

SAFE REOPENING OF DAY CAMP

Health & Safety Measures

Metro YMCA of the Oranges

JUNE 10, 2020



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 reopening of our day 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.

II. Personal Protective Equipment (PPE)

Staff and campers shall will not be required to wear masks when outdoors while in their groups. When social distancing between groups is not possible campers and staff will be required to wear masks. When indoors all YMCA staff will be required to wear masks. Campers will not be required to mask indoors while in their groups. When social distancing between groups indoor is not possible campers will be required to wear masks. Individuals will not be required to wear masks if doing so would inhibit the individual's health and/or if the individual is in the water. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation. 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 [Reopening Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#). 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 including program equipment and furniture, as well as outdoor playground equipment. Cleaning crews will clean and disinfect daily 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 out at any one time will be rotated 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, and require handwashing upon arriving at camp, prior to entering a bus, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. 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.

Health Screening at Entry

Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to camp or bus each day.

- Daily temperature and symptom checks of staff and children should be done upon entry. Temperature may not exceed 100.4 F. Temperature will be taken with a no contact thermometer or ear thermometer. If a temperature reads above 100.4 F, then you may reattempt two times.
- Children or staff who respond affirmatively when asked about the following shall not be admitted to the center:
 - Ask if medications were used to lower the child's temperature.
 - Ask if they are experiencing symptoms related to COVID-19 such as fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
 - Ask if anyone has been complaining of body rash.
 - If they have been in close contact with anyone diagnosed with COVID-19 in the past 14 days; or

- If anyone in their household has symptoms of respiratory illness (e.g. fever, cough, shortness of breath).

Drop-off and Pick-up

Drop-off will take place outside at a designated area. Parents will not have access to the facility or areas beyond the designated drop-off area. Children and staff will be screened for COVID-19 symptoms prior to entry. Screening includes temperature checks (may not exceed 100.4 degrees F) and a symptom questionnaire, and handwashing upon entering.

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

- Do not combine groups in the morning or afternoon.
- Stagger drop-off and pick-up times for each small group to avoid a large number of people congregating outside the facility or designate pick-up area. Parents will be 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 Camp Director and may be limited to specific hours.
- Children and staff must wash hands upon arrival, and wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
- 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:

- Field trips and other off-site activities are prohibited, with the exception of activities within walking distance of the facility, as long as social distancing can be maintained throughout. No field trips, assemblies, large meetings, and performances. Swimming will be prohibited and may be reevaluated at a later date pending authorization from the Health Department.
- Cancel or modify activities where children are likely to be in close contact. For example, modify physical education 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 and remain with one group. Keep groups together throughout the day; do not combine groups. As feasible, maintain the same groups from day to day.
- Programs shall ensure that the spacing of groups within the facility allows for ten feet of separation between groups at all times.
- Sharing of supplies, equipment, food and other high touch items must be strictly limited. Camps shall 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 shall not be permitted to enter the camp during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Health Department personnel for camp licensing purposes, and Department of Children and Families for child protection. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers shall be required to visit the facility after operating hours.
- 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 camp and coordinate outside play between camps sharing the same building.
- If multiple groups are outside at the same time, they should have a minimum of ten feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
- Contact sports or inter-group competitions are prohibited.
- Playing competition matches/games where players from separate camps/regions/locations gather to compete is prohibited.
- Sporting activities must be conducted in an outdoor setting.
- Children and staff should always wash hands immediately after outdoor play time.

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

- Health Screening Procedures will be followed prior to allowing staff and children to enter the bus.
- Children will be required to apply hand sanitizer prior to entering the bus.
- Staff will be required to wear a mask on the bus to and from camp. Face coverings are encouraged to be worn by campers as feasible and required in times when social distancing is difficult to maintain. It is understood that use of face coverings may be challenging for younger campers.
- Windows should remain open, except during inclement weather, to encourage ventilation.
- Children will be seated one child per seat. Siblings will be permitted to sit together.
- Children will wash hands immediately after exiting the bus upon entry to camp and prior to entering the bus for the return home.
- Vehicles must be cleaned and disinfected between each use.

Health Exclusion from Camp (Adults and Children)

Staff or children with a fever of 100.4 F or higher, cough, or shortness of breath will be excluded from camp. Children with household members who are known to have COVID-

19 will also be excluded from camp.

If a child or staff member develops symptoms of COVID-19 while at camp (e.g. fever of 100.4 or higher, cough, shortness of breath), immediately separate the person from the well people until the ill person can leave camp. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably 6 feet).

If symptoms persist or worsen, they should call their health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

If the camp learns of a COVID positive case in their camp they should contact their local health department for guidance. See www.localhealth.nj.gov for contact information.

Camps experiencing a confirmed case of COVID-19 among their population will work with the local health department to determine next steps. It may be advised by the health department that the camp closes temporarily. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another camp during the closure. All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance.

Short-Term Visitors to Camp with Confirmed or Suspected COVID-19

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the camp, the center must consult and work with the local health department to determine the appropriate course of action, which may include closure or exclusion.

Returning After Suspected COVID-19 Symptoms

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to camp if the following conditions are met:

- If the individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they should stay home and away from others until 72 hours after the fever is gone without fever reducing medication and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 10 days after the onset of first symptoms. They may return under the following conditions:

- If the individual had a fever: 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath);
 - If the individual did not have a fever: 3 days after there is an improvement in initial symptoms (e.g. cough, shortness of breath); OR 10 days after symptom
 - Individuals diagnosed with COVID-19 should remain home from work or the center and avoid contact with others until at least 3 days (72 hours) 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** at least 10 days have passed since symptoms first appeared.
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or camp and should avoid public places for 14 days.

III. Preparing to Reopen

Counselor Training

Prior to returning to work and in addition to traditional camp training, employees will be required to attend virtual training on the Relaunch 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 for Campers

- 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 10 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.
- A drop-off area will be designated and equipped with appropriate PPE, disinfecting spray bottle, no contact thermometer, tent and table.
- 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 health and safety guidelines. Virtual information sessions may be provided to present appropriate information and address any questions. Facility tours may be provided one family at a time and as long as no else is in the facility. Families must wear masks during the tour, have their temperature taken prior to entry, and wash hands upon entry.

Families will be informed that registration for new and returning participants will be online through ActiveNet. 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 screening. Multiple screening stations 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 screening and intake.
- Staff will use a mobile check in procedure to sign the camper in and record temperatures and survey questions.
- Take the child's temperature:
 - Staff to wear masks and gloves.

- 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.
 - Check the child's temperature
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet. If using an ear thermometer, the cover must be disposed and replaced between each child.
- Upon completion of screening, camper will be checked in and escorted to their classroom 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. Sun screen 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 10 feet in all directions from other groups or be separated by walls when possible. When not possible visual cues (ex. Cones) will be used to keep groups apart.

The Camp Director camp scheduled including the assignment of floating counselors for staff meals and breaks, support cleaning and other sanitizing requirements. Counselor's schedules will be reviewed and approved by the Branch Executive Director and/or Associated Executive Director.

Daily Schedule and Camp Activities

- Campers and staff should remain and be encouraged to stay three-to-six feet apart whenever 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 10 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) and not mix throughout the day. Groups should move individually through the camp the best they can for rotations, restroom trips, etc.
- Outside Time: Playground will be used by one group at a time and must be sanitized in between groups. Public playgrounds will not be permitted for camp use
- 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 hourly and or after each camper group

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

- Throughout the day, and following each camp group rotations, tables and materials should be cleaned with soap and water, then sanitized with disinfectant. 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 rotations (weekly if not unused) in soap and water and then disinfectant water bath.
- 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:

- Counselors will submit a Sanitizing Verification Form after each area is completed (QR codes and/or Manual forms will be utilized)
- By submitting the form, staff are indicating that the cleaning and sanitizing for the area is complete.
- 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.