

CYO Day Camp Operations Procedures Summer 2024

1.0 Communication

Create a communication systems for staff and families for self-reporting of symptoms and notification of exposures and closures.

Communication with Parents

- All parents will be informed of the new safety and procedures put in place for the summer of 2024 at the Mandatory Parent Meetings the week prior to Camp beginning.
- All parents will be sent a hard copy of the Operating Procedures as well as a copy of our ongoing Safety and Operating Plan.
- Weekly Emails will be sent to all parents
- Parents will be advised to screen their children in the morning and not send a child with a fever of 100.4 or higher to camp or if they are coughing or have shortness of breath.
- Communicate to parents the importance of keeping children home when they are sick.
- Advise parents to stay in their cars at parent drop-off and pickup.
- Any parent who needs to enter the camp buildings must be screened by a staff member prior to entering.

Communication with Staff

- Educate all staff on the symptoms of virus and the importance of vigilance and action. Symptoms include:
 - Fever
 - Cough
 - Shortness of breath
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
- Ensure that staff are familiar with screening procedures.
- Train staff on healthy hygiene so that they can communicate to, teach and assist children, including proper hand washing/sanitizing, avoiding touching their eyes, nose, or mouths, and covering their sneezes and coughs.

- Ensure the kitchen and maintenance staff are trained and up to date on appropriate food handling and preparation practices.
- Train all staff in proper cleaning and disinfecting procedures.
- Face coverings should be worn whenever social distancing is not possible, and by all unvaccinated staff.
- Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
- Communicate to staff the importance of being vigilant for symptoms in themselves and children. Staff must inform camp if or when they start to feel sick.
- Hand sanitizer should only be accessible when monitored by a staff member.

Communication with Children

- Communicate to, teach and assist children, including proper hand washing/sanitizing, avoiding touching their eyes, nose, or mouths, and covering their sneezes and coughs.
- Instruct children to immediately report any symptoms of illness that they feel.
- Post signage around camp with visuals depicting proper handwashing/sanitizing techniques, avoiding touching eyes, nose, and mouths, and covering coughs/sneezes.
- Reassure children that they are at a very low risk for getting sick and that we have put many safety protocols into place.

Communication with Vendors

- Non-essential visitors will not be permitted on camp property during the day.
- As much possible, essential visitors will be scheduled to come outside of hours children are present, or at least outside of the regular camp day.
- Any visitor entering camp must be screened prior to entering.

Communication with Local Health Departments, EMS, and Hospitals

- Check State and local Health Department notices daily about transmission in the area and adjust operations accordingly.
- Communicate updated emergency procedures to the local Health Department.
- Have the local Health Department review health and safety procedures for summer 2024.
- Inform the local Health Department immediately if there are 4 or more of any cases or suspected cases of Covid-19 or other disease within the camp.
- Monitor First Aid Office traffic.

2.0 Content and Guideline Communication

Communication on Policies and Procedures

- Provide all parents, guardians, and staff members with written policies and procedures regarding health, safety, and exclusion for camp 2024.
- At staff orientation, review all health, safety, and exclusion policies and procedures.

3.0 Health – Screening and Preventing COVID-19 Infections and other Communicable Diseases

Camper Health: Screening and Assessment

- Parents should take their children's temperature before coming to camp.
- Anyone with a fever of 100.4 or higher or other signs of illness will not be allowed to remain in camp .
- First Aid Staff will advise the Camp Director if in fact after temperature screening and or visual assessment that there is an issue.

Staff Health: Screening and Assessment

- All staff members feeling ill or under the weather should self-test their temperature at home before coming to camp.
- Any staff with a fever of 100.4 or higher should not attend camp. If they are screened at camp with a fever they will be sent home.

Testing and Screening

- Anyone exhibiting symptoms after being admitted to camp will be screened by first aid and placed in Quarantine Room.
- Anyone with a fever of 100.4 or higher will be isolated in a designated room in and monitored until they can be picked up.

Preventing Spread

- **Handwashing**
 - Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water or sanitizer with 60% alcohol or higher:
 - as soon as arriving at camp
 - when hands are visibly dirty
 - after caring for a sick person
 - after using the restroom
 - before eating, preparing, or handling food

- Supervise handwashing by children under age 8 and assist if needed. After assisting, staff members should also wash hands.
 - Remember to supervise children when they use hand sanitizer to prevent swallowing alcohol.
 - Place posters describing handwashing steps near sinks.
- **Face Masks and Cloth Face Covers**
 - We will have a supply of face coverings for all staff available
 - We will have a supply of face coverings for all campers available
 - We will provide office staff and nurse's staff with disposable masks.

4.0 Facilities

Offices and Office Areas

- No unnecessary people shall be allowed to enter the camp office.
- All surfaces shall be disinfected regularly.
- Electronic surfaces shall be cleaned and sanitized regularly.
- Doorknobs and shall be cleaned regularly

Health Center and Sick Person Isolation Area

- Designate an isolation room near the First Aid area and the Camp Office for any person who becomes sick.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Once the person is sent home, all areas used by the person should be closed off and disinfected.

Dining Areas

- Tables will be cleaned and disinfected daily

Indoor and Outdoor Facilities

- All common and shared spaces will be cleaned and disinfected regularly.

Sports Equipment

- All sports equipment shall be sanitized and disinfected regularly.
- Any equipment that is contaminated with bodily fluids should not be used until it can be cleaned and sanitized.

Building Ventilation

- All buildings will be properly ventilated to ensure adequate airflow.
- Rooms will have EITHER the windows open or the air conditioning on to help with ventilation at all times
- All air conditioners will be inspected, cleaned and maintained by the facility maintenance staff
- When at all possible doors will remain open to allow fresh air to circulate.
- When possible, windows will remain open to allow fresh air to circulate. In cases of heat then air conditioning must be on.

Common and Shared Spaces

- All common and shared spaces will be cleaned and disinfected regularly.

Cleaning and Sanitizing

- Clean and disinfect activity areas and equipment regularly .
- Clean surfaces with soap and water or detergent.
- Clean and disinfect frequently touched surfaces regularly, including tables, doorknobs, light switches, counters, chairs, toilets, faucets, sinks, water coolers, computers, etc.
- Wipe down all electronic equipment/surfaces after use.
- Any equipment that is contaminated with bodily fluids should not be used until it can be cleaned and sanitized.
- Provide EPA-approved wipes to staff for quick and easy disinfecting.

Pool

- Consider encouraging campers to wear bathing suits to camp to lessen changing time

5.0 Food Service and Deliveries

Cafeteria Workers PPE and Protocols

- Kitchen staff must wash hands before beginning food prep.
- Staff should wear disposable gloves while preparing food.
- Anyone handling food or packaged food should wash hands first, and then put on disposable gloves.
- Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.

Vendor Procedures for Deliveries and Supplies

- All deliveries to camp should be made outside of camp hours.
- If a delivery must be made during camp hours, delivery personnel should not be in proximity to campers or staff.

No Contact Protocols

- Meals should be plated for each child so that children are not using the same serving utensils.
- Dishes, utensils, and cups should not be shared, and should be disposed of after use.

Cleaning and Disinfection

- Dishes and utensils used for food preparation or serving should be:
 - Washed thoroughly with soap and water
 - Dipped in a bleach solution and allowed to sit for 1 minute before rinsing (bleach label must specify that it is not expired and is intended for disinfection; solution should be 1/3rd cup per gallon of water and must be mixed daily)
- Any tables and chairs used for lunch must be cleaned and sanitized after.

6.0 Cleaning and Disinfection

Increased Frequency of Cleaning

- All activity areas must be cleaned and sanitized regularly.
- All frequently touched surfaces must be cleaned and disinfected regularly throughout the day, including tables, doorknobs, light switches, counters, chairs, toilets, faucets, sinks, water coolers, computers, etc.

7.0 Visitors/Tours

- Non-essential visitors will not be permitted on camp during camp hours.
- Essential visitors should be scheduled outside of camp hours if possible. If not possible, any person entering camp should be temperature screened at a designated location before entering.

8. Supplies List

- Soap
- Hand sanitizer
- Alcohol wipes
- Ziploc bags
- Face masks
- Disposable gloves
- Disinfectant spray
- Temporal thermometers
- Tissues
- Trash cans