

## COVID-19 OPERATION GUIDELINES – Day Camp 2020

This document provides the minimum standards for the City of Rohnert Park to operate summer day camps during summer 2020 in accordance with guidelines set by the County of Sonoma, the State of California, and the US Centers for Disease Control and Prevention (CDC). The guidelines are in place to support the safety of camp participants and staff while continuing to provide a high-quality camp experience. The guidelines are subject to change and may be amended based upon changes to local, state, or federal health orders.

### Guidelines & Roles

These guidelines define how city staff shall be utilized at camp. All employees serving as camp staff shall be provided with and trained on the *Day Camp Handbook 2020* which outlines general staffing procedures for staff to follow. All camp staff shall receive additional COVID-19 protocol training.

**Staffing Ratio & Assigned Camp Units:** Camp staff shall be assigned to a camp unit of no more than 10 participants. Staff members will remain with the same group except for temporary briefs or other short-term relief. If a staff member is unable to work, a replacement staff member will be assigned. Staff members who have been in contact with other camp units during that week are not eligible to be a replacement staff member. *(More detailed information on Camp Units Below)*

**Camp Counselor (Staff):** An adult (aged 18+) hired by the City of Rohnert Park who has satisfied required background checks prior to starting employment as a Community Services Leader. All Camp Counselors are required to attend a pre-camp training.

**Camp Director:** The lead part-time staff member for a specific camp. They oversee all operations of the camp. This can be either an hourly staff member that is a job-class of Senior Community Services Leader or a full-time staff member. This person is not assigned to a camp unit and has limited direct interaction with participants. They are to follow the same guidelines as a “Floating Staff” (see below).

**Floating Staff:** Refers to a staff member who floats between groups to assist with supervision, check-in/check-out procedures, facility cleaning, and setup/take-down activities, etc without groups present. This person is not assigned to a specific camp unit and must always maintain at least six feet of distance with all other staff and campers.

### Procedures

**Personal Protective Equipment (PPE):** All staff shall be provided with necessary PPE. This includes a mask, gloves, and hand sanitizer. Reusable masks that have been provided must be washed each day. Staff may bring their own mask from home if it is either new or has been washed prior to use each day.

**Employee Self-Screening:** All employees are required to perform a daily health screening as outlined in the *Employee Self Screening Memo* dated April 16, 2020. This includes answering a set of health questions and reporting to one’s supervisor that they are free from any of the listed symptoms for at least the preceding 24 hours.

**Social Distancing:** Community Services has implemented a series of protocols to promote social distancing. These guidelines are consistent with the health orders of the County of Sonoma for operation of Child Care (camp) facilities.

**Camper Social Distance:** Campers shall be required to maintain at least 6 feet of distance between each other during periods when they are not in their designated camp unit.

**Creation of Camp Units:** Prior to each camp session, campers will be assigned to a group that they will remain with throughout the entire session. Campers will be able to request other camper to be in their unit. At least one request will be granted whenever possible. Siblings shall be placed in the same unit unless their difference in age does not allow them to participate together. Under current health orders, groups will be limited to 10 participants and will be assigned a maximum of two staff persons per session (week). Staff and participants shall not intermingle between camp units.

**Retention of Camp Units:** Camp units shall be stable groups and for repeating programs participants shall be assigned to the same camp unit for each program occurrence, subject to applicable requirements of the County of Sonoma Health Officer.

**Rotation of Camp Units:** Each camp unit will need to remain in a separate area/room. Rotation of areas can only be performed if the area is cleaned, sanitized, and disinfected prior to a new camp unit using it. Camp unit rotations shall be done in a manner that minimizes interactions between units (example: no passing in the halls).

### **Cleanliness Guidelines**

Areas that are used for camp activities must be cleaned, sanitized, and disinfected regularly. Staff shall follow the plan below to address the cleaning of facilities and areas that are used by camp participants as well as the general public. Staff shall utilize guidance for cleaning of specific items and the use of appropriate cleaning products from the CDC.

**Sanitizing (Cleaning):** The removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Using a soap and water solution after disinfecting avoids harsh chemical residue being left on surfaces.

**Disinfecting:** Using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Staff will utilize a disinfectant approved by the EPA for use against COVID-19.

**Hand Sanitizer & Hand Washing:** Hand sanitizer shall be provided at the camp site for all participants and staff. It is recommended that participants and staff wash their hands or use hand sanitizer at least once an hour or more frequently as needed. Camp participants shall be reminded that proper hand washing requires washing with soap and water for at least 20 seconds.

### **Facility Cleaning**

- Pre-camp staff training will include best practices to disinfect and to sanitize all facility surfaces.
- Restrooms, including faucets, toilets, and urinals must be cleaned and disinfected daily. If the restroom is used, staff shall spray disinfectant on high-touch surfaces after every use.
- Drinking fountains will not be utilized. Participants will be required to bring their own water bottle(s). Staff will assist in refilling water bottles at the kitchen area/sink and will ensure no

contact is created with the water bottle and the water-dispensing unit. Staff will have backup disposable water bottles for campers who forget their water bottle.

- Countertops must be cleaned and disinfected daily and as needed. Disinfected surfaces must also be wiped down with sanitizing solution prior to use.
- Floors must be cleaned and disinfected daily and as needed.
- Door and cabinet handles must be cleaned and disinfected daily.
- Mats, chairs, and benches must be cleaned and disinfected daily and between uses.
- Camp cubbies shall be cleaned and sanitized each week or between use by different campers.

### **Equipment Cleaning**

**Camp Unit Equipment (Kit):** To minimize shared equipment, each camp unit shall be assigned their own basic sets of equipment for use throughout the week. When possible campers will be given individually labeled sets of supplies. Items that are not able to be assigned to individual campers, such as playground balls, cones, cooking supplies etc will be washed after each use. This entire kit shall be cleaned daily and more often as necessary.

Common equipment that is used by multiple camp units shall be minimized. When equipment is used by multiple units it shall be cleaned and/or sanitized as appropriate for the piece of equipment and its intended use.

For items that cannot be practically or safely disinfected (mostly soft and porous materials or food service items) staff shall clean those items with a soap and water solution.

### **Camp Unit Rotation Cleaning**

Camp units may rotate between different areas within the camp facility. Only one unit may occupy an area at a time. When transitioning between areas, units must first clean and sanitize the high touch surfaces in the area they are leaving, such as tables, chairs, door handles and any common equipment.

**Eating Area:** Tables, countertops, and refrigerators are to be cleaned and sanitized daily. If groups are eating outdoors staff will be sure that entire area used is cleaned and sanitized as appropriate for outdoors. Camp units will have their own eating areas.

### **Camp Site Guidelines**

These guidelines define policies and procedures for use of the site.

### **Camp Location**

**Community Center South Lawn – Rohnert Park Community Center /Callinan Sports and Fitness Center Complex**

**Mask or Face Coverings:** All participants and staff shall be required to have a mask or face covering with them at all times. All adults and staff shall be required to wear a mask or face covering during camper check-in and check-out. Children and staff within the same camp unit are allowed to commingle and are not required to maintain a six-foot distance from each other at all times. For children two (2) years of age or older, the Health Officer encourages parents and childcare providers to follow the guidance of the American Association of Pediatrics when masking children over two years of age.

(<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/masks-and-children-during-covid-19/>). Face Coverings practices should be consistent with the cognitive and developmental capabilities of the child when in a childcare setting.

Per the CDC, cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

**Camp Check-In/Out Location:** Camp check-in shall take place at the following locations

Check-in and Check-Out Time: Check-in will have staggered drop-off times. Check-in time will begin 30 minutes prior to the start of camp (8:30am) and parents will be assigned a drop-off window prior to the first day of camp. Check-out time will begin 10 minutes before the end of camp (3:50pm) and will be extended to 15 minutes after the end of camp (4:15). Parents will be given a preferred pick-up window.

Community Center South Lawn: Check in will take place outdoors near the back side of the Performing Arts Center.

Check-in area shall have markings in front of the table to illustrate 6 feet of separation between family units during drop-off.

- The check-in table shall be equipped with a sneeze guard for the staff person checking in participants.
- The staff person responsible for check-in shall not be assigned to a camp unit unless the camp unit is the only camp unit on site. The staff person must wear a mask at all times during check-in and wear disposable gloves.

**Camp Check-in Procedure (staff and participants):**

Prior to arriving to the camp site: Staff, participants, and parents must perform a self-conducted health screening by taking their temperature and ensuring that they do not have a fever of 100.4°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

Upon arrival: Camp staff and participants must receive a health screening, which includes taking their temperature with a no touch thermometer. Staff and participants must not have a temperature of 100.4°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. **All participants and accompanying adults are required to wear a mask throughout the check-in process.**

Currently recognized symptoms of COVID-19 are the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever

- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

If a participant has a temperature of 100.4°F or higher there will be an allowable grace period (up to fifteen minutes) where the camper can wait with their parent/guardian in a vehicle or at 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.

Once the health screening is complete the staff person shall sign in the child (parent does not need to sign anything) and direct the child to their camp unit. **Non-participants are not permitted in the camp facility.**

### **Camp Check out Procedure**

Check-out Time: The standard check-out period begins 30 minutes prior to the end of the camp day. At this time a check-out table will be setup under the same guidelines as check-in. If a parent expects to check their child out earlier, they should notify staff at check-in and arrangements will be made.

Checking out: When parent/guardians want to check out their child, they will remain six feet apart and will approach the staff person at the check-out table. Staff will check the ID of the parent/guardian picking up the child. Then either verbally or by radio the staff will summon the child to the check-out area to leave with their parent/guardian. Once the child leaves, staff will complete the sign-out sheet for the child. Parents waiting for their child will be directed to an outdoor waiting area maintaining at least 6 feet from other family units.

**Camper Belongings & Lunch:** Campers will be asked to bring only a single backpack or bag to camp containing everything they need for the day. These items should include at a minimum:

1. Lunch
2. Snack
3. Water Bottle
4. Cloth face covering or mask

Campers shall have a single cubby or clearly designated area to keep their belongings. These areas shall be cleaned and disinfected at the end of each week.

**Sharing of Belongings:** Campers are not permitted to share any of their belongings, including food, with other campers outside of their household.

**Sunscreen:** Due to the amount of time campers likely will spend outdoors it is recommended that campers come to camp with sunscreen applied. It is also recommended for campers who are able to

apply sunscreen themselves to bring sunscreen with them. Staff will not apply sunscreen to campers. For participants that need assistance with sunscreen application, spray on sunscreen should be used.

**Restrooms:** Restroom usage shall be closely monitored by staff. No more than one camp unit may use restrooms at one time. Markings shall be on the floor to establish a line for utilizing bathrooms. Touched surfaces shall be disinfected after each use (see above "Facility Cleaning").

### **Camper or Staff Illness**

**Suspected Illness at Camp:** If a camper or staff experiences symptoms of illness the camp director must be notified immediately. The camp director shall take action to remove the participant or staff from the group to a designated resting area for further assessment.

**Child Sent Home:** If a child is suspected of being ill the camp director shall call their parent/guardian and they will need to come and pick up their child as soon as possible.

**Returning to camp:** Participants or staff who experience symptoms of COVID-19 shall not return to camp for 14 days from the onset of symptoms or until they have received a negative COVID-19 test result or have been advised by a medical professional that they may return to such activities.