



## YMCA of Pawtucket

### Summer Camp COVID-19 Control Plan

Westwood YMCA 2093 Harkney Hill Rd Coventry RI 02816

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**The YMCA is committed to providing a safe, fun summer experience for our youth. In addition to our main facility COVID-19 Control plan, we have adopted the state guidelines for our summer camp operations as follows:**

#### **Illness Policy:**

Anyone who has a fever of 100.4 (38.0 C) or above or other signs of illness will not be admitted to the facility. Everyone entering the building will be screened upon arrival and at least one other time during the day. Families and staff will also need to complete a wellness check survey consisting of questions regarding fever, shortness of breath and cough daily at time of arrival. All individuals entering the building must be fever free for 72 hours without the use of medication. Prior to attending, all families will receive information regarding the importance of keeping children home when they are sick.

#### **Children:**

- All children will need to have an update physical on file that includes date of a last physical (within the year) and must be up to date on all immunizations based on your child's age.
- Upon arrival, children will have their temperature taken. No one with a temperature 100.4 or higher will be allowed to stay in the program.
- All parents will be asked the RIDOH Screening Tool questions each time they drop off their child. If they answer yes to any of the questions the child will not be allowed to stay.
- The YMCA will follow the specific guidelines provided by the RIDHS COVID-19 Child Illness Policy. [https://www.reopeningri.com/resource\\_pdfs/Phase-II/Child-Illness-Policy.pdf](https://www.reopeningri.com/resource_pdfs/Phase-II/Child-Illness-Policy.pdf)

We recognize that problem families who have a sick child must go to work. Yet, the safety and health of all of the children and staff are our main concern. Alternate care must be arranged for times when children cannot attend because of illness. This include symptoms of COVID-19 and vomiting or diarrhea, or if a child has a contagious illness of any kind, including but not limited to: strep throat, flu, respiratory infection, infectious rash, hepatitis, chicken pox, measles, mumps, scabies, impetigo, etc., that child will not be allowed to attend until all symptoms have cleared. Any child sent home from care due to a contagious illness must stay home the following day to ensure that the child is symptom free for **72** hours, without medication. A child or staff member suffering from a reported communicable disease follows timelines of absence

prior to returning to the program as specified in the RI Department of Health, Division of Disease Prevention and Control, Office of Communicable Disease, Guidelines for Communicable Disease Prevention and Control.

### **Staff:**

Upon arrival, staff will have their temperature taken each day.

- Any staff with a temperature of 100.4 or higher or with other COVID -19 symptoms will not be allowed to work until they have met the criteria to discontinue home isolation.
- Staff will be asked the RIDOH Screening Tool questions [https://www.reopeningri.com/resource\\_pdfs/COVID19\\_Screening\\_Tool\\_English-NEW.pdf](https://www.reopeningri.com/resource_pdfs/COVID19_Screening_Tool_English-NEW.pdf) each time they arrive to work. If they answer yes to any of the questions the staff member will not be allowed to stay.

**All screenings will be logged and kept on file at the site.**

**If a child develops symptoms of a fever of 100.4 while in the program, the following will take place:**

- ✓ Child will be isolated immediately away from other children and staff.
- ✓ All areas used by the person will be closed for a minimum of **48** hours to allow time to disinfect based on CDC guidelines
- ✓ Parent will be called to be picked up immediately
- ✓ Notice to families in that child's class informing of potential exposure to illness

**If a staff member develops symptoms of COVID-19 while in the program, the following will take place:**

- ✓ Staff will be sent home immediately
- ✓ All areas used by the person will be closed for a minimum of **48** hours to allow time to disinfect based on CDC guidelines
- ✓ Notice will be sent home to all families and staff that had contact with the ill staff member

### **Returning to work or school after having COVID-19**

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the childcare facility if the following conditions are met:

- If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until **72** hours after the fever is gone (without medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19
- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
  - ✓ If you had a fever, 3 days after the fever ends **AND** you see an improvement in your initial symptoms (e.g. cough, shortness of breath);

- ✓ If you did not have a fever, 3 days after you see an improvement in your initial symptoms (e.g. cough, shortness of breath); **OR**
- ✓ 7 days after symptom onset
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. **They should not go to work or school, and should avoid public places for 14 days.**

### **Symptoms of Coronavirus (From the CDC)**

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- |                                |                              |
|--------------------------------|------------------------------|
| • Fever                        | • Headache                   |
| • Chills                       | • Sore throat                |
| • Repeated shaking with chills | • New loss of taste or smell |
| • Muscle pain                  |                              |

Children have similar symptoms to adults and generally have mild illness. This list is not inclusive.

### **When to Seek Medical Attention: Call 911**

Anyone with these emergency warning signs for COVID-19 must get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

### **Drop Off and Pick Up Procedures:**

Drop off and pick up will take place outside while families are in their cars. Camp cars will be directed to a staging area and move single file.

### **Check-In Procedures for children**

The following protocols will be in place at all times during check in:

Supplies needed: cloth face covering, gloves and wipes, non-contact thermometer

- All staff must wash their hands when they arrive to work.

- Staff will wear a mask at all times during check in procedures. Hand sanitizer will be used in between each check in.
- Camp staff will do a health assessment on children including taking a temperature using a noncontact thermometer
- Anyone with a fever of 100.4 or higher or with any symptoms or risk factors will be sent home
- Families will need to answer RIDOH Screening Tool questions about their child's health, staff will document all answers
- Families will check the child in using the Player Space App on their phones or on staff's IPAD
- Parents must stay in the car during this process
- Staff will escort child to their "pod" home base. Lead Counselor will check the child on the roster and have child wash hands before touching any surfaces
- All staff must wash hands once check in is over and sooner if needed prior to accepting new child.

### **Check-Out Procedures**

The following protocols will be in place at all times during check out:

Supplies needed: gloves and face cloth coverings

- Administration staff will work check out. Must wear gloves and mask at all times
- Authorized Pick up person will stay in the car and use their app to sign out their child (authorized person must be 18 years of age or older)
- Staff will use walkie-talkie to inform lead counselor to start getting child ready for dismissal
- Designated administrative staff will go to the "pod" home base and escort the child to the car
- Childcare staff will open foyer door and dismiss child to family member

Ideally, the same parent or designated person should be dropping off and picking up children every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risks for severe illness from COVID-19.

### **Drop off and pick up procedures—Staff**

The following protocols will be in place at all times during staff and support staff check in:

- All staff must wash their hands when they arrive to work
- Upon arrival temperature using a non-contact thermometer
- Staff will be checked in by the staff behind the front desk as long as there are no signs of illness
- Staff will also need to complete a daily the RIDOH Screening Tool questions prior to starting shift
- Upon entering the building, staff must wash hands in the designated sink prior to checking in to assigned classroom
- Upon entering a classroom, staff must immediately wash hands at prior to touching anything or interacting with children.
- Staff will need to wear a cloth face covering nose and mouth at all times while in the classroom, hallways and playground.

**Cleaning and Sanitation Protocols – we follow the CDC guidelines as outlined in our COVID-19 Control Plan Attachment # 3. Additionally:**

- All staff will have wipes and spray bottles of Midlab disinfectant that will be used to clean all surfaces after use (playgrounds, balls, sports equipment)
- Lead Counselors shall document the cleaning on the Cleaning Schedule for Summer Camp Programs provided by RIDHS [https://www.reopeningri.com/resource\\_pdfs/Phase-II/Sample-Cleaning-Schedule.pdf](https://www.reopeningri.com/resource_pdfs/Phase-II/Sample-Cleaning-Schedule.pdf)
- All cleaning materials must be kept secure and out of reach of children. Cleaning should not be happening near children and staff should ensure that there is adequate ventilation when using these products.
- Each lead Counselor will have their own supply of equipment for use solely within their “pod” or Camp Team
- Each Camper will be supplied with individualized camp packets for STEM, arts & crafts and project based activities

**Cleaning and Sanitize Camp Equipment**

- Equipment that cannot be cleaned and sanitized should not be used.
- Do not share equipment with “pods” of campers, unless they are washed and sanitized before being moved from one group to another.
- Set aside equipment that need to be cleaned. Washing with soapy water is the ideal method of cleaning.
- Children’s books, like paper-based materials such as mail or envelopes, are not considered high risks for transmission and do not need additional cleaning or disinfections procedures
- Use of large group sensory areas (discovery tables, sand tables, playdough etc.) will be limited to individual use—see handwashing guidelines

**Restrooms**

- Restrooms/Porta Potties will have a daily cleaning schedule checklist located on the front of the restroom door
- Restroom shared by different stable groups must be cleaned and sanitized in between use
- All restrooms/Porta Potties should be cleaned and sanitized at least 3 times per day (morning, afternoon and evening)

## **Handwashing:**

Anyone staff and children must engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- After coughing, sneezing or blowing nose
- When entering a classroom
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after using playdough or sensory tables
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids
- After handling animals or cleaning up animal waste
- After playing indoors or in the sand
- After handling garbage

### **Follow these 5 Steps every time when washing hands:**

- ✓ Wet your hands with clean, running water (warm or cold), and apply soap
- ✓ Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
- ✓ Scrub your hands for at least 20 seconds. (Sing "Happy Birthday" from beginning to end 2 x)
- ✓ Rinse your hands well under clean, running water
- ✓ Dry your hands using a clean towel or air-dry them.

If hands are not visible, dirty, alcohol-based sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs, they may not be as effective when hands are visibly dirty or greasy, and may not remove harmful chemicals from hands such as pesticides and heavy metals.

### **When using hand sanitizer:**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount)
- Rub your hands together
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry... this should take around 20 seconds

Supervise children when they are using sanitizer to prevent ingestion (only children over the age of 6 should be using hand sanitizer if needed, soap and water is preferred)

Assist children with proper handwashing, including infants who cannot wash hands alone

- After assisting children, adults must also wash hands

CDC flyers and appropriate posters in different languages describing handwashing steps will be placed near all sinks.

### **Staffing Plans:**

**Although group size in Reopening RI phase 2 is limited to 15, the YMCA camps will maintain group or "Pod" Team sizes of no more than 10. With a ratio of 1:10 counselor to children. When group size is changed (phase 3), there may be an opportunity to combine 2 pods so the ratio would be 2:20.**

- Camp will have reduced hours of 8am to 5pm Monday-Friday.
- The same staff will be assigned to the same group of children each day.
- A list of substitute counselors will be available for each site in the event of staff illness.
- Staff will follow the YMCA of Pawtucket Sick Policy and Covid-19 Addendum policy available in shared drive and in Camp Counselor training materials
- Staff will not work with more than one camp pod/team of children each day.
- Staff will be assigned a specific adult only restroom and cleaning supplies will be available in each restroom for staff to clean after use.
- Staff will be encouraged to leave all belongings in their assigned home base for their camp pod/team including any food needed for meals.
- Each Pod home base will have a cooler for lunches
- Use of refrigerators and microwaves will not be allowed.
- Breakrooms will be closed until further notice.
- Staff will be required to use the Check Writer's Attendance app to punch in and out each day in place of using shared time clocks and computers. (If the app is not available, staff will work with supervisor to discuss alternate ways to record time worked).
- Staff will be required to keep a log of their own contacts each day—where they have been and who they have been in contact with. These logs will only be shared with DOH and DHS only if someone becomes sick or is exposed.
- Staff with long hair will be encouraged to wear hair in an updo or ponytail so it is out of the reach of children

## **Plan for Stable Groups Utilizing Outdoor/Indoor Space in Adherence to Social Distancing:**

### **Outdoor Playground/Gymnasium/Court/GaGa Pit Space**

- Play space will be used by **one stable** group at a time
- Camper Pod/Teams will receive a weekly schedule of activity rotations that maintain a distance of at least 14 feet from any other Pod or team.
- Times will be staggered to avoid children crowding during transitions in indoor hallways or near the entrance to play space.
- No outside field trips or walks off the grounds will be allowed until further notice
- Hand Washing stations, facial tissues and hand sanitizers will be available outdoors; trashcans as well for each designated activity rotation play space.

### **Pools and Water Venues**

- **Lake Front:** Swimming rotations will limit swimmer count to a maximum of one team of 10 at Rocky Beach and 2 teams of 10 at Sandy Beach maintaining 14 foot distance between Pod teams.
- **Pools/Spray Park and other Water Venues:** Will have one Pod Team usage at a time until group size of 15 is increased.

### **Camper Files:**

All camp applications will be on-line and accessible through Player Space app by counselors and Directors. Camper name, address, medical records and name of all authorized pick-ups will be recorded as well as hours of daily attendance.

### **On-Site Screening Documentation/self-attestation forms:**

- Staff will keep On-site screening documentation/self-attestation forms (Per 8.7.B.2), including documentation of children's temperature and other observable health signs

### **Visitors Entering the Building**

Visitors and observers should be discouraged from visiting summer camp during the COVID-19 crisis to limit the possible exposure to the children and staff in the building. Any individuals who must visit follow the following procedures

- All deliveries must be left in the foyer and staff will come to the foyer to pick
- All visitors will complete a the RIDOH Screening Tool questions
- Will be required to wear a mask
- Sign in and out in the Visitor Log and fill out the Visitor forms as supplied by the RIDHS. [https://www.reopeningri.com/resource\\_pdfs/Phase-II/Sample-Visitor-Log-v4.pdf](https://www.reopeningri.com/resource_pdfs/Phase-II/Sample-Visitor-Log-v4.pdf) (per 8.7.C), documenting their arrival and departure time,



self-attestation of health screening, and commitment to maintaining social distance while onsite

- Wash hands or use hand sanitizer before entering into the building
- Wash hands prior to going to a classroom

**Cleaning Records:**

- Camp Directors will be responsible to collect the cleaning forms from lead counselors and place in a binder daily. YMCA will use the Cleaning schedule document provided by RIDHS

[https://www.reopeningri.com/resource\\_pdfs/Phase-II/Sample-Cleaning-Schedule.pdf](https://www.reopeningri.com/resource_pdfs/Phase-II/Sample-Cleaning-Schedule.pdf)