

THIS IS A LIVING DOCUMENT AND WILL BE UPDATED AS NEEDED

When this document is updated a notice will be issued to staff and parents of changes

Background

The following provides the minimum standards that must be achieved to operate Day Camps in accordance with Physical Distancing and Sanitation Protocol, as defined in the existing County of Alameda Order of the Health Officer and Emergency Regulations effective May 2020. These guidelines also align with the CDC Interim Guidance for Child Care Program and Reopening guidelines created by the American Camp Association. All City of Newark Recreation & Community Services Department camps must be able to comply with these guidelines to operate. These guidelines are subject to change based on changes in local, state, and federal directions related to COVID-19.

Definitions

American Camp Association: is a national member lead organization that provides camping standards and accreditation.

Camps: foster children's emotional, social, and physical and creative growth through various interactive activities and relationships with role model counselors.

Camp Counselor (Staff): an employee hired by the City of Newark having received necessary background checks and health screenings prior to starting employment as a Recreation Specialist. All Camp Counselors are required to attend a Pre-Camp Training.

Camper Cubbies: A box or designated area will be pre-designated for each camper and safely stored one foot apart from other camper cubbies for camper backpacks, jackets, etc. to be stored safely into in pre-designated room for each camp unit.

Camp Director: An informal title given to the counselor that is lead staff member for a specific camp and oversees all operations of the camp. Each room will have a Camp Director and a Co-Camp Director. The Recreation Supervisor will have full oversight, direction, recommendations, etc. of the entire camp program.

Camp Unit: A unit of counselor to camper ratio of 2:12. For camp Newark, there will be five camp units. Units will be set up by age, family groups, or mixed-age. Household units will

remain together throughout their camping experience. Camp units will not intermingle with other camp units at the same site.

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

COVID Carry Kit (Fanny pack): similar to a pool lifeguard go pack containing essential items, such as hand sanitizer, 10 pairs of nitrile gloves, etc.

Disinfecting: refers to 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. This is best described to staff as a bleach/water ratio solution where protective PPE must be worn and Safety Data Sheets (SDS) must be provided to staff at sites where camps are hosted. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water. This camp will be using Hillyard Re-Juv-Nal which is a disinfectant, detergent, virucide, fungicide, mildew-stat, and deodorizer. It will be premixed in spray bottles and clearly labeled.

Extended Camp Care: Will NOT be offered for this camp

Floater: Refers to the staff member that floats between the groups to assist with supervision, check-in/check-out, refilling water bottles, etc. The floater must always maintain at least six feet of distance with all other staff and campers as to avoid a cross-contamination whenever possible.

Household Unit: Previous camps divided campers by age to maximize the camping experience for all. This camp will keep all related family members together. Camp units or groups might be mixed aged for this camp.

Kitchen Caddy: is a toolbox object that has all necessary materials for staff to check-out with them to disinfect and sanitize locations after each use, it has necessary PPE, and also has a no-touch thermometer.

PPE (Personal Protective Equipment): includes, but is not limited to gloves, and masks.

Pre-Camp Training: Mandatory for all staff working summer camp to attend. All aspects of camper management will be covered as well as COVID-19 care and treatment guidelines.

Resting Station (Isolation Area): This will be the conference room at Silliman at some facilities can also be another room where a camper or counselor can be isolated should they fall ill suddenly. There will be a chair and rest mat for the camper or counselor to rest on.

Safety Data Sheets: a Safety Data Sheet (formerly called Material Safety Data Sheet) is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product. Silliman's is located in the supply room behind the front counter area.

Sanitizing (Cleaning): refers to 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. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting. Depending on the soap and water solution, it may require Safety Data Sheets (SDS) to be on site for this solution.

Transfer of Guardianship: This refers to who has legal responsibility of a minor. Once the parent/guardian "transfers the guardianship" of the minor in their care, the oversight of that child now becomes the City of Newark's responsibility.

Facility Requirements

Staff must assess facilities to ensure that proposed camp activities can be conducted with necessary physical distancing prescribed by the County of Alameda Health protocols for Childcare and or camps, whenever possible. The following requirements must be met for both indoor and outdoor camp times.

- Check-in/check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six-feet apart. It is recommended that this be done outdoors. Check-in/check-out will be located in pre-designated spaces for each grouping of campers, so parents/guardians do not bottleneck more than 12 per location while maintaining a six feet gap between each household cluster waiting to check-in.
- The restroom is accessible during all camp hours and is regulated to ensure that only one person per stall is inside the restroom facility. Markings must be placed to ensure that people waiting to enter the restroom are six feet apart. Follow internal guidelines set by City of Newark Recreation & Community Services Department for cleaning and frequency of cleaning. Group rooms with restrooms will utilize those areas first. Other group areas without a bathroom will have a designated area. Both BIG locker rooms will be CLOSED.

- Handwashing facility, or hand hygiene stations, must be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every 60 minutes or sooner. Staff shall carry hand sanitizer with them at all times in COVID Carry Kit.
- An isolation area (resting station) This will be the conference room at Silliman. Can also be another room where a camper or counselor can be isolated should they fall ill suddenly. There will be a chair and rest mat for the camper or counselor to rest on. This can also be other rooms to isolate the camper and/or counselor. Each facility will need a primary isolation area pre-designated and a secondary isolation pre-designated.
- Lunch and snack areas must be set-up to provide six-feet of separation between each participant. Lunch and snack areas must be disinfected and sanitized by staff after each use.
- Signage area is available at the entrance to be visible by staff and participants.
 - Each camp room will have signage on the outside of the door.
- Each camper group of 12 children or less must be in a separate area and should not interact with each other at any time. It should be noted, the City of Newark will target each camp to be a 2:12 counselor to camper ratio. The participants in a camper group must 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.

Check-In / Check-Out Procedures

An area for check-in and check-out of camp participants must be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants must conduct a health screening prior to arriving on-site, and a secondary screening must be conducted during check-in.

Group 1: Preschool Room (Back playground gate)

Group 2: Teen Center (Teen patio gate)

Group 3: Activity Room (Front outside patio door)

Group 4: Meeting Room (Phase I main entrance doors)

Group 5: Aquatic Event Rooms (Phase II aquatic rentals entrance)

- Clearly visible signage must 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 whenever possible; and not engage in any unnecessary physical contact.

- 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°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 must 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 any temperatures per concerns over HIPPA.
- Check-in time or location must be staggered to ensure that no more than 12 participants are checking in at the same time or location. Check-in area must be marked to indicate 6 feet of separation between every participant/parent.
- Upon arrival, camp participants must 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.
- A non-contact thermometer must be available for health screening.
- Staff conducting the health screening must wear a facial covering during the screening.
- Staff must 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.
- 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.
- When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the window or door. 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. Staff in the office will use their

time wisely and get campers in clusters of same working camp units as necessary to be transferred back to their parents.

Equipment Requirements

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.

- 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).
- 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.
- Each participant should have their own set of basic crafts materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept on site in individual plastic pencil cases. The camp will provide all these items for each participant.
- 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.
- Staff are discouraged from bringing any equipment from their home to camp.

Staffing Requirements

Prior to conducting camp activities, the camp director 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.

- 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.
- 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. The current target for a camp unit is 12 campers.

- 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.
- Staff must be provided all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during all camp activities. Reusable masks must be disinfected daily.
- Should staff fall suddenly ill, they will be relocated to the resting station, and monitored. Additional internal guidelines will be followed.
- In addition to the counselor identified as the Camp Director 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, refilling water bottles, 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 whenever possible.

Management of Participant Requirements

Camps must operate in camp units of 12 participants or less (City of Newark is targeting 12 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.

- 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.
- Participants must wash or use hand sanitizer to clean their hands every 60 minutes and between activities.
- Reasonable accommodations shall still be made for inclusion program participants.
- 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 Recreation Director and the HR Director and Recreation Supervisor due to multiple factors.
- 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.

Lunch, Snack and Consumption Requirements

Campers will be provided with prepackaged snacks, but they must bring their own lunch that will then be stored in each room. The lunch box should be a paper bag or a hard surface that can be wiped down.

- 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.
- Tables must be cleaned and sanitized before and after each use.
- Countertops must be cleaned and sanitized after each use and daily.
- Refrigerators and other storage areas must be cleaned on a daily basis.

Cleaning, Sanitizing and Disinfecting Requirements

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.

- 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.
- Hand washing sinks and faucets must be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Participants can bring bottles. Staff will be responsible for refilling water bottles in their rooms and will ensure no contact is created with the water bottle and others. Staff should wear gloves. If a child forgets a water bottle, they will be provided a paper cup.
- Staff will be trained at their pre-camp training how to disinfect and sanitize all surfaces of the facility.
- Countertops must be cleaned and disinfected daily.
- Floors must be cleaned and disinfected daily.
- Door and cabinet handles must be cleaned and disinfected daily.
- Mats, chairs and benches must be cleaned and disinfected daily.

- Electronic devices such as computers, keyboards, phones, gaming units, remotes, and TVs must be cleaned and disinfected after each use.