommendations set forth by the Center for Disease Control's (CDC) [Suggestions for Youth and Summer Camps](#), American Camp Association (ACA), as well as the NJ Health Department [NJ COVID-19 Youth Summer Camp Standards](#), **and are subject to change**. This guide should be used in accordance with the Metropolitan YMCA of the Oranges Relaunch Workplace Safety Playbook. Please note additional requirements for resident (sleepaway/overnight camps) to be found at the end of this manual. Please refer frequently to the [COVID-19 Information Hub](#) as guidelines will likely change throughout the year/summer.

II. Personal Protective Equipment (PPE)

Campers will not be required to wear masks unless they are unable to maintain social distance of 6 feet from other groups/pods. If groups or pods need to mix then campers will be required to wear masks. Fully Vaccinated staff will not be required to wear a mask at any time, if they provide proof of their vaccination status to HR. Staff that have not provided proof of vaccination will be required to wear a mask indoors at all times and if they are outdoors, unvaccinated staff are not required to wear a mask unless they are in a crowded outdoor setting or during activities that involve sustain close contact with others. Staff should perform proper hand washing and use gloves. Staff should wear gloves when handling or serving food to campers. Camps must supply their staff with such cloth face coverings and gloves.

Additional PPE will be available for staff stationed at check-in and isolation areas including disposable gloves, KN95 masks, face shields and protective gowns. Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

Cleaning and Disinfecting

Cleaning shall be in accordance with the CDC's [Cleaning and Disinfecting Your Facility](#). Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use. Cleaning crews will clean and disinfect after operating hours.

The frequency of cleaning and disinfecting of supplies, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Items that are not easily cleanable will be temporarily removed. Supplies/equipment that are shared will be rotated out so that they can be adequately cleaned and sanitized. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

Items that are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant and air-dry.

Hygiene Practices/Hand Washing

Practice frequent hand washing with soap and water for at least 20 seconds. Campers will be required to wash their hands upon arriving to camp, before and after meals, and as often as possible throughout the day. Staff will help children to ensure they are doing it effectively.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water.
- Provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, alcohol-based hand sanitizers, and lined trash cans.

Daily Health Screening

Parents/Guardians are required to do a self-screen for COVID-19 symptoms before arriving to camp. Staff is also required to do a self-screen for COVID-19 symptoms before arriving to work.

- Please follow the attached link for [self-screening](#) and/or utilize/reference the self-screening checklist (daily) that will be emailed out weekly.
- Please note, we will send out the self-screening guidelines the week before camp as we anticipate the suggestion/requirements for self-screening to evolve.
- Please note our camps health care manager and staff have been educated in the signs and symptoms of COVID-19, if your child appears ill they will ask if you have completed your child's screening. If your child is sick/has any symptoms of illness DO NOT send them to camp.

Drop-off and Pick-up

Drop-off will take place outside at a designated area; we will be limiting parent access to our facilities. Campers, staff and visitors will be required to hand wash or sanitize upon entering camp.

The following guidelines will be implemented during drop-off and pick-up:

- Groups may be combined from time to time as needed. When combined campers and staff will be required to wear masks.
- Camps may stagger drop off and pick up times and locations. Camp Directors will communicate this to families when applicable.
- Children and staff must wash hands or sanitize upon arrival.
- Parents should drop off children at the designated drop-off area, limiting adult entry into the facility or camp area.
- Staff should meet children as they are dropped off.

Physical Distancing

Though complete physical distancing is difficult to achieve in a camp environment because camp staff will be in close contact with children, camps are required to implement strategies to minimize chances of viral transmission. These shall include, at a minimum:

- Modify when possible physical activities to reduce contact between children, avoid large gatherings or mixing of groups.
- Camps shall minimize group sizes and movement between groups. Groupings shall not exceed 20 children, and interactions between groups must be limited. Staff shall be assigned to one group and remain with that group to the greatest extent possible. Keep groups together throughout the day; as feasible, maintain the same groups from day to day.
- Programs shall ensure that the spacing of groups within the facility allows for six feet of separation between groups at all times.
- Sharing of supplies, equipment, food and other high touch items must be limited. Camps should ensure an adequate supply of art and other supplies to preclude the need for sharing of items. Children's belongings shall be kept separate and sent home each day for washing. If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses. Only share items that can be cleaned and sanitized.
- Visitors will be allowed to enter the facility. All visitors must go through the screening process before entering the facility. All visitors must wear a face coverings at all times

- During in house field trips, presenters, staff, and campers will all be required to wear masks
- Teach staff, children, and their families to maintain distance from each other while at the facility. Educate staff, children and families about why physical distancing is important.

Outside Play

- Stagger outside play events for individual camps and coordinate outside play between camps sharing the same building.
- If multiple groups are outside at the same time, they should have a minimum six feet open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
- Playing competition matches/games where players from separate camps/regions/locations gather to compete is prohibited.

Meals and Snack Time

- Follow existing food safety practices as required in N.J.A.C. 8:24, Retail food regulations (good food safety practices.)
- Have campers bring their own meals as feasible, and eat in separate areas or with their smaller group, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.
- If eating in shifts, stagger meal times, arrange tables to ensure that there is at least ten feet of space between groups, and clean tables between lunch shifts.
- Ensure staff are conscious of how they deliver food and handle silverware and plates (recommend disposables). When handling do not touch food contact surfaces and ready to eat food without gloves, or utensils.
- Ensure staff and children wash hands before and after meal/snack time.
- Staff should clean and sanitize table(s) before and after each use by groups.

Busing To and From Camp

- Staff and campers will be required to wear a mask on the bus to and from camp.
- Windows should remain open, except during inclement weather, to encourage ventilation.

- Children will be seated two per seat from the same group and/or with a sibling. The seat immediately behind the driver will remain open.
- Vehicles must be cleaned and disinfected between each use.

Health Exclusion from Camp, Quarantine, and travel Guidelines

- **Exclusions:** Campers, Staff, and visitors are not permitted to camp if they have answered “yes” to any of the questions in the required daily self-screening process.
- Screening template to be emailed home before the start of camp or utilize the NJS screening tool linked [here](#)
- **Quarantine:** The Metropolitan YMCA will be following NJS quarantine guidelines linked [here](#)
- **Travel:** As of 5/17/21 NJS has lifted travel restriction and quarantine guidelines for travel.
- If traveling internationally please refer to International Travel Guidance and Advisories from the US Dept. of State and the CDC, CDC linked [here](#)
- Please note we work closely with our Local Health Departments and they have the final say in all COVID-19 related matters
- Please refer frequently to the [COVID-19 Information Hub](#) as we anticipate guidelines to change

III. Preparing Camp 2021

Counselor Training

Prior to returning to work and in addition to traditional camp training, employees will be required to attend virtual training on the Workplace Safety Playbook and onsite training on personal protective equipment (PPE), cleaning and disinfecting, social distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.

Preparing the Facilities

- Counselors will approach camp with enthusiasm but will understand campers may take time to adapt back into the setting and adjust to the changes made to the environment. Schedules and safety will be vital from day one. However, staff should be prepared to be flexible as per camper's social emotional needs.
- All Camp Directors need to consider how their camp spaces can be best used while operating camp and adhering to CDC guidelines.
- Group sizes will follow ACA Guidelines (5ys and under 1:6, 6yrs-8yrs 1:8, 9yrs-14yrs 1:10) which is at or below CDC recommended group sizes.
- When a space is occupied by two groups' visual cues such as cones, poly spots, and other items will be used to keep groups at least six feet apart.
- If possible Group kits may be pre-assembled to contain a groups own regular-use supplies including art materials and writing tools. Contents will be determined by Camp Directors
- The Camp day schedules will be designed to accommodate time for hand-washing, cleaning-sanitizing of surfaces and materials as required by NJDOH
- A designated isolation area for sick children will be identified and equipped with the appropriate equipment and PPE.

Posters and Informational Bulletins

To ensure broad awareness and dissemination of critical information related to the COVID-19 pandemic and the procedures and methods being employed to limit its impact, camp locations shall ensure the distribution or posting of the following materials as specified:

- The CDC's Use of Cloth Face Coverings to Stop the Spread of COVID-19 pamphlet shall be distributed to staff and posted in a prominent location in the center.
- The CDC's Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes shall be posted in a prominent location in the center.
- The CDC's Safe and Healthy Diapering to Reduce the Spread of Germs Poster shall be posted prominently near all diapering stations.

Messaging to Families

Prior to opening, camp families will receive information pertaining to the new/updated health and safety guidelines. Virtual information sessions may be provided to present appropriate information and address any questions.

Families will be informed that registration for new and returning participants will be online through ActiveNet; Fairview Lake and Blue Mountain Day camp will be notified through Camp Brain. Paper registration forms will not be available.

A survey will be conducted with current families to assess the need for care and to gather important information about enrollment, age groups and any additional concerns parents and/or guardians may have.

IV. Everyday Practice

Cleaning Supplies and Equipment

Camp locations will be stocked with cleaning supplies and equipment that will be easily accessible to staff. Supplies include gloves (gloves are required for cleaning), paper towels, soap and water solution, and hospital grade disinfectant or bleach and water solution. Effective preparation and use of disinfectants is necessary to properly sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared every morning prior to the welcoming of campers into camp. Spray bottles should be clearly labeled with the mix instructions if not already done so. The proper mix of bleach and water is:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Hospital grade EPA approved disinfectants that are approved for use by the Metro YMCA may also be available. Staff must follow the directions on the label for correct dilution and use.

All materials and surfaces must be cleaned with soap and water prior to the application of the disinfecting solution. Disinfecting solution must sit on materials and surfaces for 10 minutes prior to wiping. This instruction should be included on the spray bottle as well.

Camper Drop-Off/Arrival

Campers will be brought to the designated drop-off area outside of their camp for check in. Multiple Check-In locations may be employed to accommodate higher volume drop-off times.

- Campers and parents will queue according to social distancing guidelines while waiting. Parent must stay with camper prior to completion of Check-In.
- Staff will use a mobile check in procedure to sign the camper

- Self-Screening will be completed through the [NJ Symptom Tracker](#) (linked here) that will be sent out via Player Space weekly as per Health Screening at Entry Section of this playbook.
 - Staff to wear masks
 - Perform hand hygiene before and after putting on gloves. Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Make a visual inspection of the camper for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- Campers will be checked in and escorted to their group by staff.

- Campers should come to camp equipped with a mask, lunch, snacks, and a refillable water bottle. We do encourage other items such as hats and sunscreen. Sunscreen should be applied before arriving to camp.

- Staggered pick up and drop off: Parents will maybe asked to commit to a specific time so that we can effectively stagger arrival and dismissal. Drop off and pick up windows will be determined by the Center Director. Communication will go out before the start of camp

Group Size and Ratios

Group sizes will follow ACA Ratio Guidelines (5yrs and under 1:6, 6yrs-8yrs 1:8, 9yrs-14yrs 1:10) which is at or below CDC recommended group sizes. NJDOH Summer Camp has stated maximum groups sizes to be: 20 campers and 2 counselors. Groups shall include the same group of campers each day, to the greatest extent possible, and the same counselors shall be assigned to care for each group, each day. Groups shall congregate not less than six feet in all directions from other groups or be separated by walls when possible. When not possible visual ques (ex. Cones) will be used to keep groups apart.

Daily Schedule and Camp Activities

- Campers and staff should remain and be encouraged to stay six feet apart when possible.
- Camp materials should not be accessible to campers when not in use during a groups rotation
- Activities/programs will be established for one group at a time when groups cannot be separated by six feet or more.
- Shared materials should be avoided wherever and whenever possible. Materials should be cleaned and sanitized between group uses. All activity areas (i.e. arts and crafts) will employ the use of a dirty/used item bin for cleaning and sanitizing after each groups use.
- Groups will be assembled by age (to the best of your ability). Groups should move individually through the camp the best they can for rotations, restroom trips, etc.
- Meals and Snacks: During meal and snack times, Tables when available, will be cleaned before and after meals. Counselors cannot eat with campers. No family style meals. Campers will be encouraged to sit three to six feet away from each other so that they will not touch each other or each other's food while eating. Staggered food times can be arranged to provide for meal-time social distancing.
- Counselors and campers MUST wash hands before and after meal-times, tables and surfaces must be cleaned and sanitized before and after as well (see bleach solution protocols). Campers will be responsible for handling their own pre-packed meals and disposing of waste at the conclusion of meals.
- Restroom Use: Toilets and faucets will be cleaned frequently and at a minimum on a daily basis.

Isolation Area

A designated isolation area will be used for campers who develop symptoms during the day and are waiting to be picked up by a parent or guardian. The isolation area should be away from other campers and will not be in an activity space. Campers should be kept comfortable via social distance. Counselors monitoring this area when a camper is sick, will be required to wear appropriate PPE including mask, gloves, face shield and protective gown. The isolation area will be disinfected after the camper leaves.

Camper Pick-up

Pick-up times may be staggered to avoid overcrowding, Camp Directors will communicate the week prior to the start of camp if pick up times need to be staggered. When curbside is available, campers and staff will be waiting for parents/guardians to arrive. When curbside is not available parents/guardians will ring the facility doorbell to alert camp counselors to their arrival. Please bring proper identification during this time. Once identified, counselors will get the camper and their belongings and escort the camper to the exit. Parents/guardians will be required to wait outside during this time.

Daily Cleaning/Sanitizing and Closing the Center

- Following each camp group usage, tables and materials should be cleaned and sanitized. All wiping should be done with disposable paper towels and gloves. Both should be disposed after each use.
- All supplies including, but not limited to: arts and crafts supplies, bows/arrows, sports equipment, and more should be cleaned after each group rotation.
- To close Camp, at the end of the day, all surfaces and materials should be cleaned and sanitized one last time. Items should be taken off the floor and stored for optimal night-time floor cleaning.
- Bleach spray bottles should be emptied and left open to air out near the sink areas in preparation for the next morning's mixing of fresh bleach solution.
- Supplies should be restocked in each room, bathroom, and wherever morning drop off supplies are kept.
- Sanitizing Check in form:
 - Staff will complete a Sanitizing Verification Form via QR Code and or manual form, to confirm that cleaning and sanitization is complete for respective area.
 - Each facility will have a separate form.

V. Maximizing Utilization

Survey responses may illuminate a need for partial day and or partial week scheduling options for families. Directors will review survey responses and create a utilization chart for their building.

Survey responses may discover a need for school age children needing care before traditional camps open. Directors will review survey responses and their licensed spaces to determine if they should offer school age care.

LOST & FOUND POLICY

In response to the COVID-19 pandemic, YMCA Camp is limiting items held in lost and found after each camp WEEK ends. We want to be mindful of safe storage space and how to prevent exposure of staff and campers from items, week to week. As such, camp will only hold the following specific list of items:

1. Jackets / Sweatshirts
2. Sleeping Bags, Blankets, Pillows
3. Prescription glasses, durable medical equipment, prescription medication
4. Personal equestrian riding equipment and helmets
5. Shoes (not water shoes or sandals)
6. Backpacks
7. Water bottles

Camp will keep to these items for no longer than two weeks from the end of the session. After this time, these items will be donated or thrown away. Please note that these items will be held at the discretion of camp staff. Items that are soiled, damaged, or otherwise deemed not able to be safely stored will be disposed of.

The list of items camp will not hold on to includes but is not limited to: socks and underwear, all toiletries and toiletry bags, all swim gear including swim suits and goggles, hats, t-shirts, pants, shorts, pajamas washcloths and towels, water shoes including sandals, water bottles, sunglasses, flashlights and headlamps, toys, cameras, arts and crafts projects including tie dye.

Daily cabin cleanup / Day Camp cubbies help campers maintain their belongings and help staff identify misplaced items during the camp session. We highly encourage parents to label all items with their camper's name to help our staff identify items during the camp session. Many items look similar and it can be confusing for both staff and campers.

As a reminder, please do not send your camper with anything that is irreplaceable. Things like jewelry or favorite stuffed animals can be easily lost or damaged. Electronics, including phones, are not permitted at camp. Phones may not be used at camp and will be confiscated and returned to families at the end of the session. Camp is not responsible for any lost, damaged, or stolen items—including confiscated phones.

After the camp session ends, if one of the listed items is missing, please contact a director to arrange a safe pickup.

Resident/Sleep Away Camp Addendum

Food Service

- i. Resident camps should stagger mealtimes and ensure cohorts remain intact.
 1. Resident camps must make appropriate accommodations for food storage.
 2. Consider serving meals in separate rooms if possible and avoid congregation.
 3. Consider serving meals in outdoor environments.
- ii. Resident camp will clean and sanitize surfaces between each meal service.
- iii. Eliminate self-service food such as buffets and salad bars. Self-service food is permitted where all food is packaged (e.g. is in individual wrapping or plastic 9 containers). Resident camps may operate buffet stations if food is kept behind Plexiglas or a similar barrier and an attendant serves the campers and staff. Limit self-service drink stations to those that can be routinely and effectively cleaned and disinfected.
- iv. Resident camp will encourage proper hand washing before and after meals.
- v. Use disposable food service items wherever feasible.
 1. If disposable items are not feasible, ensure that all non-disposable food service items are properly cleaned and sanitized.

i. [COVID-19 Testing Requirements for Unvaccinated Individuals](#)

1. Before arrival: All staff/campers will be required to have a documented negative test within 72 hours of arriving on-site.
 - a. Resident camps must have a procedure for documenting any exceptions.
 2. After arrival: All staff/campers will be required to receive a documented test within 3-6 days of arrival.
 3. Resident camps must document policies and procedures for testing.
 4. Lab analyzed tests whereby results are reported in congruence with New Jersey Communicable Disease Service guidelines are required.
- ii. Camp operators should, prior to the arrival of staff and campers at the facility, communicate to staff, campers and parents the continued accessibility of free COVID-19 testing in areas across the country.
 - iii. Operators should strongly encourage staff/campers to quarantine prior to arrival at camp.

iv. Resident camps should document policies and procedures that minimize the risk of transmission for staff concerning their permissible off-duty activities. The rules should detail expectations, training, testing, quarantine and isolation policies and procedures.

1. At minimum, screen staff upon return
2. Consider retesting staff upon return to the camp.

v. For all resident camps, health directors and other on-site health personnel must identify an isolation room or area to separate anyone who exhibits COVID-19 like symptoms.

vi. Resident camps must document policies and procedures for the isolation and quarantine of impacted staff/campers.

1. These policies and procedures must be provided to staff and to parents and guardians of all campers prior to attending camp.

2. Parents/guardians may choose to allow campers to stay at the camp or to take their child home. Parents/guardians who choose to pick up a sick child should be provided with educational material regarding isolation, quarantine and the care of someone sick with COVID-19.

vii. Bunking/ Sleeping

1. Try to align mats or beds so that campers and staff sleep head-to-toe.

2. Ensure adequate ventilation within sleeping quarters.

a. Consider portable air filters in the sleeping quarters.

b. When possible, promote cross ventilation by opening two or more windows.

c. Consider the use of child-safe fans to increase the effectiveness of open windows. Safely secure fans in a window to blow potentially contaminated air out and pull new air in through other open windows and doors.

d. Set HVAC systems to bring in as much outdoor air as the system will safely allow. Reduce or eliminate HVAC air recirculation, when practical and with expert HVAC consultation.

ix. Campers, as part of defined cohort based on sleeping arrangements, are not required to mask while in their assigned sleeping quarters and among bunkmates/cohort.

1. Campers must mask when 6 ft. distancing is not feasible or cannot be maintained when in the presence of those outside of their bunk/cohort.

x. Document the frequency of cleaning and disinfecting of bathrooms (e.g., in the morning and evening, after times of heavy use) and use EPA-registered disinfectants

1. Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.

xi. Staff and campers with symptoms of COVID-19 at resident camps should immediately be separated from other campers and staff. Individuals who are sick should be cared for in accordance with CDC Guidance for caring for oneself and others who are sick.

1. Staff/campers with symptoms are encouraged, but not required, to stay at the camp.

xii. Staff and campers who have had close contact with a person who has symptoms should be separated, monitored and follow CDS Youth Camp Guidance. If symptoms develop, individuals who are sick should be cared for following CDC guidance for caring for yourself or others who are sick.

1. Staff/campers with symptoms are encouraged, but not required, to stay at camp.

xiii. If a person becomes sick and needs to be transported, camps must establish procedures for safely transporting him or her. If circumstances require medical transport of someone displaying symptoms of COVID-19, the camp should advise the dispatcher or receiving health care facility that the person may have COVID-19.