



These new protocols are designed to provide camp experiences to our families with an increased focus on preventing the possible spread of general illness and COVID-19. We have evaluated all aspects our summer day camp program and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania (as of May 26, 2020) and are subject to change.

### **General Guidelines**

- Campers may only bring essential items such as spray-on sunscreen, bathing suit, towel, peanut-free lunch, snacks, water bottle, hats, sandals/crocs, and a change of clothes for younger campers.
- Parents must disinfect everything that comes home in the backpack each evening.
- Before coming to camp, parents must to screen their children for fever (over 100.4) coughing, runny nose, sore throat, diarrhea, or excessive tiredness or irritability and if a child is displaying symptoms, they should not come to the Y.
- **No Visitor Policy** - No visitors, including parents, will be permitted beyond their cars without prior approval.
  - All Campers will observe stable group recommendations for social distancing. A social group is a group of up to 9 children that stays together throughout the day.
  - Mixing of stable groups is discouraged.
- Masks will be worn by the staff per State of Pennsylvania requirements.
- Any parent or child entering the camp location must go through the Health Screening Process, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
  - Any parent entering the YMCA must wear a mask.
  - Masks for children are recommended but not required.

### **Registration**

- Registration for the upcoming week closes on Wednesday at 6pm.
- Camp Directors must make sure that everyone has completed all required paperwork (included ePACT) and all payments are complete.
- Calls will be made on Thursday/Friday notifying families that their child cannot attend unless all registration material is completed by Friday at 9pm.
- Emergency contact information needs to be complete
  - In the event a parent is exposed at work, another individual will need to pick up the child.

### **Camp Staff Screening upon Morning Arrival**

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a temperature check, which will be documented as completed.
  - Temperature may not exceed 100.4. If it does, staff will not be permitted to work and will be sent home.
- After the screening, staff will be directed to the hand washing station to wash their hands using soap and water.
- The thermometer needs to be disinfected between each use. Gloves worn by the screener only need to be changed if they have contact with the staff person being screened.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms)

**ALL STAFF SCREENING WILL BE RECORDED &  
sent to HR on a regular basis.**



### **Child Arrival - Drop off /Sign in Process**

- Drive through limited contact drop off procedure will be used.
- In general, adults should NOT exit their car and must wear a mask if they do so.
- Multiple stations may be needed at larger branches.
- One staff person (this staff member must be wearing a mask, gloves and eye protection) will approach the car window and:
  - Ask the parents the Health Screening Questions
  - Take the child's temperature and observe for any signs of illness.
  - Log in the arrival time (parent may have to sign them in using their own pen) and the anticipated pick up time.
  - Ask if there is any medication to be dropped off.
- The campers will then be escorted to their group, by a staff person.
  - Groups may not congregate by the drop off areas.
- Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- No payments or paperwork will be accepted at drop off.
  - Electronic draft payments will be encouraged.
- Staff are expected to monitor children for signs and symptoms of illness and notify the supervisor immediately and notify the director if any child develops signs or symptoms of illness.

### **Child Departure/ Pickup Process**

- Parents will inform the staff they are at the YMCA, then cars will enter a pickup line.
  - No parents should park and get out of their car except to buckle children into seatbelts.
- Child will be called to the pick-up area using radio communication.
- Staff members will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as possible.
- The staff person will log in the departure time and name of the adult picking the camper up.
- Staggered pick up times will be suggested.

### **Groups (per PA Dept. of Health Guidelines)**

- No group may be larger than 10 (including the camp counselor).
- Stable groups should remain the same for the entire week.
- Stable groups should not commingle with any other groups.
- Stable groups should include siblings when appropriate.

### **Social Distancing/Stable Groups**

Social distancing requires a combination of several procedures.

- Social Distancing in the Drop-off & Pick-up time will be accomplished by physical demarcations among age groups within a space.
- Stable Groups, throughout the day, will function as a cohort of children and staff that stay together.
- Staff will maintain the 6 ft. recommended distancing from each other, whenever possible.
  - Groups should enter camp areas when those areas have been vacated by other groups and disinfected prior to the new group using the space by Camp Staff using YMCA supplied products.
  - Camper Groups and staff should remain at least 6 feet apart at all times.
  - Staff must refrain from any physical contact with parents and campers including, but not limited to; side hugs, high fives, shaking hands and pats on the back.
  - Seating areas will be set up so stable group seats are appropriately spaced (minimum of 6 feet apart), and surfaces will be cleaned and disinfected after camp closes each day by the Facility Staff using YMCA supplied products.



### **Camper Orientation**

Camper orientation, on the first day of every session, will include:

- A discussion on the need to be attentive to social distancing and social engagement.
- Social distancing – maintaining safe spaces between others and “stable group” concept.
- Handwashing areas and disinfecting stations – how to wash your hands - 20 seconds minimum using soap and water and appropriate use of disinfectant.
- Continued reinforcement to keep hands away from face.
- Sneezing and Coughing etiquette – cough or sneeze into your folded elbow or into a tissue.
  - Tissue needs to be disposed of in a trash can and hands need to be washed immediately.
- Respect other people’s belongings – avoid touching other people's backpacks, personal water bottles, and not touching other campers, etc.
- Handouts will be published and sent to parents **via email** regarding how we are going to discuss the need for social distancing at YMCA so they can review with their children.

### **Hand Washing for Staff and Children**

Hands should be washed upon arrival at Camp, moving between locations, at the end of the day as well as:

#### **BEFORE**

- Eating, handling food or feeding a child
- Giving or applying medication
- Playing in water

#### **AFTER**

- Using the toilet
- Being outside Handling bodily fluid – like runny noses, sneezing
- Handling garbage
  - Schedule will also include “as needed” washing times.
  - Ensure that all hand washing lasts for at least 20 seconds.
  - Hand washing with soap and water is preferred to hand sanitizer.
    - Hand sanitizer is an option but must be maintained in a safe manner and can only be used on clean hands.
    - Even after using hand sanitizer, hands should be washed with soap and water as soon as possible.

### **Using Y Indoor Facilities**

- Use the largest indoor space possible.
- Campers inside, will remain in their stable groups.
  - Social distancing between groups should be maintained.
  - Seating areas should be designed with this in mind.
- During inclement weather situations, Camp Staff will need to monitor and disinfect surface areas used by campers using YMCA supplied products.
- Branches will develop a written plan on spaces to be used including the maximum capacity for each space for both regular programs and emergency weather situations.



### **Using Y Outdoor Facilities**

- Stable groups need to remain apart from other groups.
  - Groups should not commingle with other groups.
- Seating areas used during regular programming will follow stable group spacing.
- Surfaces need to be disinfected by Camp Staff after a group vacates an area before being used by the next group.
- Facilities Staff will disinfect all outdoor tables and chairs at the end of the camp day following YMCA protocol using YMCA supplied products.

### **Program Plans**

- Areas should be free of clutter and unnecessary supplies and equipment.
- Soft surfaces should be removed and avoided when they can be.
- Seating should be at least 6 feet apart.
- Tables need to be of a surface that can be cleaned and disinfected.
- Supplies should not be shared by campers/staff and any supplies used should be cleaned and disinfected (i.e. scissors, markers).
- Disposable items should be used when possible (i.e. Popsicle sticks in small cups of paint instead of glue bottles).
- Identify Camp Directors and other Camp staff to help develop activity plans and resources with adaptations for different age groups in each of the programmed areas.

### **Meals**

- Hands need to be washed before and after eating.
- Campers and staff need to sit in stable groups, with 6 feet between groups.
- If staff assist an individual camper, they need to disinfect their hands before eating or helping another camper.
- All campers need to dispose of their lunch trash themselves.
- Campers will wash down their picnic table with soap/water after eating, which will be supplied by Facility Staff each morning.

### **Staff and Training**

- The Camp Director is responsible for monitoring adherence to YMCA COVID-19 protocols.
- Staff will complete a COVID-19 specific training.

### **Cleaning and Disinfecting**

- Cleaning and disinfecting needs to occur on a regular basis during the day, after a group vacates and room, using YMCA supplied products, and at the end of the day.
- Campers will disinfect the lunch tables with soap/water after they finish eating. The supplies will be furnished by Facility Staff daily.

### **Camp staff will follow YMCA disinfecting procedures.**

- End of day disinfecting needs to be documented.
- Disinfecting supplies will be provided to Camp staff by Facilities staff.



**Illness (suspected COVID-19)**

- Child or Staff person with signs of any illness will be removed to an identified sick area. Staff will be trained on the location and usage of the identified space during training. If it is used/occupied by suspected person w/ COVID, then the room must be left vacant for 24 hours before being disinfected, after being occupied.
- Symptoms will be evaluated including temperature check.
- Based on symptoms, the child will be asked to put on a mask.
- Children may not be left alone in the sick area.
- Parents will be asked to immediately pick up their child. Staff member will be sent home to self-quarantine.

The identified sick area ideally needs to be located near an outside door where parent pick up is easily accessible, and the sick child does not need to travel through the building. Attempt to provide extra ventilation (windows) when possible.

Parents will need to be directed to this area and not follow the daily pick up instructions.

**Enforcement**

- The Camp Director is responsible for all cleaning and disinfecting protocols, as well as to maintain the Area Disinfection Log and ensure all staff are disinfecting the camp areas as stipulated.
- The Health & Safety Officer, Branch Executive and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule.
- Staff who are observed not following and enforcing policy/procedure will be retrained as soon as possible. Failure to follow or enforce the COVID-19 Protocols may result in disciplinary action up to and including employment termination.