

# 2020 XL School Camp COVID Operational Plan



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## **Basic Principles of First Aid**

Preserve Life: Airway, Breathing, Circulation

Prevent Deterioration: Stop bleeding, treat shock, treat other injuries

Promote Recovery: Reassure, relieve pain, handle with care, protect from harm

## **Bloodborne Pathogens**

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharp-related injuries may expose workers to blood borne pathogens.

Bloodborne pathogens require caution. To reduce or eliminate the hazards of occupational exposure to bloodborne pathogens, use PPE (personal protective equipment such as gloves, masks, or shields) to prevent direct contact with blood or other bodily fluids and dispose of PPE in proper containers.

## **Infection Control**

The following prevention and mitigation strategies are in place to slow and limit COVID-19 exposure and spread:

- Parents are only permitted in the building for drop off, one at a time.
- Parents will wait out front and practice social distancing. A Director will be out front to assist and guide the parents.

All Staff and Campers must adhere to the following practices:

- Staying home when ill
- Proper hand hygiene and social distancing in the bathrooms
- Avoiding touching your face as much as possible
- Reporting illnesses and symptoms to the camp Health Director immediately.
- All Staff must wear face masks unless they are outside and able to social distance.

- Must have Drs. Note to return if you have been ill.
- Face masks are encouraged to be worn by campers and are most essential in times when physical distancing is difficult to maintain. It is understood that face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp.
- Hand wash and hand sanitizer stations are in numerous areas around the camp for campers and staff.
- We have developed a Facility Cleaning Protocol.
- Discourage the sharing of items between campers that are difficult to clean, sanitize, or disinfect.
- **No one is permitted to enter the facility during camp hours except staff and campers. Any deliveries should be left in the vestibule.**

### **Hand Washing Practices**

- Wash your hands often or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Instruct campers to wash hands with soap and water for 20 seconds.
- Campers should wash their hands before and after lunch and after using the bathroom.
- Campers should be reminded not to touch their face.

### **Personal Protective Equipment (PPE)**

- All Staff must wear face masks while in the building.
- Staff and campers should wear face masks during activities indoors when physical distancing is not maintained.
- We will have masks available at the front desk if needed.
- Staff and campers must practice social distancing as much as possible.
- Gloves should be worn when touching a camper. Gloves should be disposed of after each use.

- Gloves will be kept in triage, staff room, front counter, camp desk, and party room.

### **Wear your Face Covering Correctly**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Instruct the campers proper face mask procedures. Encourage them and try to make it seem fun. Many will be wearing them for the first time.

### **COVID 19 Education**

COVID-19 is a highly contagious respiratory illness caused by a virus. Most cases of COVID-19 are mild to moderate, like the common cold. But it can be more severe in older adults and people with chronic health conditions.

The virus is most likely to be spread from person to person by droplets when coughing and from contact with surfaces where those droplets have landed. Since this virus is new, health authorities continue to carefully watch how this virus spreads.

### **COVID Signs and Symptoms**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **Monitor Your Health**

- **Be alert for symptoms.**
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
  - Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Camp staff must notify the Camp Administrator if you develop any symptoms immediately. All Staff should practice all guidelines when not in camp.

## **Staff Check-in Procedure**

- All staff must park in the rear of the building outside of the fence along the back.
- Staff should enter the building using the back door by the skating rink.
- All staff must wear a mask while in our facility. The exception is when playing games and when outside and social distancing.
- Sanitize hands first thing when you enter. There is a station right at the staff entrance.
- See a Director at the front desk for a temperature check and Daily Health Screening prior to clocking in. This must be done every time you enter the building BEFORE you begin working.
- Anyone who has a temp over 99.9 will be asked to go home and cannot come back without a doctor's note.

- All staff must notify the Camp Administrator if they are leaving the state of NJ for the duration of the camp season.

### **Camper Check-in Procedure**

Check-in will be done right inside the front door. The tables have been moved closer to the front door to limit entry into the building. Parents are not permitted past the camp desk for any reason. Only one parent may enter to check-in a camper. Once the parent exits, the next camper can come in.

- Parents have been instructed to take their camper's temperature before coming to camp.
- Parents will then be asked to complete the Daily Health Screening with a Director. The Director will then look for signs of illness in the camper.

### **Daily Health Screening**

Each camper and staff will undergo a health screening prior to the start of camp each day. **Each camper must be given a temperature check at the beginning of each day of camp before coming to camp. A parent or guardian must verify that the check was completed.** If any of the below circumstances is true for a camper, that camper must stay home from camp. In the past 3 days, the camper has reported:

- The camper has a fever of 99.9°F or higher
- A cough
- Shortness of breath or difficulty breathing
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion or running nose not related to seasonal allergies
- Unusual fatigue

- Someone living in the household with the camper has reported any of the above symptoms
- The camper has been in close contact with someone with suspected or confirmed COVID-19
- The camper has taken medication to reduce a fever prior to coming to camp

Additionally, camp staff will check the child for other signs of illness, including but not limited to flushed cheeks or tiredness. All campers and staff members will be required to wear a mask during camp.

### **Social Distancing**

- Counselors are responsible for encouraging social distancing among campers throughout the day.
- Campers cannot play any sports/games that require physical contact.
- Master schedules and games have been revised with social distancing in mind.
- Grades will be broken into smaller groups of campers to create social distancing.
- Counselors must do their best to limit physical contact with campers (handholding, hugging, carrying, etc.)
- Counselors must enforce social distancing among campers **as best as possible**, and continually remind campers to not touch one another.

### **Camper Grades**

- Grades will be divided into smaller groups, depending on the number of campers each day. Directors will instruct you on how to split your group.
- Your grade will stay together throughout the day but the smaller groups within the grade will participate in activities together. (If there are 30 campers in your grade, they will be split into 3 groups of 10 when they are playing the games.)
- Grades are always to remain separated.
- Campers are not permitted to switch to another grade.

- When breaking into smaller groups allow friends to stay together.

### **Camp Equipment**

- Each grade has two equipment bags labeled with their grade.
- Grades can not share equipment with other grades.
- If your grade needs something that is not in your bag you can get this from the camp storage room. All equipment in the storage room has been sanitized.
- When you are finished with it, it must be sanitized using the bleach spray and wiped down by a counselor from your grade before putting it back in the storage room.
- ML At the end of the day, each grade will bring their equipment to the staff room and put on the tables in the bags
- CH – At the end of the day, put all used equipment in the disinfecting bins in the staff closet This will be sanitized and hung back up by the cleaning staff at the close of camp.
- Cleaning staff will sanitize all equipment and hang the bags up on the hooks.

### **Surface Procedures**

- Directors will dismiss grades to go to their next surface one or two at a time to practice social distancing.
- Directors will announce when to mask up and sanitize before moving.
- There will be sanitizing stations at the entry to each surface and throughout the facility. Everyone must sanitize their hands before going to the next surface.
- When moving, remind the campers not to touch machines/games/unnecessary surfaces.
- Campers have been encouraged to bring water bottles and they should always have them with them.
- Campers should be reminded to drink plenty of water and refill their water bottles at the water stations. Our water fountain has been turned off

### **Camper Lunch Procedures**



- Campers will be bringing their lunch from home.
- Camper lunches will be kept at the front on designated tables.
- Lunch will be eaten in the party room and lounge.
- A Director will let each grade know when they can leave their surface to go to lunch.
- Each grade will go to the bathroom to thoroughly wash their hands.
- Campers will then grab their lunch before going to their designated lunch area.
- Counselors will make sure each camper has lunch in their possession before moving to the party room.
- Seat campers one seat apart from each other.
- Notify the director immediately if the camper does not have a lunch.
- After lunch, each grade must return to the bathroom to have all campers thoroughly wash their hands and then put their lunch bags back on their grade's designated table.

### **Check-Out Procedures**

- Make sure campers have their book bag and shoes with them after last roll call to make leaving smoother and faster so the parents are not kept waiting outside.
- Parents will come to the camp desk to check- out one at a time and then immediately exit the building. They will be directed to an "X" where they will wait for their camper. Campers will be escorted outside to the parent by our staff.
- We have installed a plastic shield on the camp desk for the protection of our check-out staff.
- **Parents must have a mask to check out their campers.**

## **Managing Covid Symptoms**

### **Staff Who Display Symptoms**

If a staff member feels ill or has any signs or symptoms of Covid, they should immediately notify a Director. They will have to leave camp. They will not be able to return to work until they have a doctor's note clearing them.

### **Campers Who Display Symptoms:**

- If a camper is ill or displays any symptoms of Covid they should be taken to triage immediately. The Health Director will notify a Director.
- **Campers must be isolated in the designated cots in triage.** The camper's parents will be notified, **and the camper must be picked up within one hour.**
- All other campers that need to go to triage must stay in the first two cots.
- After the camper with symptoms leaves the triage, a Director will notify the cleaning team to complete the disinfecting/sanitizing protocol.

### **Camper or Staff Who Test Positive for Covid**

If the camp becomes aware that an individual tests positive for COVID-19, the Camp Administrator will immediately notify the Department of Health-Youth Camp Project, local health officials, staff, and campers of a confirmed case while maintaining confidentiality.

### **Returning to Camp After Illness (Non- Covid)**

Should a camper be sent home from camp due to illness with any of the symptoms of Covid, they must bring a note from their doctor indicating that it is safe for the camper to return to camp.

### **Camper or Staff with Covid-19 Returning to Camp**

Any camper who had signs of suspected or confirmed COVID-19 can return to camp when:

- At least 3 days have passed since recovery (defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath)
- At least 10 days have passed since the signs first showed up
- **If a camper or staff believes they have come in close contact with someone with COVID-19 they should remain home for 14 days.**

### **Contact Tracing Records**

A file for each day of camp will be kept in the Camp Administrators Office and include:

- Daily Health Screening Campers
- Daily Health Screening Staff
- Front Desk Lists
- AM/PM/Daily Staff Schedules
- Daily Surveillance Forms

### **Daily Health Surveillance**

We will continue our practice of completing the Daily Surveillance each day by 1:15 for each grade. Instructions are in the Policy and Procedures. Staff should be paying close attention to campers and always looking for symptoms of Covid.