

# Summer Camp Guidelines

## **A. Facility Requirements:**

1. Check-in/check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six-feet apart. This will be done outside at the back entrance to the Petaluma Community Center.
2. Restroom is accessible during all camp hours, and is regulated to ensure that only one person per stall is inside the restroom facility. Markings will be placed to ensure that people waiting to enter the restroom are six feet apart. We will follow internal guidelines set by City of Petaluma for cleaning and frequency of cleaning.
3. Handwashing facility, or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every 45 minutes. Staff shall carry hand sanitizer with them at all times in their fanny packs.
4. An isolation area (resting station) will be established to keep participants or staff that develop symptoms during camp away from others. Each facility will need a primary isolation area pre-designated and a secondary isolation pre-designated.
  - a. Primary Isolation Area: Dressing Room in Assembly Room
  - b. Secondary Isolation Area: Back Office behind Partition
5. Lunch and snack areas will be set-up to provide six-feet of separation between each group. Lunch and snack areas will be disinfected and sanitized by staff after each use.
6. Each camper group of 12 children or less must be in a separate area and should not interact with each other at any time. The participants in a camper group will remain with that group each day, and cannot be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another camp unit using the area.

## **B. Check-In / Check-Out Procedures:**

1. An area for check-in and check-out of camp participants will be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants will conduct a self assessment prior to arriving on site, and a secondary screening will be conducted during check-in.
2. Clearly visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact. \*Signage of protocols posted on site that we are in compliance with the County of Sonoma Health Ordinance.
3. Prior to arriving to the camp site, staff, participants and parents will perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever of 100°F or higher. They will also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.
4. Upon arrival, camp staff will receive a health screening, which includes taking their temperature with a no touch thermometer. Staff must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are

symptoms of COVID-19. Currently, staff will not be recording and temperatures per guidance by HR Director and concerns over HIPPA.

5. Upon arrival, camp participants will receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.
6. A non-contact (temporal) thermometer will be available for health screening.
7. Staff conducting the health screening will wear a facial covering during the screening.
8. Staff will wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.
9. If a participant has a temperature of 100°F or higher there will be an allowable grace period (up to ten minutes) where the camper can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100°F or higher, a new pair of gloves is required and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.
10. When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the check in/check out desk. Staff will then visual check them out and staff will sign that they visually checked the child out of camp completing the transfer of guardianship back to the parent/guardian.

### **C. Equipment Requirements:**

1. Staff must consider how to minimize touch points between staff and participants, and/or establish processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized should not be used.
2. A container for soiled toys and equipment with soapy water is available (out of reach of children). Any toys/equipment placed in a child's mouth or otherwise contaminated by body secretions or excretions should be placed in the container until they are cleaned and dried (staff must wear gloves when handling contaminated items).
3. Children's books and other paper-based materials are not considered a high risk by the CDC for transmission, but so require additional cleaning to be proactive in standards of disinfecting and sanitization.
4. Each group of 12 campers will have their own set of basic crafts materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept on site.
5. Toys, equipment and games should be cleaned, sanitized and disinfected frequently, at the beginning of the day, end of the day and when used by different participants.
6. Staff and campers are discouraged from bringing any equipment from their home to camp.

### **D. Staff Requirements:**

1. Prior to conducting camp activities, the camp supervisor must ensure that they have sufficient staff to ensure that proper physical distancing occurs throughout the day. They must also have a plan to ensure appropriate staff/participant ratio if staff is identified to have COVID-19 symptoms during the health screening or becomes systematic during the day.
2. Upon arrival camp staff will have their temperature checked and complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and informal health screening was passed, staff will then go to the restroom and wash their hands to start their shift.
3. Staff must be available to lead a camp unit of 12 or less participants. The participants in a camp unit must remain with that group each day, and cannot be moved from one group to another.
4. To the extent possible, staff should remain with their assigned camp unit and should not be assigned to other job functions. Staff should not interact with multiple camp units during the course of a day.
5. Staff must be provided all required PPE to ensure theirs and participants safety. Staff must have a facial covering on their person at all times. Facial coverings must be worn during all transitions. Reusable masks must be disinfected daily. Reusable masks must be disinfected daily.
6. Should staff fall suddenly ill, they will be relocated to the resting station, and monitored. Additional internal guidelines will be followed.
7. In addition to the counselor identified as the Camp Supervisor that assists with supervision when needed, a floater may be designated at camps should the need arise. The floater may assist with supervision, check-in/check-out, etc. The floater must always maintain at least six feet of distance with all other staff and campers and wearing a face covering as to avoid a cross contamination.

#### **E. Management of Participants:**

1. Camps will operate in camp units of 12 participants or less. The participants must remain in their camp unit throughout the camp, and there can be no interaction between other camp units. Each camp unit will need to remain in a separate area/room, and rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new camp unit using it.
2. Areas for each camp unit must be designated. Inside buildings a specific room will be identified for each stable group. For outdoor activities the areas must be designated with cones or other delineators, and should be separated from general park users.
3. Participants must wash or use hand sanitizer to clean their hands every 60 minutes and between activities.
4. All camp participants are required to have a facial covering with them while they are at camp. Once they are in their designated group, participants are no longer required to wear facial coverings.
5. Reasonable accommodations shall still be made for inclusion program participants.
6. Each incident where a camper and/or counselor may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case working with the Parks & Recreation Director and the HR Director due to multiple factors.

7. Lost and found items will be stored individually in clear trash bags sealed and will be stored for ten days and then disposed of by camp staff or facility supervisor.

**F. Lunch/Snack Requirements:**

1. Campers will be provided with prepackaged snacks.
2. Only disposable eating utensils and dishes may be used. Serving utensils may be used by staff but must be cleaned and sanitized after each use.
3. Tables must be cleaned and sanitized before and after each use.
4. Countertops must be cleaned and sanitized after each use and daily.
5. Refrigerator and other storage areas must be cleaned on a daily basis.

**G. Cleaning, Sanitizing, and Disinfecting Requirements:**

1. Areas that are used for camp activities must be cleaned, sanitized and disinfected regularly. Staff must consider a plan to address the cleaning of facilities and areas that are used by camp participants as well as the general public.
2. Restrooms, including faucets, toilets and urinals must be cleaned and disinfected at least every two hours if not more often depending on frequency of use.
3. Hand washing sinks and faucets must be cleaned and disinfected after every use.
4. Staff will be trained at their pre-camp training how to disinfect and sanitize all surfaces of the facility.
5. Countertops must be cleaned and disinfected daily.
6. Floors must be cleaned and disinfected daily.
7. Door and cabinet handles must be cleaned and disinfected daily.
8. Mats, chairs and benches must be cleaned and disinfected daily.
9. Electronic devices such as computers, keyboards, phones, gaming units, remotes, and TVs must be cleaned and disinfected after each use.